

## Constitution of **THE FRIENDS OF HADLOW ROAD STATION**

**(as at 1<sup>st</sup> November 2017)**

### 1. Name

The name of the group shall be The Friends of Hadlow Road Station (herein after called 'The Society').

### 2. Aims

The aim of the group shall be to:

- Foster the heritage of Hadlow Road Station through historical research, community involvement and environmental activity.
- Facilitate the use of the station as an educational resource.
- Support and encourage the use of the station for promoting the arts and culture.
- Ensure that the station is a resource for all.
- Maintain, enhance and conserve the station buildings and the immediate surrounding environment.
- Raise funds solely for use in supporting the purposes described above.

### 3. Powers

In order to achieve its aims the Society may:

- a. Raise money.
- b. Open bank accounts.
- c. Take out insurance.
- d. Sign contracts for the provision of services.
- e. Promote events.
- f. Work with similar groups and exchange information and advice.
- g. Do anything that is lawful which will help the Society to fulfil its aims.

### 4. Membership

Membership of the Society shall be open to any individual without regards to disability, political or religious affiliation, race, or sexual orientation who is:

- Interested in helping the Society to achieve its aim.
- Willing to abide by the rules of the Society.

### 5. Management

- a. The Society shall be administered by a Management Committee consisting of not less than four and not more than twelve individuals elected at the Society's Annual General Meeting (AGM).
- b. The Officers of the Management Committee shall be: Chairperson, Vice-Chair, Secretary, Treasurer, Fund Raising Officer, Publicity Officer, Greenspace Officer, Social Networks Officer and up to 3 Catering Officers.
- c. Officers of the Society will be elected at the AGM and will serve for a period of 3 years from the date elected except for the 1st AGM where the Publicity Officer, Social Networks Officer and the Fund Raising Officer will serve for an initial period of one year and the Vice Chair, Greenspace Officer and Secretary will serve for an initial period of two years.
- d. The Management Committee may co-opt onto the Committee up to two individuals that it feels will help to fulfil the aims of the Society. The co-opted committee members will

have an advisory role with full voting powers and will serve for a period of 3 years from the date that each member is co-opted onto the committee.

- e. The Management Committee may co-opt the Ward Councillor as additional committee member to act in an advisory role with full voting powers and will serve for a period of 3 years from the date that the member is co-opted onto the committee.
- f. The Management Committee shall meet at least twice a year.
- g. Management Committee meetings will be open to members of the general public to attend.
- h. At least four Management Committee members must be present for a Management Committee meeting to take place.
- i. Voting at Management Committee meetings shall be by a show of hands of the Management Committee. If there is a tied vote then the Chairperson shall have the casting vote.
- j. The Management committee shall be supported by an advisor provided by CWaC.
- k. The Management Committee may appoint any other member of the Society as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded and the appointed member will serve for a period of 3 years.
- l. The Management Committee will have the power to act on behalf of the Society with respect to any activity relevant to the organisations aims and objectives.

#### 6. The Duties of the Officers

- a. The duties of the Chairperson shall be to:
  - Chair meetings of the Committee and the Society.
  - Represent the Society at functions/meetings that the Society has been invited to.
  - Act as the spokesperson of the Society when necessary.
- b. The duties of the Vice-Chair shall be to:  
To act as the Chair in his/her absence.
- c. The duties of the Secretary shall be to:
  - Keep a membership list.
  - Prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Society.
  - Publicise the date of the Management Committee at least 7 days in advance of the meeting.
  - Take and keep Minutes of all meetings.
  - Collect and circulate to the Management Committee any relevant information.
  - Reply to and send communications as agreed by the Management Committee.
- d. The duties of the Treasurer shall be to:
  - Supervise the financial affairs of the Society.
  - Keep proper Accounts that show all monies received and paid out by the Society.
- e. The duties of the Fund Raising Officer shall be:
  - To raise funds to support the Aims of the Society.
- f) The duties of the Publicity Officer shall be to:
  - To promote the Society and its Aims within the community and wider area using traditional methods by ensuring display notices are up to date.

