

CONSTITUTION

THE FRIENDS OF CROFTON AND SPARROW WOODS

ARTICLE 1: NAME AND LEGAL STATUS

The name of the organisation shall be The Friends of Crofton and Sparrow Woods (the 'Group').

The legal status of the Group is an unincorporated 'not for profit' organisation where its Committee members are responsible for any contracts entered into.

The Group shall operate in the areas known as Crofton Woods, Crofton Heath, Sparrow Wood, Roundabout Wood, Eynsford Recreation Ground and Gumping Common (the 'areas')

ARTICLE 2: AIMS AND OBJECTIVES

The aims and objectives of the Group will be as follows:

- i. To help with practical conservation through voluntary action for the benefit of wildlife and the community for the area owned by, and under the supervision of, the London Borough of Bromley (LBB) and its professional officers.
- ii. To help secure and promote the conservation and protection of all the areas, whether or not owned by LBB.
- iii. To monitor the areas' trees, plants, animals, birds, insects and wildlife habitats, and maintain and improve its biodiversity.
- iv. To promote its use as a place for quiet enjoyment, well-being, recreation and study.
- v. To assist in providing an educational experience for the general public in the history, natural history and biodiversity of the areas.
- vi. To maintain a sound financial base, and seek funding and donations to further the activities which meet the above aims and objectives.

ARTICLE 3: POWERS

To further these aims and objectives the Committee shall have the power to:

- i. Obtain, collect and receive money or funds by way of membership fees, contributions, donations, grants and any other lawful method towards the aims of the Group.
- ii. Associate with LBB, landowners, voluntary organisations and those with an interest in the areas in a common effort to carry out the aims of the Group.
- iii. Permit the Committee to enter into contractual arrangements.
- iv. Have its own bank account.
- v. Do all such lawful things as will further the aims of the Group.

ARTICLE 4: MANAGEMENT COMMITTEE

A Management Committee elected annually at the Annual General Meeting shall manage the Group.

The Committee shall consist of a minimum of 3 and maximum of 16 individuals, and shall include a chair, secretary and treasurer.

The Committee may co-opt additional members during the year.

All Committee members shall retire at each Annual General Meeting, although may offer themselves for re-election.

The Committee shall meet at least 3 times each year (in addition to the Annual General Meeting).

The Chairman will have a second and casting vote.

Two Committee members or one third of the Committee being present (whichever the higher) shall enable the business of the Group to be carried out.

A proper record of all transactions and meetings shall be kept.

No Committee members or members of the Group may be employed by the Group, although out of pocket expenses may be reimbursed on production of appropriate receipts or other evidence of expenditure.

All Committee members must be members of the Group.

ARTICLE 6: FINANCIAL ARRANGEMENT

Monies raised from membership fees, voluntary donations, sale of goods, gifts, other sources or grants awarded to the Group shall be used for the express purposes of pursuing the aims and objectives of the Group.

The funds shall be paid into an account operated by the Management Committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.

The Management Committee is empowered to pursue or make applications for grants to secure funds to support the Group's planned activities and may take whatever steps are necessary to meet the requirements of the awarding bodies.

No persons representing the Group shall make or enter into any agreement with any persons or organisation that may incur a financial liability save for those purposes as agreed by the Management Committee as necessary to carry out the objectives of the Group.

A current record of all income, funding and expenditure will be kept and presented annually to members at the Annual General Meeting.

ARTICLE 7: EQUAL OPPORTUNITIES STATEMENT

The Group is committed to equal opportunities and diversity. This commitment extends to the Groups members and volunteers, and the Group welcomes everyone from the local community as a volunteer.

The Group will not discriminate against its volunteers on the grounds of gender, sexual orientation, disability or impairment, age, race, creed, colour, nationality, ethnic or national origin, trades union activity, HIV or marital status, religion or belief or similar bases.

Furthermore, the Group values difference, and recognises the value that the different backgrounds, skills, outlooks and experience volunteers bring to the Group.

ARTICLE 8: GENERAL MEETINGS

An Annual General Meeting shall be held within 15 months of the date of the adoption of this constitution, and each year thereafter.

Notice of the Annual General Meeting shall be given at least 21 days before the meeting, and a report on the Group's financial position for the previous year will be made available at the same time.

The Annual General Meeting agenda will include formal business as follows:

- i. Minutes of the previous Annual General Meeting.
- ii. Chair's report.
- iii. Treasurer's statement including independently examined accounts (e.g. two ordinary members elected at the previous Annual General Meeting).
- iv. Election of Management Committee members for the following year. Nominations for Management Committee members shall be received by the Secretary before the published date of the Annual General Meeting. Nominations shall be supported by two members and signed by the nominee indicating willingness to serve.
- v. Review of the Constitution (as necessary).

The activities of the Group shall be approved at the Annual General Meeting.

Decisions needing a vote shall be decided by a simple majority of those members present, the Chairman having a second casting vote.

Voting rights shall be restricted to members of the Group over the age of 16 years, and each member shall have one vote.

An Extra-ordinary General Meeting may be called at any time at the request of the Committee. A notice explaining the place, date, time and reasons shall be sent to all members at least three weeks beforehand. A minimum of two committee members plus a further ten members being present shall enable an Extra-ordinary General Meeting to take place.

Open General Meetings (i.e. meetings which may include members of the general public and not necessarily solely members of the Group) should be held at least once a year. These would include a general discussion on progress of the Group and how well it is meeting its aims and objectives. This may be achieved via online consultation rather than face to face.

ARTICLE 9: AMENDMENTS

Amendments to the constitution can only be made at the Annual General Meeting or an Extra-ordinary General Meeting. Proposed amendments must be circulated at least 21 days before the meeting at which they are to be considered and must be approved by a majority of those members present.

ARTICLE 10: DISSOLUTION

The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at an Extra-ordinary General Meeting.

After the payment of all bills and other liabilities and the fulfilment of any requirements of any external bodies e.g. grant providers, the Committee shall distribute any assets remaining to other groups or organisations having aims similar to the Group, or some other charitable purposes as the Group may decide.

Under no circumstances should any assets of the Group be paid or shared out amongst members of the Group.

LBB and any body, external body or external funding organisation must be provided with accounts and other documentation as they reasonably require

8 October 2020

Signed Date

Chair

Jane Andrews

6A Ember Close, Petts Wood, Kent. BR5 1AP

Signed Date.....

Secretary

Kirsty Blackman

11 Ember Close, Petts Wood, Kent

Signed Date

Treasurer

Karen King

22 Heath Side, Petts Wood. Kent BR5 1EY