

THE FRIENDS OF KINGSMEAD FIELD

CONSTITUTION

1. Name

The Friends of Kingsmead Field ("**the Friends**")

2. Aim

The protection and enhancement of Kingsmead Field as an integral part of Canterbury's overall open space provision.

3. Objectives

To work in partnership with Canterbury City Council ("**the Council**") the owner of Kingsmead Field in a spirit of co-operation and in accordance with the Memorandum of Understanding dated *[awaiting finalisation by Canterbury City Council]* between the Friends and the Council with a view to:

- 3.1 Promoting the conservation and enhancement of wildlife habitats and biodiversity.
- 3.2 Facilitating a wide range of recreational and sporting activities on the field, while retaining and improving tranquil areas for relaxation.
- 3.3 Encouraging the involvement of and use by local residents and neighbouring community organisations.
- 3.4 Raising public awareness of the importance of the field within the local environment.

4. Memorandum of Understanding

A Memorandum of understanding between the trustees of the Friends and the Council will be agreed and reviewed between them annually. Additional meetings to discuss the same between the trustees and the Council may be held during the year as the need arises.

5. Management

The Charity shall be managed by a committee of trustees ("**the Committee**") who are appointed at the AGM. The Committee will comprise a minimum of five (5) and a maximum of nine (9) members who shall be elected annually at the AGM of the Charity. Any trustee may retire at the end of each year or stand for re-election. At their first meeting after the AGM, the Committee will elect a Chair , Treasurer and Secretary (the Officers). The first trustees of the Charity shall be:

1. Sian Pettman
2. Sue Langdown
3. Maria Thomas
4. Diane Baldock
5. Yvonne Rigby
6. Julia Gavriel
7. Trevor Sharp
8. Position vacant
9. Position vacant

6. Committee Meetings

- 6.1 At least three meetings of the Committee must be held each year.
- 6.2 At least three trustees must be present to constitute a quorum. Minutes shall be kept for every meeting.
- 6.3 If trustees have a conflict of interest, they must declare it and leave the meeting while that matter is being discussed or decided.
- 6.4 During the year the trustees may co-opt up to two additional trustees (in addition to the maximum hereinbefore mentioned) who will be expected to stand down at the next AGM.

7. Membership

- 7.1 Anybody who supports the aims and work of the charity may become a member on a single payment of £5 or such other sum as the trustees may from time to time decide which will grant them voting rights.
- 7.2 A record of members' details will be maintained and a member may view his/her entry on request. An officer nominated by the committee will be

appointed to be responsible for maintaining the record of members' details as per the Data Protection Act (1998).

- 7.3 Members will be consulted collectively by the Committee on key issues concerning the field and will be entitled to vote at general meetings.
- 7.4 Members will receive updates about the work of the Charity and events on the field.
- 7.5 The Committee may revoke a person's membership if they believe it is in the best interests of the Charity. The member has the right to object to such revocation and be heard by the Committee and can be accompanied by a friend. The decision of the Committee will thereafter be final and binding upon the member.

8. Supporters

Anybody who supports the aims and work of the Charity may apply to become a supporter of the Charity. Supporters will receive updates about the work of the Charity and events on the field but will not have voting rights unless they become a Member of the Charity.

9. Money and Property

- 9.1 Money and property must only be used for the Charity's objects.
- 9.2 Trustees must keep accounts and have them audited annually and present them at the AGM for adoption.
- 9.3 The most recent audited annual accounts may be seen by anybody on request.
- 9.4 Trustees cannot receive any money from the Charity except to reimburse reasonable out-of-pocket expenses.
- 9.5 Money must be held in the Charity's bank account.
- 9.6 All cheques and other drawings must be signed by any two trustees.
- 9.7 Trustees will be responsible for arranging insurance against any liability they consider appropriate in the interests of the Charity.

10. Annual General Meetings

- 10.1 An AGM must be held every year in either May or June, with 14 days' notice given to all members, together with an agenda.
- 10.2 Minutes must be kept.
- 10.3 There shall be a quorum at the AGM provided no fewer than 10 members are present.
- 10.4 Every member has one vote but the chairman of the meeting shall have a casting vote, if required.
- 10.5 Any member may stand for election as a trustee.
- 10.6 Changes to the constitution will normally be made at the AGM but can also be made at a General Meeting.

11. General Meetings

- 11.1 A General Meeting must be called if the trustees receive a written request from not less than 25% of the current membership. Members must be given 14 days' notice and given the reason for the meeting.
- 11.2 All decisions taken at a General Meeting require a two-thirds majority of those present and voting. Minutes must be kept.
- 11.3 Trustees may also call a General Meeting at any other time to consult the membership on any particular issue.
- 11.4 No changes may be made at either a General Meeting or AGM which will cause the organisation to be no longer a charity.

12. Winding up the Charity

- 12.1 If the trustees consider it necessary to wind up the Charity, they must call a General Meeting with reasons for the proposal so that the membership can take the decision.
- 12.2 Any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.