



# Constitution of Friends of Blythe Hill Fields

(previously known as Blythe Hill Fields User Group)

## 1. Name

The name of the Group shall be FRIENDS OF BLYTHE HILL FIELDS (FBHF)

## 2. Aim

The aim of the Group shall be to promote the increased use, access to and enjoyment of Blythe Hill Fields in the London Borough of Lewisham for the benefit of local residents and other users of this essential open space.

## 3. Objectives

Acting as a forum for the community, FBHF will work with partners such as Lewisham Borough Council, to maintain existing facilities as well as develop and install new ones for the benefit of the whole community.

In order for the Group to achieve its objectives it may, as appropriate:

- Raise money;
- Open bank accounts;
- Take out appropriate insurances;
- Organise events and activities;
- Exchange information and or/work with other similar and local groups.

## 4. Membership of the Group

4.1 Membership of the Group shall be open to any individual, regardless of disability, political or religious affiliation, race, sex or sexual orientation who is:

- In agreement with the Aim and Objectives of the Group;
- Interested in supporting the development of the Group and participating in its activities;
- Willing to attend membership meetings and abide by the rules of the group (appendix 1);
- Willing to contribute to the running costs of the Group as necessary.

## 5. Committee

5.1 The Group shall have a Committee of eight members comprising the Chair, Vice-Chair, Secretary and Treasurer plus four Committee Members who shall all be elected at the Group's Annual General Meeting (AGM).

5.2 The Committee shall continue the work of the Group outside Membership Meetings and be able to take decisions on behalf of the Group.

- 5.3 The members of the Committee shall be elected for a period of twelve months from the AGM and will need to be re-elected at the following AGM.
- 5.4 Duties of the Committee are outlined at Appendix 2.
- 5.5 The Committee may as necessary, in order to fulfil the aims of the Group:
- Co-opt onto the Committee up to two individuals in an advisory and non-voting capacity;
  - Set up sub-Committees to work on particular events or issues who will report back to the Committee and the Membership.

## **6. Meetings and Voting**

- 6.1 The Committee shall meet at least four times per year. The Membership shall meet at least six times per year. Other Membership meetings may be called from time to time, and as necessary by the Group's Secretary for urgent matters.
- 6.2 Dates of Membership Meetings will be circulated with the minutes and will be part of the Newsletter.
- 6.3 At least three members of the Committee must be present for a Committee meeting to take place.
- 6.4 Each member shall have one vote. Voting in a membership meeting shall be by show of hand. Where there is a tied vote the Chair or Vice-Chair shall have the casting vote.
- 6.5 Voting at the Committee shall be by show of hand. Where there is a tied vote then the Chair or Vice-Chair shall have the casting vote.

## **7. Finance**

- 7.1 All monies received on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- 7.2 Any bank accounts opened for the Group shall be in the name of FRIENDS OF BLYTHE HILL FIELDS.
- 7.3 Any cheques issued must be signed by the Treasurer and counter-signed by the Chair, Vice-Chair or Secretary. Additional signatories can be added by agreement of the Group at a Group meeting, if the need arises.
- 7.4 The Treasurer shall keep an accurate record of income and expenditure for the Group and shall ensure that the accounts are independently inspected each year.

## **8. Annual General Meeting (AGM)**

- 8.1 The AGM for the Group will be held in the month of October of each year.
- 8.2 All members shall be given at least fourteen days notice of the AGM and shall be entitled to attend and vote;

8.3 The business of the AGM shall include:

- Receiving a report from the Committee on the Group's activities over the year;
- Receiving a report from the Treasurer on the finances of the Group;
- Electing and/or re-electing members of the Committee;
- Considering any other matters as may be decided.

8.4 At least 10 members and half the Committee members must be present in order for the AGM to take place. In the event of the AGM not taking place, a new date must be set by the Committee and a re-notification of the new date must be circulated by the Secretary in addition to a note explaining that the original AGM did not take place due to lack of members.

## **9. Alterations to the Constitution**

9.1 Any changes to the Constitution must be agreed by at least a two thirds majority vote of those members present at a Membership Meeting.

## **10. Dissolution of the Group**

10.1 The Group may be wound up at any time if agreed at a Special Meeting by at least two thirds of those members present and voting. In the event of winding up, any assets after all debts have been paid shall be given to another Group with similar aims.

## Appendix 1

### **Membership Rules of Friends of Blythe Hill Fields**

1. To attend all meetings wherever possible and send apologies to the Secretary if unable to attend.
2. To support the Committee in furthering the aims of the Group.
3. Take on other activities/specific projects to further the aims of the Group.
4. To ensure the Secretary has relevant contact details including an email address where possible.
5. Minutes will only usually be circulated via email and placed on the Notice Boards on Blythe Hill Fields. Any member wishing to receive the minutes in paper copy must contact the Secretary.
6. To abide by the Code of Conduct at User Group meetings

### **Code of Conduct at Meetings**

1. At all times, members will respect views, opinions and suggestions of all other members present.
2. Members shall conduct themselves in a polite and courteous manner. All members will be given a chance to speak; speaking over another member is not acceptable.
3. At no time during a meeting shall swearing be acceptable. Members who swear during a meeting will be given a warning. Any further repetition, the Chair shall ask the member to leave that particular meeting.
4. The Chair reserves the right to keep meetings moving and may need to close discussions in order to complete a meeting agenda.

## Appendix 2

# Duties of the Committee

### CHAIR

- Chair meetings of the Membership and Committee alternately with the Vice-Chair;
- Represent the Group at functions/meetings that the Group has been invited to;
- Act as spokesperson for the Group as and when necessary.

### VICE CHAIR

- Chair meetings of the Membership and Committee alternately with the Chair;
- Deputise for the Chair as appropriate.

### SECRETARY

- Keep an up to date register of members;
- Prepare, in consultation with the Chair, the agenda for meetings of both the Committee and the Membership;
- Find and book appropriate meeting spaces
- Take, circulate and store minutes of all meetings;
- Collect and circulate any other relevant information within the Group;
- Prepare and arrange circulation of the Group's Newsletter.

### TREASURER

- Supervise and be responsible for the financial affairs of the Group;
- Keep good and proper accounts of all income and expenditure for the Group;
- Provide a financial report for the AGM;
- Undertake to have the Group's finances independently inspected each year in advance of the AGM;
- Undertake to seek financial advice on the Group's behalf.