

CONSTITUTION

1. NAME

- 1.1. The name of the Association shall be hereinafter called the "Harlow Town Park Users Group".

2. AIMS

- 2.1. To represent the views of ordinary users of Harlow Town Park to Harlow District Council.
- 2.2. To protect the integrity of the Town Park.
- 2.3. To help secure sources of funding for the improvement, management, and promotion of the Town Park.

3. POWERS

The Association has the following powers which may be exercised only in promoting the Aims.

- 3.1. The Association shall undertake the following consultative activity:
 - 3.1.1. Re-evaluate and re-define the core purpose of the Town Park.
 - 3.1.2. Review and provide considered opinions as to the quality of Services provided within the Town Park.
 - 3.1.3. Express how the Town Park, through its range of attributes, relates to the overall Leisure Strategy for Harlow.
 - 3.1.4. Consider potential development proposals or service improvements which may enhance the quality of visits made by users of the Town Park.
 - 3.1.5. Consider the impact of other potential developments within, and adjacent to, the boundaries of the Town Park.
 - 3.1.6. Submit reports to the appropriate committee of Harlow District Council outlining the views of the Association.
- 3.2. The Association may acquire and distribute funds for the improvement, management, or promotion of the Town Park in line with the wishes of the members.
- 3.3. The Association may affiliate with other organisations with related aims if agreed at the AGM subject to the approval of Harlow District Council.

4. MEMBERSHIP

- 4.1. Membership shall be open to any individual aged 18 or over, and anyone under the age of 18 with parental consent, who is a Resident of Harlow or is employed in Harlow. By Harlow is meant the area of Harlow District Council.
- 4.2. The AGM may elect honorary members who shall be entitled to all privileges of full members.
- 4.3. The Association may elect a Patron, with a non-voting capacity, who would be invited to the AGM.

5. LIABILITY

- 5.1. If the actions of the Association might give rise to third party liabilities it shall obtain indemnity from relevant parties or carry appropriate insurance.

6. OFFICERS

- 6.1. The Association shall have a Chairman, Vice Chairman, and Treasurer to be elected annually by the AGM.

- 6.1.1. Any vacancy for any of these positions during the year shall be filled by election at the next ordinary meeting of members.
- 6.2. The tasks of arranging and giving notice of meetings, maintaining the list of members, and taking and issuing minutes of meetings may be carried out by an officer of Harlow District Council designated to provide support to the group.
- 6.3. The Association may appoint any other officers as and when necessary.

7. ANNUAL GENERAL MEETING OF MEMBERSHIP

- 7.1. There shall be an AGM held in May or June of each year following any local government elections in that year, for which at least 21 days prior notice shall be provided to all members together with an agenda.
- 7.2. The Chairman or in his/her absence the Vice-Chairman shall preside at the AGM. In the absence of both, the members shall elect a chairman for that meeting.
- 7.3. A quorum for the AGM shall be seven members.
- 7.4. The Business of the AGM shall include:
 - 7.4.1. Reports from the Chairman and Treasurer;
 - 7.4.1.1. Reporting Officers unable to attend should submit a written report to the chairman prior to the meeting.
 - 7.4.2. Election of the Chairman, Vice-Chairman, and Treasurer, and up to two members to serve as Trustees;
 - 7.4.2.1. Nominations for Officers and Trustees may be submitted in writing or taken from the floor, subject to the nominees' agreement.
 - 7.4.3. Election of Bankers and Auditors;
 - 7.4.4. Any other business, which may be requested in writing by any member of the association, provided it reaches the chairman at least ten days before the AGM.
- 7.5. Each member of the Association present shall have one vote in connection with each motion put before the AGM. A resolution should require a simple majority. In the event of equal votes the Chairman shall have the casting vote. All votes shall be taken by a show of hands unless the meeting resolves otherwise.

8. MANAGEMENT OF THE ASSOCIATION

- 8.1. The Chairman or in his/her absence the Vice-Chairman shall preside at meetings of members.
- 8.2. Decisions should if at all possible be achieved by consensus of members present, otherwise by a simple majority of members present and voting.
- 8.3. The Association may appoint sub-committees as and when necessary.

9. FINANCE

- 9.1. There shall be no requirement on members to pay a subscription.
- 9.2. The Association accounts shall run to coincide with the local authority financial year, i.e. from April to March.
- 9.3. The appointment of bankers and auditors shall be made by the Treasurer on the decision of the AGM.
- 9.4. All monies shall be administered by the Treasurer who will pay incoming monies into a bank account in the name of the association and shall arrange, in consultation with the Committee, for the proper investment of any available balance. The Treasurer shall account to the Committee for all monies.
- 9.5. Any funds of the Association shall only be applied in furtherance of the aims of the Association.
- 9.6. Any withdrawals from such bank shall be against the signatures of at least two of the

Chairman, Vice-Chairman, Treasurer, or elected Trustees or as additionally may be required by rules of the bank.

- 9.7. Advance notification of expenses likely to be incurred by members, in connection with the work of the committees, shall be made to the treasurer for approval, who shall recompense the approved amounts to members upon their application with receipts.

10. TRUSTEES

- 10.1. The Chairman, Vice-Chairman, Treasurer, and the members elected to serve as Trustees shall be empowered to serve as trustees if required to act in a legal capacity on behalf of the Association.

11. TERMINATION OF MEMBERSHIP

- 11.1. Membership may be deemed to have lapsed if a member has not attended any of the Association’s activities for a whole year.
- 11.2. If the actions of any member shall, in the opinion of the Officers and members at a meeting, be injurious to the interests of the Association, the Officers are empowered to suspend that member.
- 11.3. Termination of membership of a suspended member shall be by resolution passed at the AGM by a two third majority of those present and voting.

12. ALTERATION OF CONSTITUTION

- 12.1. Any proposal to alter the constitution must be approved at an AGM by a two third majority of those present and voting subject to approval by Harlow District Council.
- 12.2. Such a proposal shall be accompanied by a copy of the relevant part of the existing Constitution and proposed amendments in the documentation for the AGM.

13. DISSOLUTION OF THE ASSOCIATION

- 13.1. The Association may be dissolved only at the AGM or at a special meeting convened for the purpose of dissolution. The motion to dissolve must be carried by three quarters of members present and voting.
- 13.2. Before a vote for or against dissolution be taken, the meeting shall determine how the assets of the Association shall be disposed of in the event of the motion to dissolve being carried
 - 13.2.1. The assets of the Association shall pass either to Harlow District Council or to another organization approved by Harlow District Council to use for aims of the Association.

This Constitution was adopted on the _____ day of _____ 20

Signed.....