

# Friends of Dewsbury Park Mansion - Draft Constitution

## 1. Name:

The name of the Group shall be: Friends of Dewsbury Park Mansion

## 2. Role and Function

The role and function of the Friends shall be:

1. To provide a forum for the discussion of the future of the Mansion and other buildings in Crow Nest Park.
2. To actively engage local communities and organisations in evolving a new role for the buildings and to gather ideas and opinions.
3. To research and explore all aspects of the process of asset transfer and community management of a building: including existing successful models and all legal, procedural, building, regulatory, business, marketing and fundraising considerations.
4. To review the Council's proposals and documentation with respect to possible asset transfer and submit an expression of interest, if appropriate.
5. To lay the foundations for the establishment of an appropriate community enterprise organisation to complete the process of asset transfer and to undertake the future management of the buildings.
6. To formulate specific, sustainable plans for the management of the buildings as a community resource.

The Friends recognise the value of working in partnership in order to achieve their objectives. This includes working with groups and individuals in the community, Council departments and other appropriate agencies in the voluntary, statutory and commercial sectors.

## 3. Powers

In order to achieve its aims the Group may:

1. Raise money.
2. Open bank accounts.
3. Acquire and manage buildings.
4. Take out insurance.
5. Employ staff.
6. Organise courses and events.

7. Work with similar groups and exchange information and advice with them.
8. Do anything that is lawful which will help it to fulfil its aim.

#### 4. Membership:

7. Membership of the group will be open to any person aged over 18, or any organisation, living, working or visiting the Dewsbury area with an interest in the future of the Park Mansion.
8. Membership of the Group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:
  - a. interested in helping the Group to achieve its aims
  - b. willing to abide by the rules of the Group.
9. The membership of any member may be terminated for good reason by the Committee provided that the member concerned shall have the right to be heard by the Committee accompanied by a friend before a final decision is made.

#### 5. Management:

1. The Group shall be administered by a Management Committee of not less than four and not more than 8 individuals elected at the Group's Annual General Meeting (A.G.M) who will serve for one year and be eligible for re-election.
2. The Officers of the Management Committee shall be: the Chairperson, the Vice Chairperson, the Treasurer and the Secretary.
3. The Management Committee may co-opt onto the Committee up to three individuals, in an advisory and non-voting capacity or to fill the posts of Officers when necessary that it feels will help to fulfil the aims of the group.
4. The Management Committee shall meet at least six times a year.
5. At least three Management Committee members must be present for a Management Committee meeting to take place.
6. Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
7. The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
8. The Management Committee may co opt any other member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.
9. Any Management Committee member who fails to attend three consecutive Management Committee meetings, without submitting an apology, shall be removed from the Management Committee.

10. **Working Groups.** Members may create working groups to focus on specific problems. Working Groups may create their own management processes. In the event of disagreement or conflict with this Constitution then the rules of this Article 5 of this Constitution shall apply. Initial Working Groups shall include:
- a. Property & Business
  - b. Engagement & Marketing
  - c. Fundraising
  - d. Legal and regulatory

## 6. The Duties of the Officers:

1. The duties of the Chairperson shall be to:
  - a. Chair meetings of the Committee and the Group
  - b. Represent the Group at functions/meetings that the Group has been invited to, act as spokesperson for the Group and be responsible for media and public announcements relating to the Group.
2. The duties of the Vice Chairperson shall be to:
  - a. Stand in for the Chairperson when they are not available.
3. The duties of the Secretary shall be to:
  - a. Keep a membership list
  - b. In consultation with the Chairperson, prepare the agenda for meetings of the Committee and the Group.
  - c. Take and keep minutes of all meetings and collect and circulate any relevant information within the Group
4. The duties of the Treasurer shall be to:
  - a. Supervise the financial affairs of the Group
  - b. Keep proper accounts that show all monies received and paid out by the Group
  - c. Prepare updated financial statements for presentation at each Management Committee meeting.

## 7. Finance:

1. 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.
2. Any bank accounts opened for the Group shall be in the name of the Group.
3. Any payments issued shall be authorised in writing by the Treasurer and one other nominated member of the Management Committee.
4. The Group shall ensure that its accounts are independently examined every year.

5. The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs to members or Management Committee members when engaged on Group activities.
6. The Group shall produce annual accounts for approval at the AGM nearest to the anniversary of its foundation.

## 8. Meetings

### 1. Annual General Meeting

- a. The Group shall hold an Annual General Meeting (A.G.M.) once each year..
- b. All members shall be given at least 28 days notice of the place and date of the A.G.M. and shall be entitled to attend and vote.
- c. The business of the A.G.M. shall include:
  - i. receiving a report from the Chairperson on the Group's activities over the year
  - ii. receiving a report from the Treasurer on the finances of the Group
  - iii. receive nominations for and elect the Management Committee and;
  - iv. considering any other matter as may be decided.

### 2. General Meetings:

- a. At least 2 General Meetings (including the A.G.M) will be held in each calendar year.
- b. All members shall be entitled to attend and vote.

### 3. Special General Meeting:

A special General Meeting may be called by the Management Committee or 6 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.

### 4. Quorum

- a. General meetings. A general meeting shall be quorate if 5 members are present. In the event of a tie on a vote then the Chair shall have the casting vote.

### 5. Records

- a. The Secretary shall take a record of all meetings and produce minutes for approval. The minutes are to be proposed and seconded as a true record at the next meeting and recorded as such.

## 9. Alterations to the Constitution:

This Constitution including the Aims of the group shall be reviewed annually or when the committee considers it to be necessary in order to accommodate legitimate objectives of members or changing circumstances. Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

## 10. 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 working for the benefit of the people of Dewsbury.

## 11. Adoption of the Constitution:

This constitution was adopted on Thursday, November 10th, 2016 by those registered for the meeting of that date.

To enable maximum participation by community members interested in Dewsbury Park Mansion, volunteers are now sought to act as Officers and committee members. Those present may also propose community members that they believe will be interested but cannot be present on 10 November. The election of Officers and committee members will then take place at a further meeting on Tuesday 22 November.

Pending the election of officers and committee members at the further meeting on 22 November the persons listed below have been nominated to act as an Interim Committee to continue the work of the Group until 22 November.

# Interim Committee

Name	Position	Signature