



Constitution

1. Name

The name of the group shall be Eglinton Park Path Stewards

2. Aims

The aims of Eglinton Park Path Stewards will be:

- To bring together volunteers to inspect the core paths of Eglinton Park to undertake works that improve accessibility for all park users
- To enable and promote an autonomous and sustainable voluntary group, whilst operating in partnership with the support of North Ayrshire Council
- To identify potential funding opportunities to support the work of the group
- To identify potential training opportunities to progress the core skills of the group
- To provide an open and inclusive environment for all volunteers of the group

3. Membership

Membership is open to anyone who:

- supports and promotes the aims of the group
- resides in the Ayrshire local authority area

As the group is voluntary there will be no membership fee

A list of all members and related contact details will be kept by the secretary

Ceasing to be a member

As the group is voluntary membership may cease at any time

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Eglinton Park Path Stewards aim to promote an open, welcoming and inclusive group and will not tolerate any form of discrimination on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 3 members, and be composed of 3 officers/committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair/President, who shall chair both general and committee meetings
- Secretary, who shall be responsible for membership records, the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Eglinton Park Path Stewards wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 5 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Eglinton Park Path Stewards over the year.
- The Committee will present the accounts of Eglinton Park Path Stewards for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 5 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 28 days of the request.

All members will be given 14 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 5 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given 14 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the group at a bank agreed by the committee. Two signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

Payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), can be made by either signatory

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting

All money raised by or on behalf of Eglinton Park Path Stewards is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Eglinton Park Path Stewards on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed

