



Friends of Telegraph Hill Park

Constitution

1. Name: Friends of Telegraph Hill Park ("the Group")

2.1 Purpose

To protect, conserve and enhance Telegraph Hill Park (the Upper and Lower Parks on either side of Kitto Road, London, SE14) ("the Park") as a place of freedom, recreation and enjoyment for the long term benefit of all sections of the local community of Telegraph Hill in New Cross.

To gather input from local people and representative groups so that the Park and its facilities may best serve the local community.

2.2 Powers

In furtherance of the Purpose but not otherwise the Group acting through its Executive Committee (see Paragraph 4) may exercise the following powers:

- (i) to raise funds and to invite and receive contributions provided that in raising funds the Group shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) to buy, take on lease or exchange any property necessary for the achievement of the Purpose and to maintain and equip it for use;
- (iii) subject to any consent required by law, to sell, lease or dispose of all or any part of the property of the Group;
- (iv) to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the Purpose;
- (v) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Purpose or of similar organisational purposes and to exchange information and advice with them;
- (vi) to establish or support any associations or institutions formed for any actions or activities in furtherance of the Purpose;
- (vii) to appoint and constitute such advisory committees as the Executive Committee may think fit;
- (viii) to do all such other lawful things as are necessary or desirable in furtherance of the Purpose.

3. Membership

- 3.1 Membership of the Group shall be open to any individual or organisation interested in supporting the Group's work and the Purpose.
- 3.2 Each Member shall on request be given a copy of the Constitution.
- 3.3 Each Member shall give the Executive Committee an e-mail address at which he or she or it can be contacted or else a postal address. It shall be the responsibility of the Members to notify the Executive Committee of any change of such address.
- 3.4 Members shall not make financial gain from their position. However, reasonable out-of-pocket expenses may be reimbursed to Members of the Group, including the Executive Committee, in respect of work done or duties undertaken on behalf of the Group.

4. The Executive Committee

- 4.1 The business of the Group shall be managed by the Executive Committee, made up of between five and ten Members of the Group to be confirmed in at the Annual General Meeting.
- 4.2 Members of the Group will be appointed (or in the event of two or more nominations) elected at the Annual General Meeting as Officers of the Executive Committee, these positions being Chairperson (Chair), Secretary, and Treasurer. Any of these officer positions may be held by two Members of the Group acting jointly.
- 4.3 The Executive Committee shall have the authority to co-opt any Member to fill any vacancy occurring in their number or in the Officer positions pending the next General Meeting.
- 4.4 The election or removal of officers or members of the Executive Committee may only be carried out at a General Meeting or Extraordinary General Meeting of the Group.

5. Executive Committee Meetings

- 5.1 The Executive Committee shall meet not less than four times a year.
- 5.2 Notice of the regular Executive Committee meetings will be circulated to members of the Executive Committee by e-mail or regular post and may be given in a poster on the Notice Board in the Lower Park and on the Events listing of the Hill website.
- 5.3 Any Member of the Group may attend and give their views (but not vote) at the regular Executive Committee meetings.
- 5.4 Relevant officers of Glendale (or such body as may at any time succeed to its duties in the maintenance of the Park) and of the London Borough of Lewisham shall be notified of and invited to the regular Executive Committee meetings.
- 5.5 The Executive Committee may if it so requires at any time call an additional meeting that is not open to Members of the Group and/or officers of Glendale and/or the London Borough of Lewisham.
- 5.6 Minutes will be kept of all regular and additional Executive Committee meetings.
- 5.7 The quorum of Executive Committee meetings shall be three.

6. Annual General Meetings

- 6.1 The Executive Committee shall call an Annual General Meeting of the Members each year. Not less than 14 days notice of the Annual General Meeting shall be given to all Members.
- 6.2 Such notice shall be deemed properly given if it is:
 - 6.2.1 announced in a poster on the Notice Board in the Lower Park, and
 - 6.2.2 announced on the Events listing of Hill website (<http://thehill.org.uk>).
- 6.3 The notice shall give the time and place of the Annual General Meeting.
- 6.4 The quorum for Annual General Meetings shall be nine.

