

FRIENDS OF THETFORD FOREST PARK - CONSTITUTION

(Approved at the Inaugural General Meeting on 24 October 1995)

(And subsequently amended at the Annual General Meeting October 17th 2002 shown in **Bold** typeface)

1. **NAME.**

The group shall be called "Friends of Thetford Forest Park" (hereinafter termed "Friends").

2. **OBJECTIVES:**

- a. To increase knowledge, understanding and enjoyment of Thetford Forest Park.
- b. To encourage the involvement of the community with Thetford Forest Park.

3. **MEMBERSHIP:**

- a. Open to any person who accepts and undertakes to support the objectives of the 'Friends'. Any such person, having paid the annual subscription shall be a member.
- b. The Committee shall have the power to decline an application for membership or expel a member, provided that the Committee shall be unanimously in favour of such action. An aggrieved applicant or member shall have the right of appeal to an Annual or Special General Meeting of the "Friends".
- c. Any member may resign from the 'Friends' at any time but the unused part of the Subscription shall not be refunded.

4. **SUBSCRIPTIONS:**

- a. The level of subscription shall be set at the Annual General Meeting. Only one subscription need be paid per household.
- b. Subscriptions are due annually and are payable by the end of May. If not paid by this time membership automatically lapses.
- c. The membership year shall be **1st April to 31st March**

5. **FINANCE:**

- a. Proper accounts shall be kept to show the income and expenditure of the 'Friends'.
These accounts will be audited and presented to the Annual General Meeting.
- b. The funds of the 'Friends' shall be held in a bank account named 'Friends of Thetford Forest Park'.
- c. The funds shall be used solely for the stated objectives.
- d. In the event of dissolution the remaining funds shall be transferred to **another not for profit organisation whose aims and objectives are similar to those** of the 'Friends' and that the final decision should rest with the three officers of the "Friends".

6. **OFFICERS AND COMMITTEE:**

- a. The 'Friends' may invite individuals to act as Patron, President or Vice Presidents by resolution at an Annual General Meeting.

- b. The Committee shall consist of a Chairman, Secretary, Treasurer and up to 5 members. The Committee shall be elected each year at the Annual General Meeting and will hold office until the following AGM at which they may be re-elected.
- c. The committee has the power to co-opt members to the committee without exceeding maximum number of 8 **co-opted members**.
- d. Nominations for the Committee should be sent to the Secretary at least 28 days before the Annual General Meeting, and must have the consent of the nominees. Nominations may also be accepted from the floor at the AGM.
- e. Employees of Forest Enterprise may not serve on the Committee but may be invited by the Committee to attend as observers.

7. **COMMITTEE MEETINGS:**

- a. To be convened as agreed by the Committee.
- b. Three of the Committee shall constitute a quorum
- c. The Committee may appoint such sub-committees as it sees fit : these subcommittees may exist only as shall be determined by the main Committee.
- d. Members of the Committee shall each have a vote and the Chairman shall have a casting vote.
- e. Minutes shall be kept and approved at the next meeting.

8. **ANNUAL GENERAL MEETING**

- a. The Annual General Meeting shall be held in October each year. At least 21 days notice shall be given in writing to all members, although this notice can be given through a newsletter.
- b. Any proposed changes to the Constitution must be sent to the Secretary at least 28 days prior to the date of the AGM.

9. **SPECIAL GENERAL MEETING:**

- a. A Special General Meeting may be convened by the Committee at any time.
- c. If 25% of the paid-up members notify the Secretary in writing that they wish a Special General Meeting to be convened, the Committee shall within 28 days of the notice being received, convene such a meeting. The notice must specify the particular business to be transacted. At least 7 days notice of the meeting shall be given in writing to all members. Only business specified in the notice sent to the Secretary may be transacted.

10. **ALTERATION OF CONSTITUTION:**

- a. The "Friends" Constitution may only be altered by a three-quarters majority vote of all members attending a General Meeting, and only after the proposed alteration has been circulated to all members.