

# **Southwark Park Association 1869 Constitution**

## **1. Name of organisation**

- 1.1 The name of the organisation is Southwark Park Association 1869, hereafter referred to as The Association.

## **2. Aims**

- 2.1 The Association's principal aim is to celebrate the 150<sup>th</sup> anniversary of the opening of Southwark Park to the public, which happened on 19<sup>th</sup> June 1869.
- 2.2 It intends to do this by working in partnership with local authorities, other democratic organisations and individuals, to organise a series of activities during 2019 to commemorate a most important event in the history of the park.
- 2.3 The Association also aims to promote and protect Southwark Park and King's Stairs Gardens for the benefit of the public, before, during and after 2019, by working in partnership with local authorities, other democratic organisations and individuals.
- 2.4 The Association is a strictly non-party political organisation.

## **3. Members and Supporters**

- 3.1 Membership of The Association is open to people over the age of 18, regardless of where they live, gender, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 3.2 The people who attended the Founding Meeting on 18<sup>th</sup> July 2018, and others who gave their written support for the establishment of the group, are founder members. Their names are appended to this Constitution.
- 3.3 Membership shall be by completion of a membership application form. Applications for membership shall require the approval of the Management Committee. The Management Committee's decision on membership applications shall be final.
- 3.4 Applications for membership may be made at any time, but the Management Committee shall not approve any application in the 14 days preceding an Annual General Meeting.
- 3.5 Membership shall be free of charge, unless an Annual General Meeting or a Special General Meeting approves the introduction of membership fees.
- 3.6 A membership list shall be maintained by the Secretary, containing only that personal data which is required for the efficient and effective running of The Association's operations.
- 3.7 Membership of The Association is offered for a lifetime, unless or until the member wishes to cease membership. Members may resign at any time by writing to the Secretary.
- 3.8 In addition to members, individuals and other organisations will be encouraged to support The Association. A list of supporters shall be maintained by the Secretary,

containing only that personal data which is required for the efficient and effective operation of the group's business. At the discretion of the Management Committee supporters may attend the Annual General Meeting, General and Special General meetings, but will not be allowed to vote.

- 3.9 The Management Committee may withdraw membership from any individual who contravenes the Constitution or any Codes of Conduct that The Association has adopted, or who acts in any way to bring the organisation into disrepute. Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made. The Management Committee's decision in such cases shall be final.

#### **4. Management Committee, Officers and Co-optees**

- 4.1 A Management Committee shall be established to run the day-to-day affairs of The Association on behalf of the general membership, and will comprise 11 members: Chairperson; Vice Chairperson; Secretary; Treasurer; Assistant Treasurer; Projects Officer and 5 non-officers. All Management Committee members have equal legal individual and collective responsibility.
- 4.2 The officers' roles are as follows:
- 4.2.1 Chairperson, who shall chair General, Management Committee and Special General Meetings. The Chairperson shall be a cheque signatory.
- 4.2.2 Vice-Chairperson, who shall chair General, Management Committee and Special General Meetings in the absence of the Chairperson.
- 4.2.3 Secretary, who shall be responsible for handling correspondence, taking minutes, distributing all papers and keeping records of members and supporters.
- 4.2.4 Treasurer, who shall ensure proper financial records are kept; that effective financial procedures are in place and all necessary financial reports/returns, accounts and audits are produced. The Treasurer shall be a cheque signatory.
- 4.2.5 Assistant Treasurer, who shall assist the Treasurer and be a cheque signatory.
- 4.2.6 Projects Officer, who shall be responsible for raising funds and developing The Association's projects.
- 4.3 Management Committee posts shall be nominated, seconded and elected at the Annual General Meeting by the general membership. Should a Management Committee post fall vacant between Annual General Meetings, election of a replacement may take place at a General or Special General Meeting.
- 4.4 All Management Committee officers shall relinquish their office each year and shall be eligible for re-election at the Annual General Meeting. No individual may serve for more than three consecutive years in one post, unless no other member is nominated for that post.

- 4.5 The Management Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers, who may be non-members. Co-optees may only be invited to serve for a time-limited basis as advisors on specialist subjects.
- 4.6 The Management Committee shall meet when necessary, but not less than six times a year.
- 4.7 The quorum required for business to be agreed at the Management Committee meetings shall be five members, of which one must be an officer.
- 4.8 The Management Committee shall make its decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote. Co-optees and advisers shall not be allowed to vote.
- 4.9 Management Committee proceedings shall be reported back to the next following General Meeting or Special General Meeting for information.
- 4.10 Any Management Committee member not attending a meeting without apology on three successive occasions, will be contacted by the Secretary and asked if they wish to resign.
- 4.11 Management Committee meetings may be attended by any member of The Association, but not by the general public, unless the Management Committee agree otherwise.

