

F R I E N D S O F C O N W A Y R E C

CONSTITUTION (“Rules”)

1. Name

The association shall be called The Friends of Conway Rec (the “*Friends*”).

2. Objectives

The objectives of the Friends are to:

- 2.1 preserve and improve Conway Recreation Ground, Southgate, London N14 7BD (the “*Rec*”) for the benefit of present and future generations;
- 2.2 work in partnership with the London Borough of Enfield (“*Council*”) in a spirit of co-operation in accordance with the Agreement dated 15 November 2010 (the “*Agreement*”) between The Friends and the Council (attached as an Appendix to this Constitution) with a view to:
 - 2.2.1 improving the Rec to meet the needs of users;
 - 2.2.2 determining the future development of the Rec; and
 - 2.2.3 considering the Rec’s impact on its local environment and vice versa.

3. Membership

- 3.1 Membership of The Friends is open to anyone with an interest in the Rec. This shall include any club, local business, association or other group with an interest in the Rec.
- 3.2 Any person, club or association wishing to become a Member shall apply in the manner approved for the time being by the Committee.

4. Officers

The officers of The Friends (“*Officers*”) shall be the chairman or chairwoman (“*Chair*”), Secretary, Assistant Secretary and Treasurer, as elected in General Meeting. The Friends shall have power to appoint such other officers as they may determine in General Meeting.

5. The Committee

- 5.1 The Friends shall be managed by a Committee comprising the Officers and not less than four nor (subject to Rule 6.2 below) more than eight other Members elected at the Annual General Meeting.
- 5.2 The Committee shall meet not less than four times in any year and all members of the Committee shall receive not less than fourteen days’ notice in writing (which may include e-mail) of all meetings. Five members of the Committee shall form a quorum.
- 5.3 All decisions of the Committee shall be by a simple majority vote, with each member of the Committee present at the relevant meeting having (subject to Rule 6.2 below) one vote; in the case of an equality of votes the Chair (or his or her deputy appointed to chair the meeting) shall have a second and casting vote.

- 5.4 Save for the reimbursement of out of pocket expenses, no member of the Committee shall receive remuneration from the Friends' funds.

6. Powers of the Committee

The Committee shall have power to:

- 6.1 fill any vacancy among the Officers or elected members of the Committee occurring during the year.
- 6.2 co-opt additional Members to the Committee at its discretion; such additional Members shall only be allowed to vote at discretion of the Committee.
- 6.3 manage the affairs of the Friends, having regard to the Agreement, these Rules and any resolutions passed in General Meeting.
- 6.4 delegate authority to individual Officers or to other members of the Committee.
- 6.5 form, and appoint members to, sub-committees, and determine their remit and powers.
- 6.6 elect Members in accordance with Rule 3, and maintain a list of Members.
- 6.7 retain all sums of money received by the Friends, and hold them as the property of the Friends. The funds of the Friends shall be banked and all cheques drawn upon the account of the Friends shall be signed by the Treasurer (or by such other Officer or Officers as the Committee shall from time to time appoint for this purpose), who shall have power to pay the out of pocket expenses of all Officers, the general expenses of the Friends and any other expenses or fees authorised by the Committee as consistent with pursuing the objectives set out in Rule 2.
- 6.8 insure the Friends and its Officers (at the Friends' cost) against any liabilities they may incur while acting on the Friends' business.
- 6.9 act on any matter on which these Rules are silent.

7. Subscriptions

The Annual General Meeting shall fix a subscription to be payable by all individual Members and a subscription (which may be different) to be payable by all clubs, local businesses, associations or other groups who are Members. All Members shall pay the relevant subscription within two months after the Annual General Meeting or (if later) on election as a Member. If the subscription is still unpaid by 31 October, the Member shall be deemed to have resigned.

8. Annual General Meeting

- 8.1 The Annual General Meeting of the Friends shall be held in the month of April or May, not less than fourteen days' notice in writing (which may include e-mail) being given to all Members of the business to be transacted.
- 8.2 The meeting shall receive the report of the Committee on the work of the preceding year and the audited statement of accounts. It shall elect the officers and others required under Rule 5 and the Honorary Auditor for the following year and pass any resolution necessary to amend the annual subscriptions in accordance with Rule 7, and shall transact any other business properly brought before it.
- 8.3 Nominations for the Committee must be received by the Secretary in writing, duly proposed and seconded and endorsed with the consent of the nominee. If a member

wishes to include an item on the agenda appropriate details shall be sent to the Secretary by 31 March.

9. Extraordinary General Meeting

The Secretary shall convene an Extraordinary General Meeting at any time by the order of the Committee (and especially if the Friends are asked by the Council to consider any major strategic issues affecting the Park) or upon receipt of a requisition signed by not less than twelve members. Not less than fourteen days' notice in writing (which may include e-mail) of all Extraordinary General Meetings and of all resolutions and business to be discussed thereat shall be given to all Members. No other business shall be transacted.

10. Attendance and Voting

10.1 Fifteen Members shall form a quorum at any General Meeting.

10.2 All Members shall be entitled to attend and speak at General Meetings and shall be entitled to vote. Subject to Rule 11, any question shall be decided by a simple majority of those present with a right to vote and voting. In the case of an equality of votes the Chair (or his or her deputy appointed to chair the meeting) shall have a second and casting vote.

11. Alteration of Rules

These Rules may only be amended and other Rules made at a General Meeting by the vote of two thirds of those present with a right to vote and voting. Written notice of any proposed amendment or addition to the Rules (other than any proposed by the Committee) shall be sent to the Secretary not later than twenty eight days prior to the date of the meeting, and details of all proposed amendments or additions to the Rules shall be given in the notice convening the General Meeting.

12. Public Meetings

In addition to the General Meetings referred to in Rules 8 to 11, the Committee shall convene and publicise at least three public meetings each year to discuss the Rec and progress in pursuing the objectives set out in Rule 2; representatives of the Council and the Metropolitan Police shall also be invited to attend and participate at all such meetings.

13. Equal Opportunities

The Friends will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

14. Winding Up

If upon the winding up or dissolution of the Friends there remain after satisfaction of all debts and liabilities any monies whatsoever, those monies shall be given or transferred to some charitable institution or institutions having aims and objectives similar to those of the Friends, and in so far as effect cannot be given to such provision, then to some charitable object within the London Borough of Enfield.

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[adopted 15th November 2010]