CONSTITUTION OF: THE KIRKLEY POCKET PARK GROUP ADOPTED ON: 28TH MARCH 2022

1 The name of the Group shall be: The Kirkley Pocket Park

# 2 Aims

The aims of the Group shall be to: Help residents set up small projects with a group of like minded people within their area To enhance the area they live in and take pride in there local surroundings. To initiate a community feel to the area and by doing so improve the mental health and well-being of its residents.

3. Objective.

In order to achieve its aims, the Group may:

## a. Raise money

1. Open a bank account
2. Take out insurance
3. Work with other groups and exchange information
4. Do anything that is lawful which will help it to fulfil its aims.

4 Membership

1. Membership of the Group shall be open to any person over 18 or any organisation living or located in the Kirkley area who is interested in helping the Group to achieve its aims and willing to abide by the rules of the Group.
2. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
3. Every individual member and each organisation shall have one Vote at General Meetings.
4. Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

5 Management

(a) The Group shall be administered by a Management Committee of the Officers and not more than 9 other members elected at the Group l s Annual General Meeting (AGM). (b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.

1. The Management Committee shall meet at least 4 times a year.
2. The Chairperson shall Chair all meetings of the Group. (e) The quorum for Management Committee meetings shall be three members.
3. Voting: Management Committee meetings shall be by a

show of hands. If there is a tied vote then the Chairperson shall have a second vote.

1. The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
2. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

## 6 Duties of the Officers

(a) The duties of the Chairperson are to:

* chair meetings of the Committee and the Group  represent the Group at functions/meetings that the Group has been invited to  act as spokesperson for the Group when necessary (b) The duties of the Secretary are to:
* take and keep minutes of meetings
* prepare the agenda for meetings of the Committee and the

Group in consultation with the Chairperson  maintain the membership list  deal with correspondence  collect and circulate any relevant information within the Group (c) The duties of the Treasurer are to:

* supervise the financial affairs of the Group keep proper accounts that show all monies collected and paid out by the Group.

# 7 Finance

1. Any money obtained by the Group shall be used only for the Group.
2. Any bank accounts opened for the Group shall be in the name of the Group.
3. Any cheques issued shall be signed by the Treasurer and one other nominated official.

## 8 Annual General Meeting

1. The Group shall hold an Annual General Meeting (A.G.M.) in the month of April.
2. All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 5 members. (c) The business of the A.G.M. shall include:
3. receiving a report from the Chairperson on the Group's activities over the year.
4. receiving a report from the Treasurer on the finances of the Group
5. electing a new Management Committee and
6. considering any other matters as may be decided.

## 9 Special General Meeting

A Special General Meeting may be called by the Management

Committee or by any member to discuss an urgent matter. The

Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## 1 0 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution

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

This constitution was adopted at a general meeting of the Group on 28th March 2022

Signed:

Chairperson: REDACTED

Secretary: REDACTED

 Treasurer: REDACTED