

FRIENDS OF CALUDON PARK CONSTITUTION

1 The name 'Friends of Caludon Park' was adopted at a Special General Meeting on Wednesday 4th July 2007.

2. Objective:

To give everyone the opportunity to help maintain and improve Caludon Park for the benefit of the citizens of the area.

3 Approach to co-operate with Coventry City Council and others to:

- a) Protect and preserve the landscape and historical ruined castle of Caludon Park that survive from its earlier uses as a medieval castle and park, farm and farmland.**
- b) Plant and maintain trees, shrubs and flowers which improve the appearance, historical relevance and wildlife value of Caludon Park.**
- c) Develop proposals and raise funds for new features within the park that are consistent with its history and natural environment.**
- d) Encourage use of the park for sports, play and quiet enjoyment.**
 - e) Organise suitable community events within Caludon Park.**
- f) Keep the park safe, tidy and well-maintained and vandal-free with the assistance of the local police and Council.**
 - g) Record and study the history, landscape and wildlife of the park.**
 - h) Help to publish booklets about the history, landscape and wildlife.**
- i) Encourage local schoolchildren and young people to share this approach, so that they can contribute towards improving and enjoying the park and can continue the work of the Friends in future.**
- j) Levy subscriptions, raise funds and accept donations which will be used to finance the work of the Friends of Caludon Park, provided that the Friends do not undertake any permanent trading activity.**
- k) Pay justified expenses caused by the work of the Friends.**
- l) Hold meetings to inform and consult members and the general public.**

Produce newsletters, leaflets and posters describing the Friends.

Membership

Membership shall be open to individuals who are interested in furthering the work of Friends of Caludon Park. Membership shall be proposed and seconded by members of Friends of Caludon Park.

5 Committee

- a) The Friends of Caludon Park will be run by a committee which will have powers to decide and organise any activity that promotes the approach detailed above.**
- b) The Executive Committee Members will be a Chair, Vice-chair, Secretary and Treasurer, to be elected at the Annual General Meeting.**
- c) Other committee members may be co-opted as necessary, with the agreement of the majority of Committee Members.**
- d) All committee members will serve in an honorary capacity.**
- e) No-one under the age of 18 may be an Executive Committee Member.**
- f) All members of the committee must sign the Minute Book to confirm that they accept office and will act in the interests of the Friends.**
- g) All members of the committee will normally serve for two years but may stand for re-election.**
- h) A committee member will cease to hold office if he/she resigns, becomes seriously ill or does not attend a committee at least half of the committee members without just notification.**

6 Financial and Other Assets

- a) All money raised by subscriptions, fund-raising and donations shall be used exclusively to further the aims of the Friends of Caludon Park.**
- b) All money and other assets will be held in the name of the Friends of Caludon Park, not by the committee or by individual members.**
- c) The committee will be responsible for keeping the accounts properly, for preparing annual statements and for having the accounts audited.**
- d) No committee member is to be paid or to have any personal interest in the financial and other assets, except for the payment of expenses.**
- e) A bank account will be opened in the name of 'Friends of Caludon Park' at the Lloyds TSB bank.**
- f) No money will be paid out for expenses unless the expenditure has been agreed beforehand by the committee and unless an invoice or receipt for the claimed amount is presented to the Treasurer.**
- g) The Treasurer and one other Executive Committee Member must sign any cheque in payment of expenses.**

7 Meetings

- a) The Annual General Meeting of the Friends of Caludon Park normally will be held in July each year. All members will be entitled to attend the AGM and those who are at least 18 years old will be entitled to vote. Non-members**

may also attend the AGM as observers, but will not be entitled to vote or to take part in discussions.

The business of the AGM will include:

The Chair's report for the previous year.

The Treasurer's report, with audited accounts.

Election of the Executive and other Committee Members.

- b) General Meetings normally will be held every three months between the AGMs. All members will be entitled to attend these meetings and take part in any vote that may be called. Non-members may also attend these meetings as observers and ask questions through the chair, but will not be entitled to vote or to take part in discussions.
- c) A Special General Meeting may be called at any time, if at least eight members make a written request to the Secretary. The Secretary will arrange the meeting, giving all members at least 14 days' notice.
- d) To constitute a quorum, any General Meeting must be attended by at least three Executive Committee Members and at least five other members. Voting at any General Meeting, including the A.G.M. will be normally by a show of hands by those entitled to vote. If the vote is tied, the Chair will have the casting vote.
- e) Committee Meetings normally will be held at intervals of two months or less. At least 7 days' notice must be given to all Committee Members. No vote can be taken if fewer than three Executive Committee Members attend the meeting.
- f) Minutes of all meetings will be recorded by the Secretary or by a temporary replacement agreed by all four Executive Committee Members. These minutes must be circulated at the next equivalent meeting and agreed to be a true record.

8 Communications

Any formal communication between the committee and the media must be signed by the Secretary and Chair.

Any approach from the media must be via the Chair.

Publicity will be co-ordinated by the Publicity Officer.

9 Amendments to the Constitution

This Constitution may only be changed at an Annual General Meeting or a Special General Meeting. All members will be informed in writing of any proposed amendment, at least 14 days before the Meeting. The Meeting must constitute a quorum and a simple majority will decide the issue.

10 Dissolution

If the committee ever think it necessary to dissolve the Friends of Caludon Park, all members will be given 28 days' written notice of a Special General

Meeting to discuss the proposal. The Meeting must constitute a quorum. Members must first be allowed to propose alternatives to dissolution at this Meeting and to have them voted upon, using a simple majority.

Failing this, the Friends of Caludon Park may be dissolved by a resolution, passed by two thirds of the members present at the Meeting. This resolution will name the body or bodies to which the remaining financial and other assets of the Friends will be donated. These bodies must be voluntary organisations with similar objectives to the Friends of Caludon Park. No member may benefit personally from the dissolution.

11. Quorum

For a committee members and general meetings the quorum shall be three members.