

# Constitution

## **Name**

FRIENDS OF CLAYTON VALE

## **Our Purpose**

To preserve and enhance that part of the Medlock Valley known as Clayton Vale.

## **Principles**

- Voluntary and open membership.
- Democratic member control.
- Member economic participation.
- Education, training and information.
- Co-operation with similar groups.
- Concern for the community.
- No discrimination on grounds of gender, sexual orientation, race, colour, nationality, ethnic, national or social origins, religion, political belief or affiliation or disability.

## **Types of membership**

The membership shall comprise of individual people resident in Clayton, Newton Heath and surrounding areas and having an interest in the objectives and principles of the group, plus members and staff of Manchester City Council Leisure with an interest in Clayton Vale and other organisations with similar interests.

## **Annual General Meeting**

The AGM which must have a minimum of ten people will be required to elect the following officials: Chairperson, Treasurer and Secretary. These officers, plus Parks Warden and three other members will form the management committee. This committee will act between meetings to discuss urgent matters, but all action taken must be reported to the next ordinary meeting of the FOCV.

## **General meetings**

General meetings of the FOCV shall be either Ordinary General Meetings or Special General Meetings. It is recommended that following the AGM the FOCV will meet on the second Monday of every month, commencing at 1.30pm at the Clayton Vale Visitors Centre and terminating at 3pm. Following this the Management Committee shall determine the time and place of any General meetings and any adjournment thereof.

## **Standing Orders/Code of Conduct**

Standing Orders for the conduct of meetings will be agreed by members at the AGM. These standing orders/code of conduct, are binding on all members except where they conflict with the constitution, in which case a resolution should be passed suspending any standing order.

## **Quorum**

No General meeting shall proceed to business unless a minimum of five Members, including officers are present. No General meeting shall be rendered incapable of proceeding to business by want of a quorum arising after the chair has been taken.

## **Special General meetings**

All meetings other than Annual meetings and Interim meetings shall be Special meetings. A special general meeting may be convened by the secretary, at any time thought necessary by the committee or group of at least five members.

**Register of Members**

The secretary shall keep a register of members.

**Term of office**

The chairperson, treasurer, secretary and committee members shall be elected for the term of one year commencing on the day following the AGM and shall retire on the day following the AGM.

**Casual vacancies**

If a vacancy arises, this can be filled at the General meeting following the resignation.

**Expulsion of members**

Any member, after being warned in writing by the secretary on the instruction of the group, to desist from any conduct which the group considers is, or could become, injurious or detrimental to the group, persists in such conduct, the Committee shall ask the group to expel the member complained of. Such resolution must be passed by more than one half of the total votes cast.

**Minutes**

Minutes shall be kept of all meetings of FOCV and signed by the Chair of the meeting they are so read. All minutes so signed, shall in the absence of evidence to the contrary, be taken as between the FOCV and every member thereof to be a true statement of any matter therein contained.

**Bank account**

A bank account with cheque facilities will be set up for the FOCV with at least three signatories for the account, each cheque requiring two signatures. The signatories must be members of the committee, usually, chair, treasurer and secretary or any other members desired by the AGM.

**Accounts**

The treasurer will keep a proper book of accounts with respect to Transactions of the FOCV its assets and liabilities, and establish and maintain a satisfactory system of control of the book of account, the cash holdings and all receipts and remittances.

**Audit**

There shall be in each year of account, an audit of the FOCV accounts. The audit can be carried out by two members of the FOCV appointed at the AGM and verified by staff of the City Council and the accounts laid before members at the AGM. A copy of the audited accounts will be available to any member who wishes to inspect them.