

Name:

The organisation shall be called Friends of Barnwell Country Park (FoBCP, hereinafter).

Purpose of Friends of Barnwell Country Park

FoBCP is a voluntary organisation whose members are committed to the perpetuation of Barnwell Country Park (BCP). The purpose of FoBCP is to be an active voice for the community of users of BCP as well as working for the continuing improvement of the Park. To this end, FoBCP is as a liaison between Northants County Council (“NCC”) Parks Department and the immediate management team (Park Rangers) and the community of users.

To the best of the organisation’s ability, the Friends are committed to ensure the interests of all potential users and beneficiaries with access to the Park are reflected in the Park plans.

Aims:

- **A Voice:** To serve as a single voice between the community of users of the Park the Park Rangers (NCC) to ensure understanding and awareness;
- **A Partnership:** To work in partnership with the Park Rangers (NCC) to ensure best management of existing and future resources of BCP;
- **Interest & Conservation:** To encourage interest in, and the conservation of, the Park and habitat by means of promoting its resources to the local and wider community of existing and potential users;
- **Broaden Uses & Social Inclusion:** To improve, maintain and extend understanding of the Park for the broadest social benefit of the community of users whilst ensuring mutual respect and support for all and an ongoing commitment to increase awareness of the benefits of the Park to all;
- **Volunteers:** To provide a focus for volunteers and supporters to get involved in the maintenance and improvement of the Park;
- **Events:** To organise events to widen the awareness of the Park and its opportunities and needs;
- **Projects & Funding:** To assist and undertake specific project campaigns to extend the uses and facilities of the Park, and enhancement of habitat by means of active work and, or, fund raising including enabling the Park to raise funds from sources linked to evidence of community led participation;
- **Friends & Users:** To seek to increase the number of Friends within the community of users in order to provide proof of active community usage to third parties and extend the organised skill base offered by the Friends to the Park;

Membership

Membership of the Friends will be available to any user of the park. Membership is not dependent upon a donation but donations will be accepted by FoBCP.

Membership will be available to all law abiding Park users without limitation.

Subject to notice, the Committee shall have the right to exclude a member subject to reasonable grounds and the right of the member to be heard by the Committee before such a

decision is made and the Committee accepts the member has the right of appeal and fair representation.

MANAGEMENT OF FOBCP

There shall be a Committee with a minimum of three officers to management FoBCP:

- Chairperson
- Secretary
- Treasurer

The Officers and Committee members shall be elected from the membership at an Annual General Meeting and be subject to re-election every year.

Organisation and Function of the Committee

The affairs of FoBCP shall be managed by a General Committee comprising the Officers comprising a minimum of one and a maximum of four others elected from and by the members of FoBCP. The Committee may co-opt other persons from the membership of FoBCP to fulfil specific functions as and when required. The tenure of co-opted members shall be determined by the Committee.

The duties of the Committee shall entail:

- To manage the affairs of FoBCP on behalf of the members in accordance with the Aims stated above.
- To enable the Treasure to keep accurate accounts of the finances of FoBCP. These accounts shall be available for reasonable inspection by the members. In the event that FoBCP becomes a charitable trust, the accounts will be audited prior to every AGM. The Treasure shall report on the financial activities of FoBCP at the AGM.
- The Committee shall maintain a bank current account on behalf of FoBCP. Two signatories from the elected Committee shall be authorised to sign cheques on the behalf of FoBCP.
- The Committee, as guided by the Treasurer, shall always ensure that no commitment is made by the any member of the Committee that would cause FoBCP to become financially insolvent.
- The Committee can co-opt additional members to the Committee as required. The co-opted members shall have no voting rights on the Committee.
- Decisions by the Committee shall be made on the basis of a Simple Majority. In the event of an equal vote, the Chairperson shall be entitled to an additional casting vote.
- To organise appeals, events and competitions in support of the aims of FoBCP and to arbitrate on procedure, rules and prize giving.
- To convene meetings as and when required.
- A quorum for a Committee meeting must be a minimum of 3 Committee Members of which one must be either, Chairperson, Secretary or Treasurer.
- All meetings of the Committee must be minuted by the Secretary or a Committee member nominated for this in the absence of the Secretary. Minutes must be ratified by two Committee Members at the next full General Meeting.
- The Secretary must post notice of an AGM at least 3 weeks prior to the meeting. Notice for an Emergency General Meeting will be at least 2 weeks prior to the meeting.
- Rules for Management of FoBCP can only be considered for amendment at an AGM. Proposed changes must be sent by the Secretary no later than 14 days prior to the AGM.

General Meetings of FoBCP

- An Annual General Meeting shall be held not later than the end of September of each calendar year. Notice requirements shall be adhered to as detailed above. Notice of a General Meeting shall be posted on:
 - The Friends Notice Board at Barnwell Country Park
 - On any website maintained by FoBCP
- Members must advise the Secretary, in writing, of any business to be moved at the AGM at least 14 days prior to the event. The Secretary shall make an Agenda available not less than 7 days prior to the date of the meeting. The Agenda shall be posted as listed above.
- The business of the AGM shall include:
 - Confirm the minutes of the previous AGM and any General Meetings held since the prior AGM
 - Receive and approve the accounts for the previous year from the Treasurer
 - Receive the annual report of the Committee from the Secretary or nominated alternative member
 - In the event FoBCP becomes a Charitable organisation governed by the Charities Commission, elect an auditor for the coming year
 - Elect or re-elect the Officers and Committee Members
 - Transact any such other business received in writing by the Secretary in accordance with the above.
- Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than ten members of FoBCP. At least 21 days' notice of the meeting shall be given by the process set out above.
- Nomination of candidates for election of Officers and Committee Members has to be made in writing to the Secretary at least 14 days in advance of the AGM. Nominations may only be made by members of FoBCP in good standing and must be seconded by another member.
- At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by deputy appointed by the members attending the meeting.
- Decisions taken at a General Meeting shall be by a simple majority of votes cast by members attending the meeting. In the event of an equal vote, the Chairperson of the meeting shall be entitled to an additional casting vote.
- A quorum for a General Meeting shall be 3 members which must include one of the Officers.
- Each registered member shall be entitled to one vote at the General Meeting.

Amendments to the Constitution

- Members may propose amendments and alterations to the Constitution of FoBCP in writing, following the procedures above, which shall be considered at a General Meeting. Such proposal must be made by a member of FoBCP in good standing and supported by at least 3 other current members at the time.
- Subject to ratification at an EGM to be held no later than 3 months from the date of the General Meeting, such amendments shall be incorporated into the Constitution if approved by a at least two-thirds of the members present at the EGM, provided that a

quorum has been achieved. Ratification to be by simple majority of a quorate meeting with the Chair having a casting vote in the event of no majority.

Dissolution

- If, at a General Meeting of FoBCP, a resolution is passed calling for the dissolution of FoBCP, the Secretary shall immediately convene a Special General Meeting of FoBCP to be held not less than one month thereafter to discuss and vote on the resolution.
- If, at the Special General Meeting, the resolution is carried by at least a two-thirds majority of the members present, the General Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of FoBCP and discharge all debts and liabilities.
- After discharging all debts and liabilities of FoBCP, the remaining assets shall be spent on either improvements to or equipment necessary for the Park or, in the event that for whatever reason this is not feasible, be transferred to another local voluntary organisation having similar aims and objectives to those of FoBCP.