

**Queen Mary's Park
Constitution for the Friends Committee**

1. Name

The name of the organisation shall be "The Friends of Queen Mary's Park" ("The Friends")

2. Guiding Principles

The Friends are an independent organisation and shall not engage in party political activities. It will recognise the core values of the Council and where relevant will, through their activities promote those values.

3. Objectives

The objectives of the Friends in partnership with Sutton Council shall be to:

- a. promote development and maintenance of Queen Mary's Park as a quiet natural Park.
- b. promote the park as a public open space for use for public walks and leisure amenities.
- c. present the views of users of the Park to the Council on matters relating to the management of the Park.
- d. seek to improve the provision of amenities and facilities in the Park either through public funding or by Public Private partnership or fund raising if decided necessary by The Friends.
- e. promote the Park with its archaeological and historical connections, as an important part of the local heritage.
- f. promote the Park as a site of Importance for Nature Conservation and Wildlife.

4. The Committee

- a. The Friends shall be managed by a Committee of membership consisting of The Chairman/Chairwoman, the Secretary, the Treasurer (collectively the "Officers") and at least three (3) other members.
- b. The Committee may co-opt other registered and paid up Members onto the Committee for specific reasons.
- c. All nominees, proposers and seconders must be registered and paid up members.
- d. A Committee member absent from three consecutive meetings shall be deemed to have resigned their membership of the Committee unless otherwise agreed by a majority of the remaining Committee members.

5. Powers of the Committee

In order to meet its objectives as described in 3 above, the committee shall aim to:

- a. raise funds, and in raising funds the committee shall conform to any relevant requirements of the law.
- b. conduct and to discharge business on behalf of The Friends.
- c. decide any matter arising from the Constitution, and any other matters except those which must be decided by an Annual or Extraordinary General Meeting.

6. Membership

- a. Application for membership of The Friends will be made on the appropriate application form and be submitted to the committee for approval whose decision will be final
- b. The Secretary will maintain a Register of Members ("Friends")
- c. There will be an annual individual membership fee payable at the commencement of the calendar year. The level of the annual fee which shall relate to the forthcoming calendar year shall be determined at the Annual General Meeting of The Friends by all the paid-up Members present.
- d. Members may choose instead to pay either an annual family membership which shall apply to all members of one household living at the same address or an individual membership. The fee levels shall be determined as in 6d."

7. Meetings

- a. The Committee shall meet as required, normally this will be four times a year. A quorum shall consist of at least half the total number of committee members elected including officers, plus one, and including at least one officer. In the event there are less than 6 Committee Members elected, including officers, then the quorum shall be 4, including at least one officer.
- b. The agenda for the Committee meetings shall include reports from the Treasurer and the Secretary and shall be sent to the Committee members by the Secretary one (1) week before the meeting.
- c. The business of the Committee shall be decided by a simple majority of votes.
- d. All Committee Members shall have one (1) vote.
- e. The Chairman/Chairwoman shall not have a second or casting vote.
- f. The Head of Parks and Open Spaces at Sutton Council or their representative will be invited to attend meetings in an advisory capacity. Ward Councillors and other interested parties may be invited to attend as appropriate in an advisory capacity but only Committee Members elected at the AGM shall have a vote.

8. Sub-Committees

The Committee may appoint Sub-Committees to conduct such business that it deems appropriate. All decisions of the Sub-Committee shall be subject to the ratification of the Committee.

9. Annual General Meetings

- a. An Annual General Meeting shall be held each year in the autumn.
- b. The Committee will present a report on its activities for the past year.
- c. The Committee shall be elected at the AGM.
- d. Each Member, as defined in 9d, attending the AGM shall have one (1) vote.
- e. Any expulsion from membership by the committee during the year will be reported at the AGM.
- f. All officers and other members of the committee shall retire annually but will be eligible for re-election at the AGM.

- g. Names of candidates for election to all positions, together with names proposers and seconders must be sent to the secretary, in writing, at least ten (10) days before the AGM. All nominees, proposers and seconders must be registered and paid up members.
- h. Any changes to constitution agreed at an EGM must be reported at the AGM. (see item 13).

10. Extraordinary General Meetings

- a. An Extraordinary General Meeting ("EGM") of The Friends may be called at any time at the discretion of the Committee or by the Secretary within fourteen (14) calendar days of the receipt by the Secretary of the requisition to that effect signed by at least twenty (20) members.
- b. Every such requisition must specify the business for which the meeting is being convened.
- c. The Secretary shall give to all Members at least one (1) week's written notice of the EGM with an agenda of the matters to be discussed. No other business shall be transacted at the EGM.
- d. A quorum shall consist of at least fifteen (15) percent of paid up members registered with the Secretary.
- e. Each Full Member attending the EGM shall have one (1) vote
- f. Unless otherwise provided by this constitution, resolution shall be decided by a simple majority of votes recorded in the minutes of the meeting. In the case of an equality of votes, the Chairman/Chairwoman shall have a second or casting vote.

11. Termination of Membership

- a. A Member wishing to resign from The Friends shall give written notice to the Secretary.
- b. Member shall be deemed to have resigned if they do not pay the annual membership fee by 31st March of the year to which the fee relates.
- c. The Committee may by at least a seventy-five (75) percent vote of paid up and registered members in favour to cancel the membership of any Member considered to have brought The Friends into contempt or disrepute. Such expulsions shall be reported to the next AGM, who may overturn the decision of the Committee by at least a seventy-five (75) percent vote of paid up and registered members in favour.

12. Accounts

Written accounts shall be kept by the Treasurer of the sums of money received and expended by the Friends. A statement of accounts shall be made available to the Chairperson when requested.

13. Changes to the Constitution

Any change to the Constitution must be approved at an AGM or an EGM by a majority of at least seventy-five (75) percent of paid up and registered Members eligible to vote who are present at the meeting or have voted validly by proxy on the form provided for this purpose.

14. Members' Liability

The liability of Members shall be limited to the amount of their annual subscription. No expense shall be incurred in the name of The Friends unless authorised by the Committee.

15. Contributions

The Members of the Friends Queen Mary's Park shall not in any way benefit from donations, or contributions given to them. All funds will be used for the benefit of Queen Mary's Park or for the administration thereof.

The work of the Friends of Queen Mary's Park shall not be for the benefit of landfill site operators who may contribute to the Friends of Queen Mary's Park and claim credit under the Landfill Tax Credit Scheme. Nor shall it be for the benefit of contributing third parties, as defined in the landfill tax regulation.

16. Dissolution of The Friends

The Friends can only be dissolved by a resolution passed by a majority of at least seventy-five (75) percent of the paid up and registered Members present and eligible to vote at an EGM called for the purpose of considering such a dissolution.

In the event of dissolution, any balance of cash remaining in hand, after realisation of all assets, and payment of any debts of The Friends shall be applied for charitable purposes, similar to those undertaken by The Friends, or paid, distributed or transferred to a charitable institution(s) having similar objects to those of The Friends, as the Committee shall resolve.

17. Notices

Notices required under this constitution shall be deemed to be served if sent by email if this is available or by ordinary pre-paid post to the address of each Member as advised to the Secretary from time to time and held on the register of members, or if personally delivered to such address.

18. Alterations

Any alterations, amendments to this Constitution may be made at a general meeting convened for the purpose.

19. Interpretation

In the event that any question arises about the interpretation of the constitution or on matters on which the Constitution is silent, the decision of the Chairperson will be final.

DA 7.11.07

Amends above by Owen Jones, 24.042023.