

Friends of Tottenham Marshes

CONSTITUTION

1. Name. The name of the group shall be 'Friends of Tottenham Marshes', (herein after referred to as FoTM).

2. Objects. The objects for which FoTM have been established are to:-

- a) Act as custodians of Tottenham Marshes and river.
- b) Promote Tottenham Marshes as a valuable and enjoyable green space for the whole community.
- c) Respect and protect the wildlife that depends on it.

In furtherance of the said objects, but not otherwise, the FoTM have the following objectives and responsibilities :-

- a) To promote Tottenham Marshes as a place of recreational resource for the whole community.
- b) To promote knowledge and understanding of the natural history of the Tottenham Marshes through education and training.
- c) To secure public access to, and enjoyment of the marshes.
- d) To conserve the natural plants, animals and bird life of the marshes and, so far as practicable, of its surroundings.
- e) To make the community and visitors to the Tottenham Marshes aware of the protection by law afforded to wildlife and to promote care, understanding and appreciation of wildlife wherever they may be.
- f) To work in partnership with the Lee Valley Regional Park Authority, British Waterways and Haringey Borough Council, and other interested bodies in working out, and putting into effect, plans for the future of the marshes.
- f) To promote research into subjects directly connected with the objects of FoTM.
- g) To act as a co-ordinating body, working in partnership, with the local authority, and all other local and statutory authorities, voluntary organisations, charities and persons having aims similar to those of FoTM.
- i) To publish and distribute papers, reports and other literature relating to the Tottenham Marshes.
- j) To make surveys, prepare maps and plans, and collect information relating to the marshes.
- k) To hold meetings, lectures and exhibitions relating to the Tottenham Marshes.
- l) To stimulate public interest in the marshes and to give advice.
- m) To raise funds to support the aims and objectives of the FoTM.
- n) To take or accept any gifts of property, whether subject to any special trust or not.
- o) Subject to such consents as may be required by law, to sell, let, mortgage, dispose of or turn to account any or all of the property or funds of the FoTM as shall be necessary.
- p) Subject to such consents as may be required by law, to borrow or raise money for the purpose of the FoTM on such terms as the Executive Committee shall think fit, but so that the liability of individuals of the FoTM shall in no case extend beyond the amount of their respective annual subscriptions.
- q) To do all such other things within the law as are necessary for the attainment of the said objects.

3.Membership. Membership shall be open to all who are interested in actively furthering the objects of the FoTM whatever their age, on payment of a minimum subscription set by the Friends' Annual General Meeting.

Individual membership. Those aged 14 and over may be members of the FoTM in their own right and will be entitled to one vote in the course of any matters that require a vote.

Family membership. Family membership gives the entitlement to one vote per member over the age of 14 in course of any matter that requires a vote.

Membership matters will be reported to the next ordinary meeting of the Executive Committee by the Secretary where new members and renewals will be confirmed. Any person whose membership has not been confirmed or whose application is outstanding will be notified within three weeks of that ordinary meeting.

Membership may be refused or withdrawn from any persons who has or might bring the FoTM into disrepute or has been, or is acting in contradiction to the objects of the Friends. Any such person to whom membership is either refused or withdrawn will have a right of appeal to the Executive Committee.

4.Subscriptions. The annual subscription shall be £5.00 for Individual Membership, £15 for Family Membership and £50 for Life Membership or such other reasonable sum as the membership shall determine at its annual general meeting. Membership fees will be renewable on the 31 January of each year. The subscription of a member joining the FoTM in the four months preceding January 31st shall be £1.50 and then renewable at the standard rate on that date. FoTM should endeavour to create and sustain a Junior Membership with their own committee who should administer themselves and put ideas forward to the main Executive Committee.

5.Voting rights. All members of the FoTM over the age of 14 whose subscriptions are valid at the time when calling notices are sent out for the Annual General Meeting or any Special General Meeting will have full voting rights at such meetings, No member shall have power to vote at any meeting of the FoTM if their subscription is in arrears at the time.

