



Friends of Riverside North Park Constitution

1. Name of the Group:

1.1. Friends of Riverside North Park.

2. Aim:

2.1. To help create a well maintained and attractive public park that will enhance the quality of life for local people and act as a focus for bringing the community together.

3. Objectives: The Group will fulfil the Aim by:

3.1. Encouraging more people, from all sections of the community, to use the Park and to enjoy its full potential and promote an atmosphere of mutual appreciation and respect.

3.2. Working together to make Riverside North Park an attractive and inviting place to visit regardless of class, race, culture, religion, gender, age, sexual orientation or political affiliation, whilst recognising and promoting the value of the many differences within the local community.

3.3. Developing & maintaining a positive relationship with Wyre Forest District Council Parks Section.

3.4. Applying for funding to maintain and increase the facilities in the Park. This will include working in partnership with other organisations.

3.5. Finding out the views of local people & the Park users and involving them in decision making where possible.

3.6. Working with Wyre Forest District Council, Bewdley Town Council and other bodies to ensure that the effects on Riverside North Park are considered in any plans or developments for the surrounding areas.

3.7. Linking with others to help protect and improve Bewdley's green open spaces generally.

3.8. Encouraging and facilitating educational activities when possible, including working with the local schools to arrange educational events.

4. Membership & Equality:

4.1. Membership will be open to anybody with an interest in the Park, regardless of class, race, culture, religion, gender, age, sexual orientation or political affiliation as long as:

4.1.1. They agree with the Aim of the Group

4.1.2. They have given their name and address to be put on to the membership list.

4.2. In order that the Group is accessible to as many people as possible it will ensure the meetings are widely publicised and that the Group fosters a welcoming atmosphere

4.3. The Group is opposed to all forms of discrimination including racism, sexism, homophobia and expressions of such prejudice will not be tolerated at meetings or other activities.

4.4. Group membership will be available to voluntary, statutory & private sector organisations. Multiple representatives will be allowed to attend meetings but organisations will only be able to exercise one vote.

5. Organisation & Meetings:

5.1. Roles - Individual members will be elected to the following roles:

5.1.1. Chairperson, who will act as the main contact and spokesperson for the Group and who will keep meetings fair, unbiased and on time

5.1.2. Treasurer, who will be responsible for maintaining a bank account for the Group, holding the bank book, keeping receipts and a record of all income and expenditure of the Group

5.1.3. Secretary, who will be responsible for other general administrative matters such as taking minutes and arranging meetings

5.1.4. Vice Chairperson, who will perform the duties of the Chairperson as and when this becomes necessary.

5.2. Meetings will be held on a regular basis and will be open for members and guests to attend. The function of these meetings will be to keep members up to date with plans and decisions affecting the park and to collect the views of members and other park users. These meetings shall act as the decision making body of the Group.

5.3. All meetings will be minuted and copies of these will be available to any interested party.

5.4. All members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting.

5.5 At meetings and AGM each registered member will have one vote (note 4.4 organisations one vote per body).

5.6 In the event of a tied vote the Chairperson will have the casting vote.

6. Annual General Meeting:

6.1. The Friends of Riverside North Park shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.

6.2. Everybody on the membership list will receive at least two weeks' notice of the Annual General Meeting by emailing to the addresses on the membership list, by putting up notices in the Park, and by mailing those people who inform us that they do not have email.

6.3. At this meeting the members will:-

6.3.1. Hear a report on the activities of the Group for the previous year and on the Group's finances, prepared by the Treasurer

6.3.2. Decide whether there will be a membership subscription for the forthcoming year

6.3.3. Identify and discuss matters of particular importance for the forthcoming year

6.3.4. Make rules on the way the Friends Group will operate e.g. by amending the Constitution

- 6.3.5. Elect Chairperson, Treasurer, Secretary and Vice Chairperson for the following year.
- 6.3.6. Conduct any other relevant business the meeting so decides.

7. Finances

- 7.1. Any money obtained by the Group shall be used only for the Group.
- 7.2. Any bank accounts opened for the Group shall be in the name of the Group.
- 7.3. All money received in the form of donations, subscriptions or any other contributions will be put into the bank account and will be used to achieve the Aim of the Group.
- 7.4. Any cheque issued shall be signed by at least two of the nominated signatures.
- 7.5. The Treasurer will provide a breakdown of the finances of the Group at each meeting including income, expenditure & balance of funds.

8. Disposal of Assets upon Closure of the Group:

- 8.1. If a decision is taken to close the Group, the Chairperson, Treasurer and Secretary will agree the distribution of assets to support groups in the Bewdley area having a similar aim to Friends of Riverside North Park.

9. Communication Strategy

- 9.1. The aim of this communications strategy is to ensure there is a consistent method of communication for the promotion of events, meetings and group activities. It also serves to act as an effective method for escalating any issues presented by a member of the group:
 - 9.1.1. All meetings will have an Agenda and will be distributed one week prior to meetings informing them of the topics that will be discussed and allowing them to add to them, in a method agreed by the Group and Chairperson
 - 9.1.2. All meetings will be recorded and the minutes will be distributed.
 - 9.1.3. The Group will provide Wyre Forest District Council and Bewdley Town Clerk with copies of proposed event dates, minutes & agendas
 - 9.1.4. All communications must follow a factual and positive presentation when using the FoRNP brand
 - 9.1.5. There must always be a consistent process for agreeing all communications through a designated person within the group; this will be at the discretion of the Chairperson
 - 9.1.6. The Group should avoid negative communications with the press.
 - 9.1.7. The Group should promote the involvement of the Council as a partner.
 - 9.1.8. All park/woodland works that are conducted by FoRNP must be done with the prior agreement and knowledge of the District Council.
 - 9.1.9. If there is an issue which any member of the Group feels is not being dealt with appropriately then this must be discussed with the Chairperson and appropriate actions should be considered in dialogue with all partner agencies.
 - 9.1.10. Provide representation at the WFDC Parks Forum that is hosted around every six months by WFDC.

Date: last amended 02.03.2016