




PEGWELL COUNTRY PARK USER GROUP

1. The Group will be called **PEGWELL COUNTRY PARK USER GROUP** .

2. AIMS AND OBJECTIVES

The aims and objectives of the Group will be:

-  To promote the Group within the local community
-  To ensure a duty of care to all members of the Group.
-  To provide all its services in a way that is fair to everyone.

3. MEMBERSHIP

To ensure all present and future members receive fair and equal treatment.
Membership should consist of officers and members of the Group.

All members will be subject to the regulations of the constitution and by joining the Group will be deemed to accept these regulations and codes of practice that the Group has adopted.

Members will be enrolled in one of the following categories:





-  full member.

4. MEMBERSHIP FEES

There are no Membership fees at this time but will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

5. OFFICERS OF THE GROUP

The officers of the Group will be:

-  Chair.
-  Vice Chair.
-  Honorary Secretary.
-  Treasurer.

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- ✓ Publicity Officer.
- ✓ Volunteer Coordinator.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

6. COMMITTEE

The Group will be managed through the Management Committee consisting of:

- ✓ All Committee Members will have the right to vote at meetings of the Management Committee.
- ✓ The Management Committee will be convened by the Secretary of the Group and held no less than, as required, per year.
- ✓ The quorum required for business to be agreed at Management Committee meetings will be four in number.
- ✓ The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Group.
- ✓ The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- ✓ The Management Committee will be responsible for disciplinary hearings of members who infringe the Group rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. FINANCE

All Group monies will be banked in an account held in the name of the Group.

The Group Treasurer will be responsible for the finances of the Group.

The financial year of the Group will end in December

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

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Any cheques drawn against Group funds should hold the signatures of the Treasurer plus up to two other officers.

8. ANNUAL GENERAL MEETINGS

Notice of Annual General Meetings will be given by the Group Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the Membership.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. DISCIPLINE AND APPEALS

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Group's child protection policy and procedures. The Group welfare officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the hearing.

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There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

10. DISSOLUTION

A resolution to dissolve the Group can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Group that remain will become the property of the membership.

11. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. DECLARATION

PEGWELL COUNTRY PARK USER GROUP hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Group Chair

SIGNED:

DATE:

NAME:

POSITION: Group Secretary