



Constitution Friends of Dog Kennel Hill Wood

1. Name:

- 1.1. The name of the group is **Friends of Dog Kennel Hill Wood** referred to as the 'Friends' in this constitution.

2. Aims and Objectives:

- 2.1. To protect and improve Dog Kennel Hill park ('the park') and Dog Kennel Hill wood ('the wood') - officially known as Dog Kennel Hill Open Space - with particular emphasis on wildlife conservation, quiet enjoyment and peaceful recreational use.
(See Appendix I for map showing our area of interest.)
- 2.2. To work in partnership with Southwark London Borough Council or other interested parties to help manage and look after the park and wood.
- 2.3. To encourage the local community to take an interest in the park and wood; to help them understand its value to the environment and to the community as a whole and to show them ways in which considered management can enhance this.
- 2.4. To secure the park and wood against adverse development in the interest of future generations.
- 2.5. To raise public awareness of the wildlife and amenity value of the park and wood with a view to securing their long-term protection and wise stewardship.

3. Membership

- 3.1. Membership of the Friends group shall be open to any natural person over the age of 16 years interested in furthering the aims and objectives and willing to agree in writing to abide by the constitution of the group.
- 3.2. Every member shall be entitled to one vote on any decision, provided that she or he is present in person at the meeting where the vote takes place.
- 3.3. Persons under the age of 16 are encouraged to join in the activities of the Friends.

4. Annual Voluntary Subscription

- 4.1. The current annual voluntary subscription is as follows:
 - 4.1.1. Waged - £2.00
 - 4.1.2. Un-waged, students and 16-18 year-olds - £1.00
- 4.2. Membership runs for a year from AGM to AGM.
- 4.3. Subscriptions are payable yearly at the AGM or as close to this date as possible.

- 4.4. Any members who have not renewed their membership via email, verbally or in writing up to 2 weeks after the AGM will be removed from the members list.

5. Friends Management Committee

- 5.1. In furtherance of the aims and objectives set out above, the members of the Friends may establish a Management Committee which may exercise the following powers:
 - 5.1.1. To set up a bank account in the name of the Friends.
 - 5.1.2. To raise funds and receive contributions, donations and otherwise, provided that the Friends group shall not undertake any permanent trading activity.
 - 5.1.3. To agree on and collect voluntary subscriptions/membership fees.
 - 5.1.4. To produce leaflets/posters/websites to publicise the group's activities.
 - 5.1.5. To hold meetings of the Management Committee and members of the Friends group.
 - 5.1.6. To pay necessary expenses involved in the running of the Friends.
 - 5.1.7. To carry out practical tasks in the wood and park.
 - 5.1.8. To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them

6. Election of Management Committee

- 6.1. The members of the Friends of Dog Kennel Hill Wood shall elect a Management Committee who will serve for a period of one year, renewable. The election of the Management Committee is to take place at the Annual General Meeting, as follows:
 - 6.1.1. Names for the committee will be put forward either by process of nominating and seconding, or by people volunteering to stand. A vote (if necessary) will be taken by a show of hands, or if requested by secret ballot.
 - 6.1.2. The Annual General Meeting will elect a group of members to form a Management Committee: the Annual General Meeting will not elect people to specific posts.
 - 6.1.3. All voting will take place on the basis of "one person - one vote", and decisions made on the basis of a simple majority of those present and voting unless specifically provided otherwise in this constitution.
 - 6.1.4. In the event of a tied election outcome, the existing Chairperson shall have a casting vote
 - 6.1.5. The person who chairs the elections part of the agenda should not be the existing chairperson.
 - 6.1.6. The Management Committee will then elect members amongst themselves to become officers.
 - 6.1.7.

7. Size and Composition of the Management Committee

- 7.1. The Management Committee shall consist of 3 -10 members of the Friends, elected at the Annual General Meeting. This group of members of the Friends shall choose officers from amongst themselves, as follows:
- 7.1.1. A Chairperson, a Secretary and a Treasurer will be elected, providing always that they consent, either by process of nominating and seconding, or by people volunteering to stand. A vote (if necessary) will be taken by a show of hands, or in the case of sensitive issues, by a ballot conducted there and then. In the event of a vote, decisions shall be based on a simple majority of those present and voting.
 - 7.1.2. Such other officer roles (e.g. Vice Chair, Public Relations Officer, Environment Officer etc.) can be created as the Management Committee wishes. Officer roles can be jointly held if the Management Committee judges this to be sensible.
 - 7.1.3. The Management Committee shall have the power to co-opt additional Committee members at any stage, provided that the total voting membership of the Management Committee shall not exceed 10 persons.
 - 7.1.4. The Management Committee shall have the power to co-opt non-members to the Management Committee who have a positive contribution to make to the realising the aims of the Friends. Such co-opted members might reasonably include (without limitation) the Councillors for the South Camberwell Ward of the London Borough of Southwark, the Member of Parliament for Camberwell and Peckham, the Member of the Greater London Assembly for Lambeth and Southwark, a representative of Dog Kennel Hill Primary School, a representative of the Dog Kennel Hill Adventure Playground and a representative of J Sainsbury Plc.
 - 7.1.5. Co-opted non-members of the Friends shall not acquire voting rights by virtue of their co-option. However, voting members of the Management Committee elected at the Annual General Meeting may unanimously agree to confer full committee status and voting rights to any co-opted non-member of the Friends for the duration of their co-option, subject always to the overall maximum of ten voting members. Such voting rights shall not extend to any vote to determine membership of the Committee or Officers of the Friends.

8. Subcommittees

- 8.1. The Management Committee may appoint subcommittees to work on specific issues. Each subcommittee must report back to the Management Committee, and be guided by them if necessary. In the event of a disagreement, the Management Committee can, by unanimous agreement of its voting members, overrule the subcommittee. A subcommittee should consist of a minimum of 1 existing Management Committee member, and has the power to co-opt up to 8 members of the Friends per subcommittee. Each subcommittee can decide for itself whether it wants to appoint a Chairperson. Co-opted subcommittee members may attend main Management Committee meetings, but may not vote at these meetings.

9. Removal of Management Committee Members

- 9.1. Any Management Committee member may stand down or, as appropriate, be removed from the Management Committee if:

- 9.1.1. he or she resigns by notice to the Management Committee;
- 9.1.2. he or she fails to attend three consecutive scheduled meetings of the Management Committee, or more than half the year's scheduled meetings, may be asked to leave the Management Committee;
- 9.1.3. he or she ceases to be a member of the Friends; or
- 9.1.4. at a meeting of the Management Committee at which at least three-quarters of the Management Committee are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the Management Committee member has been given at least ten clear days' notice in writing that the resolution is to be proposed, setting out the circumstances alleged to justify his or her removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Management Committee, before a final decision is made.

- 9.2. In the event that by reason of resignation or removal of a Management Committee member, the total number of Management Committee members shall drop below the quorum of 3 members, the Chairperson or, in the event that by reason of removal or resignation there is none, another Management Committee member, shall convene a General Meeting for the purpose of electing additional Management Committee members up to the minimum number to achieve a quorum of 3 members.

10. Termination of membership

- 10.1. The Management Committee may by unanimous vote and for good reason terminate the membership of any individual, provided always that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

11. Annual General Meeting and General Meeting

- 11.1. An Annual General Meeting shall be held each year at a convenient local place as determined by the Management Committee. AGMs shall be held annually. All members shall be notified not less than 10 days before the meeting and an agenda will be circulated. The business of the AGM will be:
 - 11.1.1. To receive the Chairman's report of the previous years activities.
 - 11.1.2. To receive the Treasurer's report and the audited accounts.
 - 11.1.3. To elect Committee Members for the following year.
 - 11.1.4. To conduct any other business that the Committee may see fit to include.
- 11.2. The chairperson may convene a General Meeting at any time on 7 days written or emailed notice.
- 11.3. A quorum of an Annual or General Meeting shall be 5 members or one tenth of the membership, whichever is the greater.
- 11.4. Minutes of meetings shall be taken by the Secretary and approved at the next meeting.

12. Management Committee Meetings

- 12.1. The Management Committee should meet regularly: a minimum of 1 meeting in a year, with the dates decided by the Chairperson after full consultation with Management Committee members. The year shall begin to run from the date of the last Annual General Meeting.
- 12.2. The date of each Management Committee meeting will be confirmed at the previous meeting, and in the Minutes. The Secretary will be responsible for reminding / informing members of forthcoming meeting(s), normally in writing, giving appropriate notice.
- 12.3. Management Committee members who cannot attend a meeting should give their apologies to the Secretary, if possible before the relevant meeting, but if not, as soon as possible afterwards.
- 12.4. The quorum for any meeting of the Management Committee shall be 3 Committee members.

13. Finances

- 13.1. The officer elected as Treasurer within the Management Committee shall be charged with running the finances of the Friends. The following rules shall apply to the management of the Friends' finances:
 - 13.1.1. Any money raised shall be used to further the aims of the Friends and for no other purpose.
 - 13.1.2. A bank account will be opened in the name of the Friends.
 - 13.1.3. The Management Committee shall decide the signatories to any account set up in the name of the group (two out of three signatories are needed to sign any cheque).
 - 13.1.4. A simple written note of the Friends financial position will be produced by the Treasurer from time to time and made available at meetings of the Management Committee.
 - 13.1.5. No member shall derive any financial benefit from the Friends, save for payment of reasonable remuneration for any professional services provided by the member to the Friends, such payment to be approved in advance by unanimous resolution of the voting members of the Management Committee.
 - 13.1.6. No money will be paid out in the name of the Friends without a receipt being obtained and, on request, presented to any member of the Friends wishing to inspect it.

14. Equal Opportunities

- 14.1. The Friends will ensure that everyone is given the opportunity to become involved fully and equally, regardless of race, gender, class, age, sexuality, disability or religion.

15. Amendments to the Constitution

- 15.1. If amendments to the Constitution are necessary, members will be informed in writing or via email and given the opportunity to consider and

vote on amendments. Amendments may only be made and implemented if a two-thirds majority vote of all members present and voting is in favour.

16. Dissolution

16.1. The Friends may be dissolved by a resolution passed by a three-quarters majority of those present and voting at an Annual General Meeting. This resolution may give instructions for the disposal of any assets held by or in the name of "The Friends of Dog Kennel Hill Wood" provided that if any property remains after the payment of all debts and liabilities, such property shall not be given or distributed among the members but shall be given to other organisations having similar aims and conservation objectives as the Friends.

THIS CONSTITUTION was adopted as the Constitution of the FRIENDS OF DOG KENNEL HILL WOOD by the Management Committee at a meeting held in 8 Monclar Road on 8th October 2010 and amended on 28th October 2016.

SignedJ. Warren..... (Chairperson)

SignedD. McInerney..... (Secretary)

Appendix I

The following map shows the area of land that is covered by the Friends of Dog Kennel Hill Wood (marked in red).

