

# Bute Parks Alliance – Constitution

## 1 NAME:

The Association shall be known as the **Bute Parks Alliance**

## 2 AIMS AND OBJECTIVES:

- To campaign for an immediate moratorium on developments in the central city park complex - Bute Park, Sophia Gardens, Pontcanna Fields and Llandaff Fields - until a wide-ranging public consultation has been held into their use and a future strategy agreed
- To represent the interest of the residents and all those who visit, use and benefit from the listed parklands with the Welsh Assembly Government, Cardiff County and City Council, Cadw and other bodies
- To co-operate with other organisations promoting the use of the listed parklands and other parks to the benefit of the people of Cardiff

## 3 MEMBERSHIP:

Membership is open to all who support the aims of the Alliance irrespective of age, cultural differences, disability, family make-up, gender, marital status, mental health, political affiliation, race, religious belief or sexual preference. Members must be aged 16 or over.

It is a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. A member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association. Any member so suspended has the right of appeal to the following General Meeting, before expulsion from the Association takes place.

Racist or sexist behaviour will not be tolerated and will be grounds for suspension.

## 4 SUBSCRIPTION:

Membership of the Association shall cost £10 per person per year; additional household members at the same address shall cost an additional £5 per person. Students at a recognised school, college or university shall be able to be non-voting members at no cost: such student members can attend and take part in members' meetings, but not participate in elections or votes, excepting that one member of the committee will be elected solely by student members. The student member on the committee will have voting rights only at committee meetings. A student who wishes to have full membership rights can join as a subscribing member.

## 5 CONDUCT OF BUSINESS:

A Committee elected at the Annual General Meeting, which shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, a student nominated member and not less than four other members, shall conduct the business of the Association.

No more than one member shall be elected from each household. In the event of a job-share between committee members of the same household, the members will have one vote between them. As far as possible, the composition of the Committee shall represent the composition of the community. If no-one stands for a particular office, that office may be carried out on a rotating basis by committee members

The Committee may appoint Co-opted members to the Committee and any Sub-Committees. These members will have the right to speak at any meetings but will not have voting rights.

A General Meeting of the Association may only carry out the election or removal of officers or committee members. The Committee may temporarily fill any vacancy arising among the officers of the Association from its members until the next General Meeting of the Association.

Any officer or committee member must declare any relevant personal interest. The Committee shall have the right to determine whether that member should withdraw, or be allowed to speak but not vote, or be allowed to speak and vote.

The Committee may appoint such Sub-Committees as required to carry out activities of the Association. Such Sub-Committees shall be directly accountable to the Committee. The Committee in advance shall agree the

terms of reference of any such Sub-Committees. Elected officers and committee members may represent the Association to other bodies to advocate the aims of the association.

#### 6 GENERAL MEETINGS:

Not less than two of the Committee's meetings each year shall be Open Meetings of the Association open to all members to speak and vote. The decisions of Open Meetings of the Association shall be taken by a simple Majority of full members present and voting. All members shall be given not less than 14 days notice of any General Meetings

#### 7 SPECIAL GENERAL MEETING:

The Secretary shall call a Special General Meeting (SGM) at the request of a majority of the committee or on the receipt of a written petition by not less than 5% or 10 members of the association, whichever is the greater, giving reasons for their request. The Secretary shall give not less than 7 Days notice of the holding of a Special General Meeting,(SPG) which shall take place within 21 Days of the receipt of the request or petition.

#### 8 ANNUAL GENERAL MEETING

The Committee shall call an Annual General Meeting of Association each year. Not less than 21 days notice of the Annual General Meeting shall be given to all members and all those eligible for membership. The AGM or a SGM may take place before or after a Committee meeting.

At the Annual General Meeting:

- The whole committee must resign and a new committee be elected, or existing officers may be re-elected.
- The Committee shall present an Annual Report and account of their activities.
- Any Sub Committee shall present an Annual Report and account of their activities.
- The Committee shall present the audited accounts of the Association for the previous year.
- Any proposals submitted to the Secretary in writing not less than 7 Days in advance of the meeting shall be discussed.
- All decisions shall be taken by a simple majority of full members present and voting (but only one vote will be allowed per household).

