



*Protecting Rowley Fields for generations to come*

DRAFT CONSTITUTION

## **FRIENDS OF ROWLEY FIELDS**

### **Purpose**

Rowley Fields is an area of land owned by Stratford Town Trust (STT). One of STT's high level objectives is "to provide or support facilities for recreation and other leisure time occupation". The Friends of Rowley Fields aim to support STT in meeting its objective and enable the benefits of Rowley Fields to be enjoyed by its beneficiaries, enhancing the quality of life for the people of Stratford.

Responsibility for maintenance and liability of Rowley Fields remains with STT.

*(Rowley Fields and surrounding area is shown on the map – see Appendix A.)*

### **Aims**

- To liaise with the STT and other interested organisations to ensure that Rowley Fields is maintained to a good standard, providing a facility for recreation and leisure time activities.
- To protect Rowley Fields for future generations.
- To enhance Rowley Fields, ensuring free access by all, regardless of age or ability.
- To be a point of contact for users to raise their concerns about Rowley Fields.
- To raise public awareness about the historic, aesthetic, wildlife and amenity value of Rowley Fields and to encourage user participation.
- To encourage membership of the Friends of Rowley Fields.

## **Constitution**

1. The Association shall be known as “The Friends of Rowley Fields” and will take the form of an unincorporated association.
2. The aims of the Association shall be as follows:
  - A. To liaise with the STT and other interested organisations to ensure that Rowley Fields is maintained to a good standard, providing a facility for recreation and leisure time activities.
  - B. To protect Rowley Fields for future generations.
  - C. To enhance Rowley Fields, ensuring free access by all age groups and abilities.
  - D. To be a point of contact for users to raise their concerns about Rowley Fields.
  - E. To raise public awareness about the historic, aesthetic, wildlife and amenity value of Rowley Fields and to encourage user participation.
  - F. To encourage membership of the Friends of Rowley Fields.
3. The Chairman and Committee of the Association shall be elected and constituted as follows:
  - A. The Chairman shall be elected by a majority of members voting at each Annual General Meeting (AGM) of the Association.
  - B. The Committee shall comprise at least five members who shall be elected in similar fashion. The appointment of other officers, including the Vice-Chairman, the Secretary, the Membership Secretary and the Treasurer shall be by and from the members of the Committee.
  - C. If the Committee shall so decide, then further members may be co-opted to serve on the Committee as and when required. Such co-opted members shall be deemed to retire from service at the termination of service of the elected Committee members.
  - D. Any member of the Committee may retire from office after giving 14 days written notice to the Secretary, or in the case of the Secretary, to the Chairman.

- E. The Chairman will conduct any meeting of the Committee. Matters will be decided by a simple majority of votes. In the case of a tie, the Chairman shall be entitled to cast a deciding vote.
  - F. The Chairman and Committee shall serve in their respective offices immediately after the Annual General Meeting until the commencement of the next Annual General Meeting. The Committee shall have charge of all the affairs and resources of the Association.
  - G. Membership of the Association shall be open to any person who is willing to uphold the aims of the Association and abide by its Rules. Any member may withdraw from membership at any time by giving written notice to the Secretary. Membership will be deemed to have ceased if any member has failed to pay his/her annual subscription in any year. A member can be removed from membership by resolution of the Committee on the ground that in their reasonable opinion the member's continued membership is harmful to the Association. In any case of concern or complaint about the conduct of a member, the member will be notified in writing by the Secretary and given 14 clear days to make written representations. The Committee will then consider all relevant facts and representations before reaching a decision.
4. The financial year of the Association will commence on the first day of June. A Treasurer will be appointed who will record the financial transactions and prepare an annual Receipts and Payments account and Balance Sheet at the end of each financial year. The Treasurer shall ensure that a notice requiring payment of the annual subscription is sent to each member, giving notice that payment is required. All monies received shall be promptly banked. Records of all transactions shall be available to any member on request. All drawings shall be by way of a bank cheque signed by 2 nominated members of the Committee. The signatories shall be nominated at the 1<sup>st</sup> Committee Meeting following the AGM and shall remain so until a similar meeting in the following year.
5. The Chairman shall conduct the AGM. A quorum shall be 10% of the membership excluding the officers and Committee of the Association. The meeting will consider the following matters, together with any other matters that the Chairman may, in their view, be properly discussed:
- A. Minutes of the last meeting.
  - B. Report by the Chairman on the activities of the Association over the previous year, together with any other matters considered relevant.

- C. Report by the Treasurer.
  - D. Approval of Accounts.
  - E. Fixing the annual subscription.
  - F. Appointment of an Independent Examiner.
  - G. Election of Chairman and Committee Members.
  - H. Proposals by the Committee.
  - I. Any other business.
6. An Extraordinary General Meeting (EGM) of the Association may be called at any time if at least 30% of members require it. The said members must give notice of the intention to call the meeting by their collective written requirement sent to the Secretary. The rules governing the conduct of an EGM shall be the same as those governing the conduct of the AGM.
  7. If a resolution to wind-up the Association should be carried at an AGM or EGM by a two-thirds majority, the Association shall be wound up. In that event, any assets remaining after the settlement of liabilities shall be distributed to a suitable charity or to STT for the benefit of Rowley Fields.
  8. The Committee shall have the right to award honorary membership to any member who is recommended by a two-thirds majority at a Committee Meeting, who in their opinion has carried out exceptional work on behalf of the Association. The member will not be liable for any subscription to the Association but shall enjoy the same privileges and rights as a Full Member.
  9. Alteration and amendment to this Constitution and Rules can only take place at an AGM and requires a two-thirds majority of the votes of the members attending the meeting.
  10. In order to preserve independence, any person who is a Trustee of STT should not become a member of the Committee.
  11. This statement of Constitution and Rules was adopted on .....