

THE FRIENDS OF BURGESS FIELD CONSTITUTION

1. NAME: We are called the Friends of Burgess Field.

2. PURPOSE: To work with the City Council to preserve and enhance the natural character of Burgess Field as a resource for wildlife, recreation and education, and to maintain pedestrian access.

To ensure that there is full consultation with the Friends of Burgess Field in advance of any works planned by the City Council.

To provide occasional working parties to work together to help with e.g new tree planting, litter picking etc.

To raise funds to support and promote the above.

3. MEMBERSHIP: Membership is open to all who share our aims and who demonstrate support by a voluntary donation each year (minimum £10) and / or by active participation in our projects. An annual reminder will be sent out in February.

4. MANAGEMENT: The following officers shall be elected at each AGM: Chair, Secretary, and Treasurer. The Committee shall normally consist of these officers and two other members, who shall be elected at the AGM. A representative of the City Council's Parks Department shall serve on the Committee *ex officio* without voting rights. A quorum for committee meetings shall be three, including at least one officer. Decisions shall be made by a simple majority vote. The Chair shall have the casting vote in the event of a tie. Decisions outside committee meetings shall be the responsibility of the Chair and Secretary, in a transparent and reported process.

5. ANNUAL GENERAL MEETING: An Annual General Meeting shall be held not later than three months after the end of the financial year, which shall be 31 December each year. The Committee shall give not less than 21 days' notice of the date fixed for an AGM. The quorum shall be ten non-committee members or one tenth of the total number of members, whichever shall be the lower.

6. EXTRAORDINARY GENERAL MEETINGS: Extraordinary General Meetings of members shall be called by the Secretary if so requested by the Committee, or if requested by any ten members. At least 14 days' notice of such meetings shall be given to members. A quorum for such meetings shall be the same as for the Annual General Meetings.

7. FINANCES: The funds of the organisation shall be held in a Building Society account, and the Committee shall authorise its officers to sign cheques on behalf of the organisation. Each cheque should be signed by two officers. The Treasurer shall present accounts at the AGM for approval by the members.

8. AMENDMENTS: This constitution may be amended by a motion passed at an AGM by at least two thirds of the members present at the meeting.

9. DISSOLUTION: Should the Friends of Burgess Field 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 on Burgess Field within six months of the date of payment. Failing which, the money shall be given to a local community group or a conservation body.