

Friends of Seafield Gardens Community Group

CONSTITUTION

1. Name of the Organisation:

1.1 Friends of Seafield Gardens (FoSG)

2. Aim and Objectives:

2.1 FoSG Community Group aims to harmoniously co-ordinate all the users of Seafield Gardens and where possible improve facilities to ensure it continues to be a safe community area.

2.2 FoSG has four core objectives:

2.2.1. To improve Security around the Gardens

2.2.2. Encourage increased usage of all facilities including the Bowls and Tennis Clubs

2.2.3. To coordinate community initiatives to engage all users and local residents and work towards a better area for everyone to enjoy

2.2.4. To fund raise for improvements to the Garden's facilities and Security

3. Equalities:

3.1 FoSG will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

4. Governance:

4.1 FoSG shall be administered by a Management Committee of no less than three people. Officers will be elected for a period of up to one year by members of the management committee, but may be re-elected at the FoSG AGM. There is no fee to become a member of the committee. The Secretary will keep a record of members.

5. Management Committee Membership:

5.1 Management Committee Membership is open to any person interested in contributing to the aims and activities of the FoSG. To register interest in committee membership, individuals should contact seafielddgardensec@yahoo.com Membership will be decided at committee meetings by consensus.

5.2 The FoSG shall have a Management Committee consisting of these officers and members:

- Chairperson, who shall chair both general and committee meetings;
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers;
- Treasurer, who shall be responsible for maintaining accounts;
- and any ordinary members necessary at the meeting required to carry out the required activities. The committee may also co-opt members to serve on the committee which will be agreed by a majority vote.

6. Management Committee Functions:

6.1 In furtherance of the aim and objectives, but not otherwise, the Management Committee may exercise the power to:

- a) Promote the health and wellbeing of the residents of the area and to work together as residents irrespective of age, sex, ethnicity, ability, religion or political view.
- b) Promote community cohesion by engaging the local population in community events and initiatives, working in partnership with similar groups and organisations.
- c) Invite and receive contributions and raise funds where appropriate, to finance the work of the FoSG, and to open a bank account to manage such funds.
- d) Publicise and promote the work of the FoSG and organise meetings, events, activities or seminars etc.
- e) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation and partnership working with other voluntary bodies, charities, statutory and non-statutory organisations.
- f) Employ volunteers as necessary to conduct activities to meet the aims and objectives.
- g) Take any form of action that is lawful, which is necessary to achieve the aims of the FoSG

7. Management Committee Meetings:

7.1 Management Committee meetings will be held as necessary, at least quarterly, to direct the work of the group, discuss actions and monitor progress to date, delegate action and activities, approve new members and take other decisions as required.

7.2 Management Committee Meeting Standing Orders:

- a) Three members (where at least one is the Chairperson or designated deputy in their absence) will form a quorum (the minimum number of people needed at the meeting in order to make decisions).
- b) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in their absence.
- c) Decisions will be taken by consensus where possible, but if considered necessary in the meeting, by majority vote through a show of hands. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.
- d) All meetings must be minuted.
- e) Meetings may be held virtually or in person.

8. Annual General Meetings & Special General Meetings:

8.1 An annual general meeting (AGM) will be held once a year where management committee members will review the FoSG Community Group finances, authorise the scope of proposed activities, elect officers, amend the Constitution and address any other issue brought forward by members. The AGM shall take place no later than three months after the end of the year. The Chairperson or Secretary will inform all members of an AGM at least 14 days before it takes place.

8.2 A special general meeting (SGM) may be called at the request of any officer. An SGM can perform the same functions as an AGM. The Chairperson or Secretary will inform all members of an SGM at least 7 days before it takes place.

9. Finance:

9.1 Any money acquired by the FoSG Community Group including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the FoSG Community Group.

9.2 All funds must be applied to the objects of the FoSG Community Group and for no other purpose.

9.3 A bank account shall be opened in the name of the FoSG Community Group. Any transactions relating to the FoSG Community Group's bank account shall be authorised by at least two of the following committee members: Chairperson; Vice Chairperson; Treasurer; Secretary.

9.4 Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the FoSG Community Group stays within budget. An annual financial report shall be presented at the AGM.

9.5 FoSG Community Group's accounting year shall run from 01 January to 31 December.

10. Altering the Constitution:

10.1 Any changes to this constitution must be agreed by a majority vote at an annual or special general meeting. Amendments to this constitution or dissolution of the FoSG Community Group must be conveyed to the Chairperson or Secretary formally in writing. The decision will normally be taken by consensus, unless the members decide that a majority vote should be used. Any changes to the Constitution must not lead to restricted funds contributed for one purpose being diverted to some quite different purpose.

11. Dissolution:

11. 1 FoSG Community Group may be dissolved if deemed necessary by officers in a majority vote at an annual or special general meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

12. Adoption of the Constitution:

12 .1 This constitution was adopted at a meeting held at Seafield Gardens on 23rd March 2024 by:

Name	Role	Signature
Linda Perry	Chairperson	

Patricia Gaffney	Vice Chairperson	
Katia Roberti-Warrington	Treasurer	
Miranda Keenan	Secretary	