# **Constitution of [name of organisation]**

## **Accepted at AGM - date and place**

*(you can agree your constitution amongst the founding members – it can then be ratified at your first AGM. Usually no more than 15 months after you agree the constitution)*

1. The name of the Association will be XXXX
2. The objects of the Association are to: *(change these “objects” to summarise what your group aims to do)*
	1. express and act upon the concerns and interests of the residents in the neighbourhood of XXXXX Park and the users of XXXX Park.
	2. To develop XXXXX Park as a focus for community activity.
3. The Association will: *(add in here the sorts of things you are going to do to achieve your aims)*
	1. work for the improvement of amenities in the park, including:- play areas, planted areas, rubbish removal, wildlife conservation, personal security, health and safety, footpaths etc by liaison with the relevant Birmingham City Council departments
	2. promote the involvement of the local community by undertaking practical tasks to supplement the routine work of parks management with the agreement of the relevant departments
	3. keep local people informed about proposed projects and other matters of interest
	4. work to develop the provision of services and activities in XXXXXX Park in response to the concerns and interests of the local community.
4. Membership is open to local residents and users of XXXXXX Park on completion of a membership form. *(you can do this differently if you want to)*
5. The Association shall have no political affiliation. *(always worth having this bit in)*
6. The Association shall have a steering committee made up of a chairperson, vice chairperson *(optional – but useful),* secretary and treasurer; all posts are open to job sharing. Any other posts can be co-opted as needed, subject to ratification at the next AGM.
7. [name of org] can co-opt people onto the steering committee with relevant expertise or interests. *(eg Local neighbourhood associations, schools and the ward councillors could be invited to send representatives).*
8. Additional sub groups will be created to represent particular interest or projects as required.
9. XX members of the group will constitute a quorum at meetings. *(keep this to a low number that you know will come to meetings)*
10. The Annual General Meeting will take place in XXXXXX each year. *(ideally within 15 months of this constitution being agreed)*
11. Funds for the Association will be raised voluntarily. *(If you want to charge a membership fee – this is where it would go. Eg Membership of the organisation will cost £x per year. Remember that collecting membership fees is a thankless task – so may not be worth the effort for a small amount)*
12. The Treasurer will open an account in the name of the Association, and present a report on the accounts at the steering committee meetings and the Annual General meeting.
13. [name of org] may be wound up at any time if agreed by at least two-thirds of members present and voting at an AGM or SGM called for the purpose. Notice must be given at least 14 days before the meeting. In the event of winding up any assets remaining, after all debts have been paid, shall be given to another Group with similar aims.