

# Sample Constitution

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Overleaf is an example of a constitution, feel free to use any ideas you may gain from it. Again the constitution can be as simple or as complicated as you like. If you would like more sample constitutions contact the parks department who will be more than happy to help.

Any constitution should include the following:

The name and objectives of the organisation.

- \* Its membership.
- \* How it will run its day-to-day activities, including meetings.
- \* How the Constitution itself can be changed.
- \* How the organisation can be wound up.

# FRIENDS OF HINKSEY PARK CONSTITUTION

1. We are called the Friends of Hinksey Park.
2. Our purposes are:
  - to protect, conserve and enhance Hinksey Park as a place of freedom, recreation and enjoyment for the long term benefit of all sections of the local community;
  - to gather input from local people and representative groups so that the park may best serve the local community.
3. Membership is open to all.
4. Classes of membership, including corporate membership, and the rates of annual subscription shall be set at the Annual General Meeting (AGM).
5. The following officers shall be elected at each AGM:
  - Chair
  - Secretary
  - Treasurer; and
  - Membership Secretary.

The Committee shall normally consist of the above officers and up to a maximum of five other members who shall be elected at the AGM. The Committee shall have the power to co-opt up to three additional members to the Committee.

6. The Committee may only take decisions when at least three members of the Committee, including two officers, are present.
7. An AGM shall be held each year not later than four months after the end of the financial year which shall be 31 October each year. The Committee shall give not less than 21 days notice of the date fixed for an AGM. A quorum at an AGM shall be 5 members or 10% of the total number of members (in either case excluding Corporate members for the purpose of this calculation) whichever shall be the lower.
8. An auditor shall be appointed at the AGM or failing that by the Committee. Audited accounts shall be presented at the AGM for approval by the members.
9. This constitution may be amended by a motion passed at an AGM by at least two thirds of the members present at the meeting.
10. Should the Friends of Hinksey Park cease to exist any residual funds shall be paid to Oxford City Council provided that Oxford City Council undertakes to expend such funds on one or more projects at Hinksey Park within six months of the date of payment.