

SHEFFIELD GREEN SPACES FORUM

CONSTITUTION

A NAME

The name of the group is *Sheffield Green Spaces Forum*, a volunteer, network organisation that brings together groups and organisations in Sheffield with an interest in green spaces.

B AIMS

We aim to:

1. Promote and safeguard Sheffield's green and open spaces.
2. Support the many community groups, charities and friends' groups within Sheffield, who manage and maintain our valuable green spaces.
3. Facilitate partnerships with other organisations that manage and champion Sheffield's green spaces.
4. Lobby for appropriate resources and support for green and open spaces.
5. Share best practice, skills, talent and experience.
6. Share equipment and other resources.
7. Provide a Forum to voice concerns and work towards finding solutions.
8. Improve communications between all member groups.

C POWERS

In furtherance of the aims but not otherwise, the Management Committee exercise the following powers:

1. To appoint and constitute such committees as the Management Committee may think fit.
2. To employ such staff as are necessary for the proper pursuit of the objectives.
3. To establish or support any associations or institutions formed for all or any of the objectives.
4. To make, repeal, or amend such rules as the Management Committee

may from time to time consider necessary for the well-being of the forum. However, no rule may be made which is inconsistent with this constitution.

5. To raise funds and receive contributions and make grant applications where appropriate to finance the work.
6. To publicise and promote the work of the group and its members.
7. To work with statutory and non statutory agencies with similar objectives or purposes and exchange information and advice with them.
8. To open bank accounts.
9. To take out insurance where appropriate.
10. To organise meetings, training courses and events as appropriate.
11. To take any action that is lawful, which would help it to fulfil its aims.

D MANAGEMENT COMMITTEE

The Management Committee will be elected by Sheffield Green Spaces Forum members at the AGM.

Sheffield Green Spaces Forum shall be administered by a Management Committee of not less than *four* (4) people and not more than *ten* (10) members elected at the group's Annual General Meeting (AGM).

Management Committee members must be at least 18 years old.

The officers of the Management Committee shall be:

- Chairperson
- Vice-Chairperson
- Treasurer
- Secretary
- and such other officers the group shall deem necessary at the meeting.

The Management Committee shall be accountable to members at all times.

The Management Committee is empowered to co-opt any other interim members as needed, provided that the maximum number of the committee is not exceeded.

Empowered to set up sub-groups and working parties as deemed necessary

who shall be accountable to the committee.

Committee members will be elected on a two year rotation. After two years they can continue or stand down.

E MEMBERSHIP

1. Membership of Sheffield Green Spaces Forum shall be open to anyone who is interested in helping the group to achieve its aims and willing to abide by the rules of the group.
2. Each member group, association or society can appoint a representative to attend and vote at the regular general meetings of the Forum. Each member organisation will have one vote. Voting will be on an individual basis and not be representative of that individual's organisation as a whole.
3. The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
4. Registration and termination of membership.

Any member of the Forum may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the Secretary of the Forum written notice to that effect.

The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the Forum, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the whole/general Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

F GENERAL AND MANAGEMENT MEETINGS

Annual General Meeting (AGM)

- a) The Annual General Meeting will be held at not more than 15 month intervals.
- b) Members will be notified not less than *twenty-eight days before*, of the date and place of the meeting.
- c) Notices of motion, duly proposed and seconded should be submitted to the secretary *at least fourteen days* before the meeting.

d) The Secretary will notify members of the agenda *at least fourteen days* before the meeting.

(e) The business of the AGM shall include:

- Receiving a report from the Chairperson of the Forum's activities over the year.
- Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the Forum.
- Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.
- The quorum for the Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be Management Committee members.
- All meetings to be minuted and available to any interested party.

General meetings of the Forum

- (a) *At least two* general meetings will be held in each calendar year (one in each half). The purpose of these meetings is for the group to account for its actions and consider the regeneration and development of Sheffield Green Spaces Forum according to the Forum's objectives.
- (b) The Chair of the group shall normally chair these meetings.
- (c) *At least twenty-eight (28) days'* notice of such a meeting.
- (d) All meetings to be minuted and available to any interested party

Extraordinary General Meetings

- a) An Extraordinary General Meeting may be called by the Management Committee giving *at least twenty-eight days* notice to the membership.

Management Committee

- a) The Management Committee will meet *at least four times* a year. Should the Chairperson or Vice-Chairperson be absent, the committee will nominate a member to assume the Chairperson's role.

b) A Management Committee meeting will be considered quorate if *one officer and three other elected members* are present.

c) In the event of a tie on any issue, the Chairperson will have a casting vote.

Record of Meetings

The Secretary shall take a record of all meetings of the Forum and its Management Committee and produce minutes for confirmation. The minutes are to be proposed and seconded as a true record at the next meeting and recorded as such in the minutes.

G FINANCE

1 Monies may be raised by other grants, gifts and donations and by placing a levy/fee to grants applied for by the Forum on behalf of any member group.

2 The Forum may, from time to time, seek monies from grant awarding authorities or bodies or from private sponsors to fund specific projects.

3 The Forum will open a bank account in the name of 'Sheffield Green Spaces Forum'. It shall have *three* signatories from the Management Committee including that of the Treasurer. All cheques must be signed by *two* Management Committee members.

4 The Treasurer shall ensure that proper records are kept of the Forum's financial activities and shall prepare a financial statement which will be presented to each AGM.

5 The Forum shall not distribute profits and shall apply all of its income to the furtherance of the objectives as set out above.

H AMENDING THE CONSTITUTION

1 The constitution can only be amended at the Annual General Meeting or at the Extraordinary General Meeting called specifically for the purpose. Notice of motion to amend the constitution must be received *at least twenty-eight* days before the date of the meeting and members must be informed of any proposed change *at least fourteen* days before.

2 Any proposed change to the constitution must receive the support of *two thirds* of those members present and voting at a general meeting.

I DISSOLUTION CLAUSE

The Forum may be wound up by a *two thirds* majority decision of those present and voting at a general meeting. After payment of the Forum's debts and liabilities any monies remaining shall be returned to their provider, if required, if not, donated to a group with similar aims, to be nominated at the 'winding up' meeting.

J ADOPTION OF THE CONSTITUTION

This constitution was adopted by the members present at the AGM held on:

..... 2015

Signed on behalf of the Sheffield Green Spaces Forum:

Name	Name
Position	Position
Address	Address

Name	Name
Position	Position
Address	Address

Name	Name
Position	Position
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Name

Position

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Name

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