

Constitution of the Friends of Meersbrook Hall group

1. Name

The name of the Group shall be The Friends of Meersbrook Hall

2. Aim

The aims of the Group shall be to:

- a) Bring Meersbrook Hall back into community use, securing and promoting new facilities for the benefit of Meersbrook Park and local residents.
- b) Ensure that facilities and activities currently provided at the Pavilion are maintained in suitable premises within the Park.
- c) Ensure that the restrictive covenants on buildings within the Park are upheld in any future development of Meersbrook Hall.
- d) Produce sustainable and viable options for the future of Meersbrook Hall and positively engage with Sheffield City Council to reach the best solution for local communities.
- e) Involve a wide range of local people in developing a plan for Meersbrook Hall and ensure that our organisation is representative of the diversity of life in Meersbrook and surrounding areas.

3. Powers

In order to achieve its aim the Group may:

- a) Raise money
- b) Open bank accounts
- c) Acquire and run buildings
- d) Take out insurance
- e) Employ staff
- f) Organise courses and events
- g) Work with similar Groups and exchange information and advice with them
- h) Do anything that is lawful which will help it to fulfil its aim.

4. Membership

- a) Full membership of the Group shall be open to any individual over sixteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:
 - interested in helping the Group to achieve its aim
 - willing to abide by the rules of the Group and
 - willing to pay any subscription agreed by the Management Committee.
- b) Individuals under the age of 16 years who wish to support the group in achieving its aim may join as “junior members”. Junior members shall not have voting rights and may not serve on the Management Committee but they may elect two of their number to represent their views at meetings of the Management Committee without voting rights;
- c) The membership of any member may be terminated for good reason by the Management Committee, provided that the member concerned shall have the

right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

5. **Management**

- a) The Group shall be administered by a Management Committee of not less than three and not more than ten individuals elected at the Group's Annual General Meeting (A.G.M.).
- b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary. Each of these offices may be shared between up to two individuals.
- c) The Management Committee may co-opt onto the Committee up to three individuals, in an advisory and non-voting capacity, that it feels will help to fulfil the aim of the Group.
- d) The Management Committee shall meet at least four times a year.
- e) At least three Management Committee members must be present for a Management Committee meeting to take place.
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall not have a second or casting vote, and the matter shall either be set aside or discussed further until a clear majority is obtained.
- g) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
- h) The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

6. **The Duties of the Officers.**

- a) The duties of the Chairperson shall be to:
 - Chair meetings of the Committee and the Group
 - prepare, in consultation with the Management Committee, the agenda for meetings of the Committee and the Group
 - represent the Group at functions/meetings that the Group has been invited to and
 - act as the spokesperson of the Group when necessary.
- b) The duties of the Secretary shall be to:
 - keep a membership list
 - take and keep minutes of all meetings and
 - collect and circulate any relevant information within the Group.
- c) The duties of the Treasurer shall be to:
 - supervise the financial affairs of the Group and
 - keep proper accounts that show all monies received and paid out by the Group.

7. **Finance.**

- a) All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) Any cheques issued shall be signed by two nominated members of the Management Committee.

- d) The Group shall ensure that its accounts are audited or independently examined every year.
- e) The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs to members, at the discretion of the Management Committee.

8. **Annual General Meeting.**

- a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of April.
- b) All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote.
- c) The business of the A.G.M. shall include:
 - receiving a report from the Chairperson on the Group's activities over the year
 - receiving a report from the Treasurer on the finances of the Group
 - electing a new Management Committee and
 - considering any other matter as may be decided.
- d) At least 10 voting members or 5% of the voting membership, whichever is the greater, must be present for the Annual General Meeting and any other General Meeting to take place.
- e) If there are insufficient voting members present to proceed within fifteen minutes of the start of a General Meeting, the meeting should be adjourned to another time and place and fourteen days clear notice given. The voting members attending the adjourned meeting will automatically constitute a quorum.

9. **General Meetings.**

- a) There shall be a minimum of two General Meetings (excluding the A.G.M) each year.
- b) All members shall be entitled to attend and vote.
- c) Voting at general meetings shall be by show of hands. However, members who are unable to attend a general meeting where a resolution is to be put to the vote may instruct the Chair to cast a vote on their behalf by submitting their vote via email to the address provided at least 24 hours prior to the start of the meeting.

10. **Special General Meeting.**

A Special General Meeting may be called by the Management Committee or 10% of members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

11. **Alterations to the Constitution.**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

12. **Dissolution.**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with a similar aim.

13. **Adoption of the Constitution.**

Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was revised and adopted on 27th May 2016 by:

Name:	Kate Souper	
Address:		
Signature:		

Name:	Laura Holmes	
Address:		
Signature:		

Name:	Anthony Ashton	
Address:		
Signature:		

Name:	Rhiannon Thomas	
Address:		
Signature:		

Name:	Rebecca McCormick	
Address:		
Signature:		

Name:	Joanna Rucklidge	
Address:		

Signature:		
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Name:	Paul Brooke	
Address:		
Signature:		

Name:	Martin Black	
Address:		
Signature:		