

# Fletton Field Association

## *Constitution*

### **Name and legal status**

- 1 The name of the Association shall be the Fletton Field Association (“FFA”).
- 2 FFA is an unincorporated not-for-profit organisation and therefore not required to register with the Charity Commission.

### **Objectives**

- 3 Fletton Field is a green space off Glaphorn Road, near the centre of Oundle. FFA exists for the purpose of managing and maintaining Fletton Field as a community resource, in a manner which respects and promotes biodiversity in and around the field.

### **Principles**

- 4 The principles that shape FFA activities are:
  - a) Financial viability: FFA will conduct its affairs with financial prudence and financial control, aiming to remain financially stable taking one period with another.
  - b) Inclusivity: FFA welcomes all without prejudice. FFA is non-party in politics and non-sectarian in religion. FFA manages its affairs regardless of age, gender, religion, political bias, race, sexual orientation or marital status.
  - c) Environmental awareness: FFA will seek to achieve a biodiverse, zero carbon, organic and sustainable approach to management and maintenance of Fletton Field.
  - d) Due process: FFA will have appropriate regard to relevant legal and regulatory requirements, seeking wherever possible to follow best practice.

### **Friends of Fletton Field**

- 5 Anyone may apply to become a Friend of Fletton Field (a “Friend”), including corporations.
- 6 Applications to become a Friend will include giving permission to the FFA Management Committee to contact the applicant, in accordance with data privacy requirements.
- 7 There is no fee. Friends will be invited to donate either a small sum, to be determined from time to time by the Treasurer, or what they can afford.

## **Voting rights**

8 Friends may vote in person at General Meetings. A corporate member represented in person at meetings will have one vote.

9 The quorum for any General Meeting will be at least 12 members.

## **Annual General Meetings**

10 An Annual General Meeting (“AGM”) shall be held each year, the date, time and place to be determined by the Management Committee.

11 The Committee Secretary is responsible for notifying all Friends of the AGM at least 21 days beforehand, and for asking Friends to give at least 7 days notice of any matters they may wish to raise for consideration at the AGM.

12 The business at the AGM will normally include:

- a) Confirming the minutes of the previous AGM.
- b) Accepting the annual accounts.
- c) Receiving an annual report from the Chair.
- d) Electing any members of the Management Committee coming up for election.

## **Special and Extraordinary General Meetings**

13 The Chair may convene a Special General Meeting by giving Friends 28 days advance notice together with appropriate information on the matter(s) to be discussed at the meeting.

14 An Extraordinary General Meeting may be convened by the Chair upon receiving 28 days advance notice of a written request to do so signed by at least ten Friends and setting out in full the reasons for making the request.

## **Governance**

15 FFA will be governed by a Management Committee, which is elected by the Friends and will report to the Friends annually at the AGM.

16 The Management Committee shall consist of two officers, the Chair and the Treasurer, and up to four more Friends, all to be appointed by election from among the Friends, and a representative ex officio from each of Oundle Town Council and North Northamptonshire Council, by invitation.

- a) The Chair is responsible for representing the Association, for the proper conduct of all FFA meetings, convening committee meetings, recording committee decisions, following up as appropriate, and maintaining records of current Friends and their contact details. The Chair may delegate these responsibilities as needed.
- b) The Treasurer is responsible for proper use of and control over the Association funds.

17 Members of the Management Committee, once elected, will normally serve for three years and may stand for election for a further three years. Ex officio members, once appointed, may serve for as long as their organisation deems appropriate.

18 Members of the Management Committee may stand down at their own request and are urged to give as much notice as possible.

19 The Management Committee may co-opt other members with specific responsibilities, normally a defined task or project. Co-opted members may serve for as long as their specific responsibilities require, which will normally not exceed three years.

20 Management Committee meetings will require at least four members present in order to be quorate i.e. empowered to make valid decisions. The Chair shall have a casting vote. There will normally be at least four formal meetings of the Management Committee each year.

21 The Management Committee is empowered to pursue or make application for grants or other funding to support the activities of the Association and in pursuance of its Objectives.

## **Financial management and control**

22 Monies raised or received by the Association will be used for the purpose of achieving the Association's Objectives.

23 No person representing the Association may make or enter into any arrangement with any person or organisation that may incur a financial liability save for such purposes agreed and authorised by the Management Committee.

24 The Treasurer is responsible for financial management and control. The Treasurer will ensure all income and expenditure is properly accounted for, will arrange for an appropriately independent examination of the annual accounts, and will present an annual financial statement to the AGM. Signatories to the FFA bank account will be the Treasurer and up to two other Friends chosen by the Management Committee who must not be related to each other or to the Treasurer.

## **Winding up**

25 Should the members decide by means of a General Meeting to close the Association then the core members of the Management Committee will remain in office until such time as they have wound up the affairs of the Association in an orderly manner.

26 Any net assets remaining when the Association is wound up must be returned pro rata to the original donors or deployed in accordance with any relevant restrictions or constraints.

**Amending this Constitution**

27 Amendments to the Constitution may only be made by due process at a General Meeting and will require a majority of three quarters of voting members attending the meeting.

**Declaration**

28 The Association known as the Fletton Field Association hereby adopts and accepts this Constitution and will follow its requirements and guidance in practice.

***Signed***

*Name*

*Position*

*Date*

..... Chair of the FFA Management Committee, 13 December 2021