

# FRIENDS OF HEADINGTON HILL PARK

## CONSTITUTION

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### 1. NAME OF THE ORGANISATION

The name of the organisation shall be 'Friends of Headington Hill Park'.

### 2. AIMS OF THE ORGANISATION:

To represent the community of park users for the benefit of the park and those users. This will include:

- a. influencing Headington Hill Park's appearance (including railings, flowers, tree provision and maintenance, litter, dog fouling)
- b. having a say in its facilities (including toilets, benches, bins, signage and noticeboards)
- c. being a consultee for anything which affects the park, including any events proposed within the park
- d. improving its biodiversity
- e. fundraising through membership, events, sponsorship, donations, merchandising etc

### 3. MEMBERSHIP

Membership is open to all.

### 4. FINANCE

#### a. Bank Account

A bank account will be opened in the name of Friends of Headington Hill Park. The Committee will authorise in writing the Chair, Treasurer, Secretary and one other full member of the Committee to sign cheques on behalf of Friends of Headington Hill Park. All cheques must be signed by not less than 2 of the 4 authorised signatories.

#### b. Membership Fee / Subscription

Full members shall pay an annual fee of [£5] per annum. At a future point Corporate members could become Associated Members, with the fee to be agreed at an AGM. All non-fee-paying members will receive relevant correspondence but are not entitled to a vote at the AGM or at any other Special General Meeting.

#### c. Fundraising

Friends of Headington Hill Park may raise money through events, sponsorship, grants, merchandising, donations and other fundraising activities.

#### d. Bookkeeping

The Treasurer will be responsible for keeping up-to-date records of income and expenditure and for producing accounts for the AGM and, on prior request of the committee, for particular committee meetings. An oral report on the finances will be sufficient for other committee meetings.

#### e. Audit

The Friends will not be required under law to be audited. However, the annual accounts should be reviewed by a numerate individual approved by the Committee, but who is not also a member of the Committee.

### 5. THE COMMITTEE

a. The following officers shall be elected at each AGM:

- Chair
- Secretary
- Treasurer
- Membership Secretary

b. The committee shall normally consist of the above officers and up to a maximum of three other members who shall be elected at the AGM.

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- c. The Committee shall have the power to co-opt up to three additional members to the Committee who shall serve until the following AGM only.
  - d. Officers shall carry out the duties given to them at the AGM or any Special General Meeting.
  - e. The committee shall meet as often as is necessary for the efficient conduct of business, but no less than once per year.
  - f. Minutes of committee meetings shall be available to all members on request.
6. **ANNUAL GENERAL MEETING**
- a. The FOHHP annual year runs from 1 April to 31 March. The AGM will take place within two months of the end of the financial year. The committee will report on its work, present a statement of accounts and stand down to seek re-election.
  - b. The AGM shall elect a new committee, and vote on recommendations and any amendments to the constitution.
  - c. The Secretary shall give not less than 21 days' notice of the date fixed for an AGM to all members who have provided their email address. Publicity will also be given through suitable local media and outlets.
7. **QUORUM**
- A quorum at an AGM shall be 10 members, including at least 2 officers and excluding Corporate Members.
8. **OTHER GENERAL MEETINGS**
- a. There will be a Special General Meeting open to all full members when required.
  - b. A Special General Meeting open to all members will be held if six or more members submit in writing a request for such a meeting to the Secretary. The Secretary shall arrange for the meeting to take place within 21 days.
  - c. The Secretary will publicise all Special General Meetings at least 14 days in advance.
9. **CHANGES TO THE CONSTITUTION**
- a. The constitution can be altered at an AGM or at a quorate Special General Meeting.
  - b. Any suggested changes must be handed to the secretary 21 days before the AGM.
  - c. Changes must be agreed by a majority of the members present at the meeting.
10. **DISSOLUTION**
- a. The Association may only be dissolved at a Special General Meeting called for that purpose and must be advertised 21 days before the meeting.
  - b. A proposal to dissolve the Association shall take effect only if agreed by two thirds of the members present at the meeting.
  - c. Friends of Headington Hill Park funds and possessions to be passed in whole or shared between The Friends of South Park, Headington Action and The Friends of Bury Knowle Park as agreed by members at the Special General Meeting or Annual General Meeting at which Friends of Headington Hill Park is dissolved.

Adopted by the AGM in 2014. Revision adopted by the AGM on 8th April 2025