## **5. Annual General Meeting**

- 5.1 The Annual General Meeting (AGM) shall be held by the end of September each year, or in the event of the need for flexibility, within 15 months of the previous AGM.
- 5.2 The AGM shall inform members and supporters about the work The Association has done through an annual report; share financial information and approve the annual accounts; elect a Management Committee and, if necessary, make changes to the Constitution.
- 5.3 All members and supporters will be notified in writing at least 21 days before the date of the AGM, giving the venue, date and time. An agenda will be sent out at least 14 days before the AGM.
- 5.4 Members can submit items for discussion to the Secretary up to 21 days before the AGM.
- 5.5 Nominations of candidates for election of offices, with the agreement of the nominee, shall be made in writing to the Secretary at least 21 days in advance of the AGM date. A candidate for office must be a member.
- 5.6 Nominations can only be made by members and must be seconded by another member. If no nominations are received in advance, the AGM may agree to take nominations at the meeting.
- 5.7 The quorum for the AGM will be 10% of the membership or 15 members, whichever is the greater number.
- 5.8 Only members of The Association shall be entitled to vote at the AGM.

## **6. General Meetings**

- 6.1 General Meetings are open to all members and will be held at least once every 8 weeks, or more often if necessary.
- 6.2 All members will be given at least 14 days' notice of General Meetings, giving the venue, date, time and agenda.
- 6.3 The quorum for a General Meeting shall be one-third of the membership or 12 members, whichever is the lesser number.
- 6.4 Decisions made at General Meetings shall be by consensus, or if that is not possible, by a simple majority vote of members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 6.5 Only members of The Association shall be entitled to vote at General Meetings.

## **7. Special General Meetings**

- 7.1 Special General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from not less than 12 members of The Association.
- 7.2 All members will be given at least 14 days' notice of Special General Meetings, giving the venue, date, time and agenda.
- 7.3 The quorum for a Special General Meeting shall be one-third of the membership or 12 members, whichever is the lesser number.
- 7.4 Decisions made at Special General Meetings shall be by consensus, or if that is not possible, by a simple majority vote of members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.5 Only members of The Association shall be entitled to vote at Special General Meetings.

## **8. Finance, Insurance and Property**

- 8.1 The Management Committee shall be responsible for the financial affairs of The Association to ensure they are legal, constitutional and within accepted accounting practice.
- 8.2 The Management Committee shall ensure that The Association maintains adequate and appropriate insurance to cover its activities.
- 8.3 An account will be maintained on behalf of The Association at a bank agreed by the Management Committee. Three cheque signatories will be agreed by the Management Committee (one to be the Treasurer). The signatories shall not be related, nor members of the same household. Each transaction shall require two signatures.

- 8.4 Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting. An annual statement of accounts will be presented to the AGM.
- 8.5 All money raised by or on behalf of The Association shall only be used to further the aims of the group, as specified in clause 2 of this Constitution.
- 8.6 Any property, equipment or goods purchased with The Association's funds shall remain in the ownership of The Association, unless otherwise decided by the Management Committee.

## **9. Amendments to the Constitution**

- 9.1 Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- 9.2 Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of a meeting.
- 9.3 Any decision to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **10. Dissolution**

- 10.1 If at any General Meeting of The Association a resolution is passed calling for the dissolution of the Association, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 10.2 If at that Special General Meeting the resolution is carried by at least two thirds of the membership present at the meeting, the Management Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of The Association and discharge all debts and liabilities.
- 10.3 The Management Committee will then be responsible for the orderly winding up of The Association's affairs.
- 10.4 After settling all liabilities of The Association, the Management Committee shall spend any residual funds on Southwark Park and King's Stairs Gardens.

**This amended constitution was agreed at the Second Annual General Meeting of the Southwark Park Association 1869 on Wednesday 18<sup>th</sup> September 2019.**

### **Southwark Park Association 1869 Founder Members**

Georgia Anderson	Gary Glover	Pat Kingwell
Clare Armstrong	Debra Gosling	Shirley Kingwell
Julie Atkins	Mick Hannon	Margaret Lloyd
Sharon Bassey	Marjorie Hill	Gary Magold
Andy Chatterton	Jill Jerram	Barry Marsh
Alison Clayburn	Felice Kharfi	Denis McMillan
Steve Cornish	Maddalena Kharfi	Benita Meli
Susan Dellet	Jack Kingwell	Pam Miller
Judy Feasey	Jenny Kingwell	Stewart Morgan
Dave Fisher	Lesley Kingwell	Heather V. Nicholson

William Parker  
Sallie Rickerby

Tracy Scales  
Colin Smith

Malcolm Taylor  
Susan Vaughan