- g) The duties of the Social Networks Officer shall be to:
  - To promote the Society and its Aims within the community and wider area through social network engagement opportunities.
- h) The duties of the Catering Officers shall be to:
  - To ensure that a light refreshments service is provided on a regular basis to station visitors.
  - To ensure that the provision of the catering facilities complies with relevant legislative and regulatory requirements and consistent with best practice.
- h) The duties of the Greenspace Officer shall be to:
  - To ensure that the grounds and greenspace areas around the station are maintained in good order.

## 7. Finance

- a. All monies received by or on behalf of the Society shall be applied to further the Aims of the Society and for no other purpose.
- b. Any bank accounts opened for the Society shall be in the name of Hadlow Road Station.
- c. Any cheques issued shall be signed by two of the authorised members of the Management Committee.
- d. The Society shall ensure that its accounts are audited or independently examined every year.
- e. The Society may pay reasonable out-of-pocket expenses to members or Management Committee members when engaged solely on the activities of the Society.

## 8. Annual General Meeting

- a. The Society shall hold an Annual General Meeting (AGM) in the month of April or May.
- b. All members shall be given at least fourteen days notice of the AGM and shall be entitled to vote.
- c. The business of the AGM shall include:
  - Receiving a report from the Chairperson on the Society's activities over the year.
  - Receiving a report from the Treasurer on the finances of the Society
  - Receiving and approving the audited accounts.
  - Proposing and electing Management Committee members.
  - Considering any other matter as may be raised at the AGM relevant to the Society.
- d. At least 6 members shall be present for the AGM and any Special General Meeting for that meeting to take place.
- e. Voting will be undertaken by a show of hands.

## 9. Special General Meeting

In order to discuss an urgent matter, a Special General Meeting may be called by the Management Committee or 6 members who have notified the Secretary in writing of the reason for requesting a Special General Meeting. The Secretary shall give all members fourteen days notice of any Special General Meeting including details of the business to be discussed.

## 10. Alterations to the Constitution

Any proposed changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

## 11. Dissolution

The Society may be wound up at any time if agreed by two-thirds of those members present. In the event of winding up, any assets remaining after all debts have been paid and expenses incurred shall be given to another Group with a similar aim and the Management Committee shall have sole discretion on choosing the selected Group.

## 12. Adoption of the Constitution

- a. This Constitution was adopted at the first Annual General Meeting of the Friends of Hadlow Road Station held on 2<sup>nd</sup> March 2015 and signed by the persons voted in as Officers of the Management Committee at that time.
- b. . The current Management Committee Officers' names and addresses appear at the bottom of this document.
- c. The constitution was updated in February 2017 to reflect the appointment of additional committee members for Catering, Social Networks and Greenspace and these are subject to ratification at the April 2017 AGM.

## **Elected and Co-opted Members of the Officer's Committee**

### **Chairperson**

Full Name: Chris Hampshire

Address: 11 The Courtyard, Willaston.

### **Vice Chair**

Full Name: Barry Vowles

Address: 88 Hooton Road, Willaston.

### **Secretary**

Full Name: Sue Gilbert

Address: Change Lane, Willaston

### **Treasurer**

Full Name: Hilary Booth

Address: 34 Whitegates Crescent, Willaston.

### **Fundraising officer**

Vacant as at Oct 2016 with all grant applications being completed by the Chair

### **Publicity Officer**

Full Name: Sue Unsworth

Address: Mill Cottage, Neston Road, Willaston.

### **Catering Officers**

Full Name: Lyn Jackson-Eves

Address: 26 Field Hey Lane, Willaston

Full Name: Carole Collins

Address: 7 Hadlow Lane, Willaston

Full Name: Jenny Jackson

Address: Stone Stack, Hadlow Road, Willaston

### **Greenspace Officer**

Full Name: Gill Knock

Address: Thorncroft, Mill Lane, Willaston

### **Social Networks Officer**

Full Name: Ceri Jones

Address: Hadlow Road, Willaston

### **Projects Officer (co-opted)**

Full Name: Tim Ley

Address: Willaston