6. Equal opportunities. Applications for the membership of FoTM shall be welcome from Individuals regardless of race, religion, culture, ethnic origin, sex or sexual orientation, marital status, physical or mental disability and age. FoTM shall not be entitled to withhold or reject membership on any such grounds. FoTM will actively encourage membership from underrepresented groups to ensure FoTM membership reflects the local community.

The Committee, in managing the business of the FoTM, shall have regard to equal opportunities implications of its activities and ensure that it does not discriminate against any members or potential members.

7. Annual General Meeting. An AGM shall be held each year. The Annual General Meeting shall receive the written report of the Executive Committee and the accurate accounts, and shall elect officers and members of the Executive Committee. Notice of the Annual General Meeting shall be given at least 28 days in advance of the date of the meeting. Notice of motions or recommendations must be given in writing at least 14 days in advance of the Annual General Meeting. A list of all motions received shall be issued to all members at least seven days in advance of the Annual General Meeting.

8. Officers and Committee members. Nominations for the election of officers and other Executive Committee members shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. The election of the officers shall be completed prior to the election of further Committee members. Nominees for election as

officers or other Executive Committee members shall declare at the annual General Meeting at which their election is to be considered any financial or professional interest known or likely to be of concern to the FoTM. The officers of the FoTM shall consist of the Chair, Vice Chair, Secretary, and Treasurer, all of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. Ordinary meetings have the power to fill casual vacancies occurring among the officers and committee members of the FoTM.

9. Special General Meetings. Special General Meetings of the FoTM shall be held within 28 days of the written request of members representing no less than 10% of the existing membership of the FoTM and whose subscriptions are fully paid up, and shall be supported by the reasons for calling such a meeting. Special General Meetings may also be called by the decision of the Executive Committee or by an ordinary meeting of the FoTM with a minimum of fourteen days notice.

10. Ordinary meetings. Ordinary meetings of the FoTM, to which all members are invited, shall be held at regular intervals decided by the Executive Committee but not less than four times per year. Notice of ordinary meetings shall be given not less than seven days in advance of the date of the meeting and shall include notice of motions and recommendations substantially altering previously agreed policy to be put to the meeting. Vacancies among the officers or members of the General Committee may be filled by elections at ordinary meetings following the procedure set out in 6 above.

11. The Executive Committee. The Executive Committee shall be responsible for the management and administration of the FoTM. The Executive Committee shall consist of the officers and three and not more than ten other officers. The Committee shall have the power to co-opt further members who will be eligible to vote at committee meetings. In the event of the equality of votes cast, the Chair shall have the casting vote.

The Executive Committee shall meet at regular intervals decided by the committee but not less than four times per year. The officers and Executive Committee shall report their actions for approval to Ordinary meetings of the Friends as soon as possible and such actions shall be in accordance with previously determined policy of the FoTM. No decisions shall be taken if less than 25% of FoTM Executive members are in attendance.

12. Sub-committees. The Executive may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chair of each sub-committee shall be appointed by the Executive Committee. The Sub-committee shall report its actions for approval of the Executive Committee as soon as possible and such actions should be in accordance with previously determined policy of the FoTM. Members of the Executive Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the Executive Committee. Sub-committees shall be subordinate to and may be regulated by or dissolved by the Executive Committee.

13. Declaration of interest. It is the duty of every officer, members of the Committee, or other member of the FoTM who is in anyway directly or indirectly interested, financially or professionally, in any terms discussed at any meeting of the FoTM, at which he or she is present to declare such interest and he or she shall not vote thereon.

14. Individual profit. Any member of FoTM who would gain financially in any way, either directly or indirectly, from FoTM must first make representations to the committee for consideration and approval. In making such representations an indication of the amount of profit must be submitted and a clear financial plan where applicable.

An individual who, on the agreement of the committee, makes financial gain at an event or activity run by FoTM must submit invoices for any services given, or claimable expenditure incurred, before payment can be made. It is understood that all the finances of an event or activity run by FoTM will be managed by the treasurer.

