

Friends of Pontefract Park

Constitution

1 Name

The name of the group is “Friends of Pontefract Park” referred to below as the Group.

2 Aims

The aims of the Group are:

2.1 To preserve, protect, develop and improve the Park as an amenity for Pontefract and the wider community.

2.2 To encourage increased use of the Park by all sections of the community.

2.3 To stimulate public interest and engender a sense of pride in the beauty, history and character of the Park.

2.4 To encourage high standards of maintenance of the Park and its facilities.

3 Objectives

In order to achieve its aims, the Group will:

3.1 Liaise with Wakefield Metropolitan District Council (WMDC), Pontefract Park Race Company Ltd and any other relevant organisations.

3.2 Raise funds as required in order to deliver the aims.

3.3 To instigate or participate in any other activity that contributes towards the Group achieving its aims.

4 Equal Opportunities

The Group shall not discriminate against members on the grounds of differences in line with the 2010 Equalities Opportunities Act.

5 Membership

5.1 Subject to the approval of the Committee, membership of the Group is open to all individuals, bodies, companies or other organisations with an interest in preserving and improving the Park.

5.2 Members may be required to pay an annual subscription to be determined by the Committee members when elected.

5.3 There are two categories of membership: (1) Individual. (2) Corporate.

5.4 A member may be removed from membership by a resolution of the committee if it is deemed to be in the best interest of the Group.

5.5 Members can attend all open meetings of the Group.

5.6 Members will be kept informed of the activities of the Group at least four times a year by means of a newsletter circulated by email or post.

5.7 Corporate members will not have voting rights within the group.

5.8 The Pontefract Racecourse Company, although associated with the group, will have no direct financial benefit from the work of FoPP.

6 Committee, Officers & Powers

6.1 The business of the Group shall be conducted by a Committee comprising the Chairman, Vice Chairman, Secretary and Treasurer, who are known as the Officers, together with up to 20 other members of the Group.

6.2 The Officers and other Committee members shall be elected annually at the AGM. All individual members of the Group shall be entitled to stand for election as an Officer or other member of the Committee.

6.3 Members of the Committee shall declare any conflict or pecuniary interest in any matter under consideration and will not participate in the discussion or vote.

6.4 The Committee shall have the power to set up Sub-Committees to deal with specific issues. Such Sub-Committees will be made up of individual members of the Group and there shall be one Committee member on each Sub-Committee.

6.5 The Committee shall have the power to enlist the services of any person or body who will be of benefit to the Group for any specific purpose. Such persons or bodies shall not thereby become members of the Group.

6.6 The Committee shall determine the frequency of its meetings but it shall meet at least four times a year and there must be at least six people attending to constitute a quorum (two of these must be Officers).

6.7 Officers and Committee members are expected to attend regularly otherwise they will be asked to step down.

6.8 Resolutions of the Committee shall be decided by a simple majority with the Chairman eligible to a casting vote in the event of a tie.

6.9 If a member is unable to attend a meeting, with prior permission of the Chairman, a proxy may attend.

6.1 The Secretary will make a record of meetings and circulate the minutes together with the notice and agenda of the next meeting.

7 Finance

7.1 The Committee is responsible for the administration of the Groups finances.

7.2 The income of the Group, however derived, must be used solely for the promotion of the Group and no part shall be transferred to any person other than to cover reasonable and approved “out-of-pocket” expenses.

7.3 The funds of the Group shall be obtained through members' subscriptions and by any other fund raising activities as determined by the Committee.

7.4 The funds shall be lodged in a bank account approved by the Committee in the name of the Group.

7.5 The Treasurer shall be responsible for managing the day-to-day financial affairs of the Group and shall keep proper books of account.

7.6 The Treasurer shall provide a brief statement setting out the financial position of the Group at each meeting of the Committee.

7.8 The committee shall authorise four of its members to be authorised signatories. All cheques or withdrawals from the bank account must be signed by two of the authorised signatories.

7.9 An annual statement of accounts shall be produced by the Treasurer at the AGM. The statement shall have been independently verified by either two members of the Group who are not members of the Committee or by a suitable qualified person who is not a member of the Group.

8 Annual General Meeting

8.1 The Annual General Meeting will be held at such time and place as the Committee shall determine, provided that the interval between one AGM and the next shall not exceed 15 calendar months

8.2 The Annual General Meeting will transact the following business: (1) Minutes of the previous AGM (2) Consideration of the Annual Report on the activities of

the Group. (3) Consideration of the Annual verified Statement of Accounts. (4) Election of Officers and Committee members for the forthcoming year. (5) Any other relevant business.

8.3 A Special General Meeting shall be called at any time, either: (1) At the discretion of the committee. (2) following receipt of a written request signed by not less than ten members of the Group stating the reason for the request.

8.4 The Secretary shall give every member of the Group 14 clear days' notice in writing by email or post of the date, time and place of the AGM or an

SGM and details of the matters to be considered.

8.5 All individual members and corporate members shall be entitled to a single vote at the AGM or an SGM. A motion at the AGM or an SGM shall be carried by a simple majority of those attending and entitled to vote. In the event of a tie the Chairman will be eligible to a casting vote.

9 Amendments To The Constitution

9.1 Amendments to the Constitution must be approved at the AGM or an SGM. Any such proposals to alter the Constitution must be received in writing by email or post not less than 14 clear days prior to the meeting at which they are to be considered. An alteration must be approved by not less than two thirds of those present and entitled to vote.

9.2 No amendment shall be made which would cause the Group to cease to be a charity at law.

10 Dissolution

10.1 The Group may be dissolved at any time by a resolution passed by not less than two thirds of those present and entitled to vote at the AGM or an SGM.

10.2 Such a resolution must include provision for the disposal of any assets held by or in the name of the Group to a like minded voluntary organisation in the area.

This Constitution was adopted at a meeting of the committee on 25th January 2012

Amendment No 1. Passed at AGM held on 26th March 2014 at New College

1. Group name "Friends of Pontefract Park & Racecourse" to change to " Friends of Pontefract Park"
2. Minor changes
 - (i) Cl 5.2 " Members MAY BE required....."
 - (ii) CL 5.8 Phrase "although LINKED with.....". to become "although ASSOCIATED with....."