If any Sub-Committee continues after the AGM, its members must be re-elected at the AGM.

The Committee or General Meeting may dissolve any Sub-Committees, whereupon all accounts, records and assets of the Sub-Committee pass to the Committee.

#### 9 COMMITTEE MEETINGS:

The Committee shall meet as necessary but not less than four times per year. Committee meetings shall be open to any member of the Association wishing to attend who may speak but not vote.

Quorum: No Committee Meeting shall take place with less than four Committee Members present.

#### 10 SUB-COMMITTEES:

The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committees shall be directly accountable to the Committee. The Committee shall in advance agree the terms of reference of any sub-committee. The Chairperson and Treasurer of the Association shall be ex officio member of any sub-committee.

Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.

All sub-committees shall keep proper accounts of income and expenditure and a proper record of all meetings and shall report on them or deliver them up as required by the Committee or any General Meeting.

#### 11 NOTICE OF MEETINGS:

Notice of all meetings, including the date time and place of the meeting, will be included on regular newsletters.

They will also be available, upon request, from street reps, together with agendas and minutes. Minutes will be published on the members' website after they have been approved by committee.

## 12 DUTIES OF OFFICERS:

All the officers of the Association have a duty to further all the aims of the Association, including the promotion of equal opportunities and opposing all forms of discrimination.

The Chairperson (or in their absence another committee member) shall conduct the meetings of Association and is responsible for convening all meetings, giving the relevant notice to members and producing the agendas. When acting as a representative the Chairperson will report all actions to the following Committee or General Meeting.

The Vice Chairperson, in the absence of the Chair shall conduct the meetings of the association. The Vice Chair may also be delegated by the Committee to represent the association.

The Treasurer shall open and maintain a banking account in the name of the Association. The Treasurer shall sign all cheques. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or any general Meeting. A suitably qualified person appointed by the membership of the Annual General Meeting shall scrutinise such accounts annually. The Treasurer will have the responsibility of obtaining membership payments and of recording them.

The Secretary shall ensure that a proper record is kept of all meetings of the Association, its Committees and Sub-Committees in the form of minutes; and provide them as required. The Secretary will keep up-to-date records of attendees at meetings and other contacts.

## 13 FINANCE

All expenditure raised by or on behalf of the association shall be applied to further the objects and aims of the association and for no other purpose.

The treasurer shall make the accounts available to any member for inspection.

The committee shall nominate four cheque signatories (one to be the treasurer).

Expenditure of more than £500 will be authorised in advance at a committee meeting. Sums under £500 will be authorised by any two of the signatories, one of whom should be the treasurer.

If the financial transactions of the Association exceed £5,000 in any financial year then the Committee will ask for the accounts to be verified by an independent accountant with the cost being met by the Association. Otherwise, accounts will be presented to the AGM after being scrutinised independently by an appropriately qualified member of the association who is not a member of the Committee.

## 14 ALTERATIONS TO THE CONSTITUTION:

Any proposals to alter the constitution must be submitted to the secretary not less than 28 Days before the meeting at which it is to be discussed. Not less than fourteen days notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two thirds of those present and voting at the meeting.

If the Committee no longer exists, a majority of remaining Members of the Association shall decide that the Association should be dissolved. They shall give at least fourteen days notice to all those eligible for membership of the meeting at which the matter shall be discussed. For the sole purpose of dissolution a Quorum need not apply and the Association may be dissolved by a two-thirds majority of those present. The assets financial and otherwise, remaining when the Association has satisfied its liabilities shall be applied for such purposes of benefit to the community, as the meeting shall decide.

## 15 EQUAL OPPORTUNITIES

The Association is committed to opposing all forms of discrimination and oppression faced by all ethnic communities; women, gay men and lesbians; and by people with disabilities. The Association is also committed to acting without discrimination on the grounds of nationality, political or religious belief.

The Association will introduce measures to remove direct and indirect discrimination in any of its activities or those it supports. The Association will work towards the development of an awareness of equal opportunity issues and genuine equality of opportunity.

Constitution was adopted as the Constitution of The Bute Parks Alliance at a meeting held on 24<sup>th</sup> February 2009.

Chair Kevin Morgan Secretary Jeanne-Hélène Eggleton