15. Expenses of administration and applications of funds. The Executive Committee shall, out of the funds of the FoTM, pay all proper expenses of administration and management of the FoTM. After the payment of the administration and management expenses and the setting aside to reserve of such funds as may be deemed expedient, the remaining funds of the FoTM shall be applied by the Executive Committee in furtherance of the purpose of the FoTM.

16. Policies. FoTM shall observe and conform to its policies as agreed and amended from time to time by the Executive Committee provided that nothing within the policies is in contradiction to the Objects of the group. The policies may include but are not limited to, financial procedures, public relations, events, premises hire, fund raising, refreshment sales, suppliers, biodiversity and ethical trade.

17. Third party expenditures. Any two of four signatures, Treasurer and one other of three named members, are required when issuing cheques. All budgeted expenditures must be approved by the committee. In a case of urgency, the Chair, Treasurer and Secretary can approve unbudgeted expenditure. Any expenditure must be reported back at the next committee meeting.

Three independent quotes are required before hiring a service from a third party. All unbudgeted expenditures must be approved by the Executive Committee. In the case of urgency, the Chair, Treasurer and Secretary can approve unbudgeted expenditure.

18. Investment. All monies at any time belonging to the FoTM and not required for its immediate application for its purpose, shall be invested by the Treasurer as directed by the Executive Committee, in or upon such investment, securities, approval or consent as may be required by law, or by special trusts affecting any property in the hands of the FoTM.

19. Trustees. Any freehold or leasehold property acquired by the FoTM, shall be invested in trustees who shall deal with such property as the Executive Committee shall from time to time direct. Any trustee shall be at least three in number or a trust corporation. The power of appointment of new trustees shall be vested in the Executive Committee.

The Secretary shall from time to time notify the trustees in writing of any amendment hereto and the trustees shall not be bound by any amendments in their duties as trustees unless such notice has been given.

20. Amendment. Alterations to the constitution shall receive the consent of 75% (seventy-five percent) of the members present and voting at an Annual General Meeting or a Special General Meeting. A resolution for the alteration of the constitution must be received by the Secretary of the FoTM at least twenty-one days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such a meeting must be given by the Secretary of the membership and must include notice of the alterations proposed. Provided that no alteration made to clause 1, clause 18 or this clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall have been made which would the effect of causing the FoTM to cease to be a charity by law.

21. Notices. Any notice required to be given by these rules shall be deemed to be duly given, if

left at, or sent by pre-paid post, **or email** addressed to that address of the members last notified to the secretary, or by the appearance in any edition of the members newsletter published the required numbers of days in advance.

22. Executive Committee members absent from meetings. Executive Committee members shall be expected annually to attend 8 out of 12 scheduled Committee meetings inclusive of the AGM, or pro rata where the frequency of the meetings is varied at the discretion of the Committee. In the event of an executive Committee member being absent without due apologies, or whose apologies are not accepted by the committee, that member shall upon a such third absence within the elected year be suspended from the committee and return to Ordinary member status.

23. Winding up. The FoTM may be dissolved by a 75% (seventy-five percent) majority of members at an annual General Meeting of the FoTM, confirmed by a simple majority of members voting at a further Special General Meeting, held not less than 14 days after the previous meeting. If a motion for the dissolution of the FoTM is to be proposed at an Annual General Meeting of the FoTM or a Special General Meeting, this motion shall be referred to specifically when notice of the meeting is given. In the event of the dissolution of the FoTM, any property remaining after the satisfaction of all debts and liabilities, shall not be paid to or distributed among the members of the FoTM, but shall be transferred to such one or more charitable institutions having objectives similar or reasonably similar to those herein, before declared as shall be chosen by the meeting of the FoTM at which the decision to dissolve the FoTM is confirmed. On dissolution the minutes and other records of the FoTM shall be deposited with the local history section of the London Borough of Haringey.

Name

Signed

Position

Date