7. Extraordinary General Meetings

- 7.1 The Secretary shall call an Extraordinary General Meeting at the request of at least two Members of the Executive Committee or five Members of the Group giving reasons for their request.
- 7.2 The Secretary shall give not less than seven days notice (as under Paragraph 6.2) of the holding of the Extraordinary General Meeting, which shall take place within 21 days of the receipt of the request.
- 7.3 If the Secretary does not give notice as required the two Members of the Executive Committee or five Members of the Group acting jointly may give such notice and themselves conduct the meeting.
- 7.4 The quorum for Extraordinary General Meetings shall be nine.

8. Membership Lists and Data Protection

- 8.1 The personal details of Members and Park users etc. shall be held in accordance with the Data Protection principles set out in Schedule 1 of the Data Protection Act 1998 (as amended and re-enacted from time to time).
- 8.2 Misuse of the membership list and e-mail addresses shall be serious misconduct and render the Member concerned subject to immediate suspension and possible reporting to the Information Commissioner. .

9. Finance

- 9.1 All monies raised by and on behalf of Group shall be applied to further the Purpose of the Group and for no other purposes.
- 9.2 The Treasurer shall open and maintain an account in the name of the Friends of Telegraph Hill Park. All cheques/withdrawals shall be signed by two of three signatories nominated by the Executive Committee. No two members of the same household may be signatories.
- 9.3 The accounts and financial records of the Group shall be reviewed once a year by a qualified accountant with relevant professional indemnity insurance or by two Members of the Group who are not members of the Executive Committee.
- 9.4 The reviewing accountant or the two Members shall report to the next Annual General Meeting of the Group.

10. Conduct

- 10.1 It is a condition of membership that Members shall conduct themselves in a reasonable manner. A member of the Executive Committee or a Member of the Group may be suspended from the Group for failure to observe this, or for any other conduct not in line with the Purpose of the Group.
- 10.2 Any Member suspended has the right of appeal to the executive officer of the relevant department of the London Borough of Lewisham.
- 10.3 Language or behaviour that is in any way discriminatory on the grounds of race, gender, sexuality, disability or ethnic or racial origin will not be tolerated and will constitute grounds for suspension.

11. Responsibilities of Officers

- 11.1 All of the Officers of the Executive Committee have a duty to further the Purpose of the Group, including the promotion of a multi-racial society and opposing all forms of discrimination.
- 11.2 THE CHAIR shall conduct the meetings of the Executive Committee and the Group.
- 11.3 THE TREASURER shall open and maintain a banking account in the name of the Group, keeping proper accounts of income and expenditure and report on them as required by the Executive Committee or General Meeting.
- 11.4 THE SECRETARY shall be responsible for the convening of all meetings and the proper giving of notice to all Members. S/he shall ensure that a proper record is kept of all meetings of the Group, its Committee and any sub-committees in the form of minutes and shall make these available as required by the Executive Committee or General Meeting.
- 11.5 Any Member or Officer delegated to represent the Group with any other body shall act on the instructions of the Executive Committee and shall report back to the Executive Committee or General Meeting as required. Only nominated representatives of the Executive Committee shall be delegated to consult with the London Borough of Lewisham, Glendale or other agencies on the Group's behalf.

12. Alterations to the Constitution

Any proposal to alter this constitution must be submitted to the Secretary of the Executive Committee not less than 14 days before the General Meeting at which it is to be discussed. Not less than seven days notice shall be given of such a Meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the Meeting.

13. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Group it shall call a meeting of all the Members of the Friends of Telegraph Hill Park, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Friends of Telegraph Hill Park. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such charitable or similar exempt institution or institutions having objects similar to the Purpose of the Group as the Members of the Group may determine, or failing that shall be applied for some other charitable purpose.

