

FRIENDS OF PARC CEFN ONN



CONSTITUTION AND RULES

April 2010

1. The name of the society shall be FRIENDS OF PARC CEFN ONN.

2. **PRELIMINARY**

- i) The expression “the Society” means the Society constituted by these rules.
- ii) The expression “Executive Committee” means the Executive Committee for the time being of the Society as thereafter constituted.
- iii) The expressions “Secretary” and “Treasurer” means the Hon. Secretary and Hon. Treasurer for the time being of the Society.
- iv) The expressions “this Constitution” and “these Rules” include any amendment thereof for the time being in force.
- v) The “open Space” shall refer to the Conservation Areas, Woodlands, Nature Reserves and/or situated at Parc Cefn Onn, Lisvane and indicated on enclosed plan.

3. **OBJECTIVES**

- i) To raise the profile and promote Parc Cefn Onn as a valuable public amenity.
- ii) To protect, conserve, enhance, and where appropriate, restore some historical parts of the Park as a safe and accessible place of freedom, recreation, education and enjoyment for the long term benefit of all sections of the community in ways that are consistent with the observation and study of flora and fauna in their natural habitat and the conservation thereof.
- iii) The Society will seek to work in partnership with Cardiff County Council and to involve residents, local groups and Conservation Organisations in the management of the Park. The Society will also liaise with the Lisvane Community Association (Registered Charity) and the Lisvane Community Council.
- iv) The Society is non-profit making and non-political.

4. **MEMBERSHIP**

Membership is open to any interested individual, family, group or organisation who accept the Society’s Objectives.

5. **MEMBERS OF THE SOCIETY SHALL BE ENTITLED**

- i) To attend events organised by the Society.
- ii) To receive any newsletter and other notices giving details of events organised by the Society.
- iii) Vote at all general meetings.

6. SUBSCRIPTIONS

Members shall pay subscriptions in accordance with the scales laid down from time to time by the Executive Committee. Any member liable to pay a subscription shall be deemed to have resigned if the subscription has not been paid in full by 30th June each year. Such subscriptions may be waived or abated in appropriate cases, including having sufficient funds in the friends account, this is at the discretion of the Executive Committee.

7. MEETINGS

- i) There shall be an Annual General Meeting of members held not later than four months after the end of each financial year. All members shall be entitled to receive notice of, attend and speak at such meetings. The following business shall be transacted :
 - a) The election of Chairperson. The Chairperson will be nominated by and will already be a member of the Executive Committee.
 - b) Election of Secretary and Treasurer.
 - c) Election of Executive Committee.
 - d) Receipt of annual report of Executive Committee.
 - e) Receipt of the audited statement of accounts.
 - f) Any other business subject to 24 days notice in writing shall have been given to the Secretary.
- ii) Any General meeting shall have a quorum of five members. 10% of the membership (whichever is greater). If a convened General Meeting does not achieve a quorum within half hour of the starting time it shall be re-convened by Notice to all members within 28 days and may then proceed with a quorum of three members.
- iii) Voting at all meetings shall be by simple majority on show of hands.
- iv) The Chairperson shall have the casting vote at all meetings.
- v) Each member (including one member each of any one family, group or organisation in membership) present will be entitled to cast one vote. No proxy votes will be allowed.

8. EXECUTIVE COMMITTEE

- i) The Executive Committee shall be responsible for the general administration, management and control of the affairs and property of the Society.
- ii) The Committee shall consist of the Chairperson, Secretary, (who shall take the minutes) Treasurer and four other members with a quorum of three members.
- iii) Each member of the Executive Committee shall have one vote. Voting at meetings shall be by show of hands with a simple majority.
- iv) Every matter shall be determined by a majority of votes of the Executive Committee present. In the case of equality of votes the Chairperson of the meeting shall have a second or casting vote.
- v) The Committee shall have the power to co-opt any member of the Society to be a member of the Committee and to fill any casual vacancy.
- vi) The Committee shall have the power to appoint advisors.

9. FINANCE

- i) The Society shall have the power to raise subscriptions from individuals, families, groups, and organisations and to receive money by way of donations, legacies and grants and other sources.
- ii) Such subscriptions may be prescribed from time to time by the Executive Committee.
- iii) The Society's financial year shall run from 1st April to 31st March.
- iv) The income and property of the Society shall be applied solely to the objects of the Society. Cheques and withdrawals from the Society's account(s) shall be authorised by two of the named signatories from the Executive Committee.

10. INFORMALITIES

No action or decision of the Executive Committee or any meeting of the Society shall be invalidated by reason only of informality, failure to appoint or defect in appointment or neglect in any service of notices or in any matter or matters of procedure, unless in the opinion of the Executive Committee such informality or neglect has resulted in a situation which is unjust.

11. NOTICES

Any notice required to be given by these rules shall be deemed to be duly given if left at or sent by pre-paid post addressed to the address or to an email address (if delivery receipt received) that member last notified to the Secretary.

12. AMENDMENT

Alterations to this Constitution shall be made only upon the recommendation of the Executive Committee and shall be approved by the majority of not less than two thirds of the voting members attending the General Meeting of the Society. At least 28 days notice shall be given to the Secretary before the AGM.

13. DISSOLUTION

The Society may be dissolved only by an AGM or by special meeting of the membership called for that purpose upon the recommendation of the Executive Committee.

The Society may be dissolved by a two thirds majority of members present and voting at an Annual General Meeting or Special General Meeting of the Society confirmed by a simple majority of members voting at a further special general meeting held not less than 14 days after the previous meeting. If a motion for dissolution of the Society is to be proposed at an annual general meeting or a special general meeting, this motion shall be referred to specifically when notice of the meeting is given.

In the event of the dissolution of the Society there remains after payment of all expenses and the settling of all liabilities, properly incurred, any residual property or money, this shall not be paid to or distributed among the members of the Society but shall be given or transferred to such one or more charitable institutions having objectives similar to or reasonably similar to those of the Society as shall be chosen by the Executive Committee and approved by the meeting of the Society at which the decision to dissolve the Society is confirmed. On dissolution, the minute books and other records of the Society shall be deposited with the Records Officer of Cardiff County Council.

14. EXECUTIVE COMMITTEE

Name	Position	Signature	Date Signed
	Chairperson		
	Vice-chairperson		
	Secretary		
	Treasurer		
	Executive Committee		
	Executive Committee		
	Executive Committee		
	Executive Committee		
	Executive Committee		
	Executive Committee		
	Executive Committee		
	Executive Committee		
	Executive Committee		
	Executive Committee		

This Society was formed on

The group will inform the Council on changes to the Executive Committee.