

## CONSTITUTION

### FRIENDS OF VICTORIA GARDENS WEST KIRBY

1. NAME  
The name of the organization shall be "Friends of Victoria Gardens"
2. OBJECTIVES
  - a. To conserve and develop Victoria Gardens for public use as a garden.
  - b. To promote community spirit in the neighbourhood
  - c. To maintain and improve recreational facilities, toilets, footpaths, seating, fencing, walls and alcoves and other garden infrastructure within the boundary
  - d. To raise supplementary funds in order to achieve these goals through applications for appropriate grants, donations and by personal subscriptions. Funds raised are to be used to support the objectives and for the administration of the organisation
  - e. To compile an historical record of the Gardens
  - f. To support the use of the bowling green
  - g. To monitor usage and state of the gardens and report difficulties to the Council
  - h. To encourage the Council of the Metropolitan Borough of Wirral to maintain funding to fulfil the above.
3. MEMBERSHIP
  - a. Membership of the Friends of Victoria Gardens is open to all those in sympathy with the Objectives.
  - b. The organisation is non-political and non-sectarian.
4. ANNUAL SUBSCRIPTION  
On application for membership, the applicant shall pay an annual subscription as determined at the Annual General Meeting.
5. ADMINISTRATION  
The administration of the organisation shall be invested in the committee
6. THE COMMITTEE
  - a. A quorum shall be 4 committee members
  - b. The committee shall hold a minimum of two Ordinary meetings each year.
  - c. A special meeting may be convened at any time by the chairman/chairwoman or by any 2 members upon not less than 4 days notice given to the other members of the matters to be discussed.
  - d. The committee shall be limited to a maximum of 8 members, including a chairman/chairwoman, treasurer and secretary.
  - e. Each member of the committee is entitled to one vote, and in the event of a tied vote, the chairman shall have a casting vote.
  - f. The committee can co-opt committee members with full voting rights and responsibilities in order to maintain its membership as required
  - g. Committee members should be fully paid up members of the organisation.
  - h. The committee shall be further empowered to co-opt persons to the committee for their expertise or in a professional capacity. Such persons shall not have voting rights and cease to be a co-opted member when their function ceases.
  - i. The committee may appoint one or more sub-committees consisting of 3 members of the committee for the purpose of making an enquiry or supervising or performing any function or duty which in the opinion of the committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee

5-Aug-13

j. Appropriate employees of the Local Authority and the Local Councillors may attend to act as liaison between the organisation and the authority, to give advice and practical help when required.

#### 7. ANNUAL GENERAL MEETING

An Annual General Meeting for members shall be held every 12 months (and 28 days notice given to members) with the purpose of appointing Chairman/Chairwoman, Secretary, Treasurer and Committee. All shall hold the post for 12 months. A review of the past year's activities and accounts will be presented together with intentions for the next year. Subscriptions will be approved for the following year.

#### 8. ACCOUNTS

- a. The funds of the organisation, including all subscriptions, donations, contributions and bequests, shall be paid into a bank account operated by the committee in the name of Friends of Victoria Gardens. All cheques drawn on the account must be signed by at least two of the three authorised signatories on the bank mandate.
- b. Accounts will be submitted to the Annual General Meeting.

#### 9. INSPECTOR OF ACCOUNTS

An inspector of accounts shall be appointed each year at the Annual General Meeting to audit the accounts progressively over the year at times agreed with the Treasurer

#### 10. AMENDMENTS TO THE CONSTITUTION

The constitution can only be amended at the Annual General Meeting or at a Special General Meeting called for that purpose. 28 days notice of the proposed change has to be circulated.

#### 11. DISSOLUTION OF THE ORGANISATION

- a. The Friends of Victoria Gardens may be dissolved at an Annual General Meeting or at a Special General Meeting called for that purpose, after 28 days notice of the proposed dissolution has been given in writing to each member of the organisation.
- b. The consent of a majority of those members present shall be necessary for the dissolution to take effect.
- c. The Friends of Victoria Gardens may also be dissolved if a quorate Committee cannot be elected
- c. Upon dissolution, any assets remaining, after the satisfaction of any proper debts and liabilities, shall be given or transferred to such other charitable institution(s) sharing similar objectives to that of the Friends of Victoria Gardens.
- d. A copy of the accounts and statement for the final accounting period shall be dealt with in accordance with any legal ruling in force at the time of dissolution.