

# FRIENDS OF CASSIOBURY PARK CHARITY CONSTITUTION



## 1. NAME

The charity's name is FRIENDS of CASSIOBURY PARK

## 2. THE PURPOSES OF THE CHARITY ARE:

- (1) To assist in preserving and enhancing the natural appearance of Cassiobury Park wherever possible.
- (2) Provide a communication path for our members to Watford Borough Council and other park stakeholders.
- (3) To assist Herts & Middlesex Wildlife Trust and Watford Borough Council to manage the area designated as a Local Nature Reserve.
- (4) To encourage the protection of wildlife in the park and promote the importance of biodiversity and sustainability.
- (5) To keep members informed of any proposals affecting the park and, where appropriate, lobby the Council.
- (6) To support Watford Borough Council by providing regular volunteer working parties to undertake projects such as litter clearance, tree planting, nature reserve conservation, and by reporting problems, such as acts of vandalism, river bank damage and flooding.
- (7) Raise funds to support projects that improve the park and nature reserve.

## 3. TRUSTEES

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity. The Chair, Treasurer and Secretary will also be elected at the AGM.

The committee will provide the administration and day-to-day running of the organisation and will be not less than six and not more than ten people.

There will be at least the three distinct roles of Chair, Treasurer and Secretary. Other trustee roles may be made as appropriate.

Additional trustees can be added between AGM meetings with the approval of the Chair, Treasurer and Secretary.

In the event of a need for a new Chair, Treasure, or Secretary between AGM meetings new appointees ( Temporary or Permanent) can be added with the agreement of the full committee.

**4. CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive subscriptions, grants and donations
- (2) apply funds to carry out the work to support the purposes of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes.

**5. MEMBERSHIP**

The charity shall have a membership. Membership shall be open to anyone interested in assisting in achieving the purposes of the group. People, who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Families and groups can also apply to be members. Once accepted by the trustees, membership lasts for one year and may be renewed, subject to payment of an agreed subscription.

The trustees will keep an up-to-date membership list in accordance with the published privacy policy.

The trustees may remove a person's membership if they believe it is in the best interests of the charity or a subscription has not been paid, despite at least two reminders.

**6. ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 20 members present at the AGM,
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect up to 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.
- (7) Members shall elect the Chair, Treasurer and Secretary.

## **7. TRUSTEE MEETINGS**

- (1) Trustees must hold at least 3 meetings each year. Trustees may act by majority decision.
- (2) At least 4 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 ( More if required to bring the total number up to the minimum of 6) additional trustees. As with all trustees if they wish to continue they must be selected at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These must not conflict with this constitution or the law.

## **8. MONEY AND PROPERTY**

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank and building society accounts. Any payment over £500 must be approved by at least the Treasurer and one other Trustee.
- (5) Trustees will maintain insurance for volunteers on its projects, for injuries to third parties, and damage to property.

9. **TERMINATION OF MEMBERSHIP**

- (1) The Charities Exclusion Policy, maintained by the trustees, details the process and conditions for the temporary or permanent removal of membership.
- (2) The policy covers actions that conflict with the aims of the charity, such as damaging the park physically or its reputation, and any actions considered discriminatory or insulting to other park users, on the grounds of the characteristics protected by the Equality Act 2010.

10. **GENERAL MEETINGS**

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can only be made at AGMs or General Meetings by consent of a majority of members present. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership


11. UPDATE TO CONSTITUTION

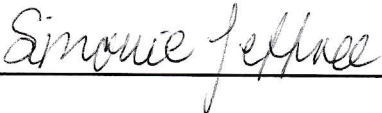
This constitution, is a minor update on the founding constitution dated 13 October 2010. It has been approved for adoption by the members at the AGM of 17th of May 2023 and by the following Trustees whose signatures appear below.

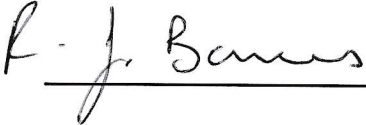
Date of issuance: 27-6-2023

**Signed**

**Address**

  
\_\_\_\_\_  
Peter Jenkins ( Chair)      104 Cassiobury Drive, Watford, WD17 3AQ

  
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Simonie Jeffree ( Treasurer)      1 Caplevere Walk, Watford, WD17 3BJ

  
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Robert Barnes ( Secretary)      39 Leaford Crescent, Watford, WD24 5jQ