

**St. Nicholas Church
Green Spaces Association**

CONSTITUTION

A. Name and Remit of the Association

The name of the association is St. Nicholas Church Green Spaces Association. .

The St Nicholas Green Spaces comprise the churchyard immediately surrounding St Nicholas Church, the separate extension to the churchyard on the northern side of Church Street (which now contains the children's playground), and the extension on the western side of Dyke Road, now known as the Rest Garden.

B. Administration

The association will be managed under this constitution by the members of the **executive committee**, as provided by clause F ("Management").

C. Aims and Objectives

- a) To protect, maintain and enhance the three open spaces so that they may be enjoyed in safety by all sections of the local community and by visitors to Brighton
- b) To promote the use of the spaces as places of recreation, relaxation and pleasure.
- c) To safeguard and preserve for future generations the spaces themselves and the historic memorials and tombs which they contain
- d) To conserve plants, flowers, trees and wildlife and to encourage biodiversity
- e) In cooperation with Brighton & Hove City Council and other agencies to promote the implementation of security measures which will reverse the present cycle of criminal activities, anti-social behaviour and vandalism
- f) To reverse the decline of the green spaces and to work towards them becoming examples of good practice as set out in the Green Flag Award and Green Heritage Award schemes, the national benchmarks for quality parks and green spaces
- g) To encourage local people's interest in the green spaces and to encourage them to become involved in the management and development of the spaces
- h) To work in partnership with the City Council, the Church Council, and other organisations in forwarding these aims; and to contribute where appropriate to discussions about parks and open spaces in Brighton & Hove more generally

D. Powers of the St. Nicholas Church Green Spaces Association

The group shall have the powers to:

- a) raise and spend funds, arrange activities and disseminate information to pursue the above aims and objectives
- b) set up interest groups to explore possibilities in order to pursue the aims and objectives of the group
- c) maintain insurance for activities as appropriate
- d) do such things as are lawful and necessary in order to achieve the above objectives
- e) terminate the membership of anyone whose behaviour at meetings is unacceptable

E. Membership

Membership of the group shall be open to all persons irrespective of race, nationality, political views, religious opinion, marital status, age, gender, sexual orientation who support the above aims and objectives. Names and addresses of members will be kept by the Secretary. The main park user organisations can also have organisational membership.

All members and member organisations shall have one vote. Employees of member organisations have the right to join as individuals. Representatives of member organisations can stand as officers of the group.

Membership shall be confirmed by signing the terms and conditions of the association and paying the membership fee if applicable.

F. Management

- a) The group will be managed by a Committee to be elected at the first meeting of the group and thereafter at the AGM
- b) The Committee shall consist of Chairperson, Vice-Chair, Secretary, Treasurer and up to 20 other members and shall meet up to 10 times a year
- c) There is an upper limit 7 years for any one committee post.
- d) Open community meetings will be held at least twice per year, including the AGM.
- e) The quorum at Committee Meetings will be 5 members
- f) At least two weeks' notice shall be given of open meetings and normally there shall be two weeks' notice of Committee meetings, but the Chair shall have authority to call meetings at shorter notice if necessary
- g) The Committee shall have the power to:
 - i. elect officers from the membership if such posts fall vacant between AGMs
 - ii. appoint any advisory or sub-committees as the Committee may find necessary

- iii. Committee can co-opt non-voting committee members from time to time as they see fit
- iv. set the rules of procedure for all Committee Meetings which shall be revised by them whenever necessary
- v. set a membership fee
- vi. the Chairperson will be the principal point of contact between The St. Nicholas Church Green Spaces Association and BHCC and the PCC.

G. Annual General Meeting (AGM)

- a. The Committee shall arrange its AGM not later than 15 months after the last such meeting, giving at least 21 days notice for the purpose of:
 - i. receiving the Annual Report of the Committee
 - ii. receiving the independently examined accounts
 - iii. electing a new committee
 - iv. voting, if necessary, on proposals to amend the Constitution
- b. The Quorum at an AGM shall be 10 members.

H. Special General Meeting

The Committee may, at any time, call a Special General Meeting either for the purpose of proposing alterations to the Constitution or for considering any matter which, the committee may decide should be referred to the members in general.

The Committee shall also call an SGM at the written request of not less than 10 members, who give reasons for the request.

I. Conduct of Business

At all meetings any offensive behaviour, including racist, sexist or inflammatory remarks, shall not be permitted. Any persons behaving in an offensive way may be asked not to attend further meetings. Such persons may be asked to resign from The St. Nicholas Church Green Spaces Association if an unreserved apology is not given or if the behaviour is repeated.

J. Finance

- a) Funds shall be obtained by such lawful activities as the Committee deem acceptable. All monies raised by or on behalf of The St. Nicholas Church Green Spaces Association shall be applied to further the aims and objectives of the Group and for no other purpose.

- b) Reasonable agreed out-of-pocket expenses incurred on the association's behalf can be reimbursed by the committee.
- c) The Treasurer shall keep proper accounts of the Group and shall open a bank account in the name of The St. Nicholas Church Green Spaces Association.
- d) Reports on the finances will be made to the Committee at each meeting.
- e) At least three members shall be signatories to the bank account. These members must not be of the same household and/or related.
- f) Two signatures shall be required on each cheque.
- g) No blank cheques are to be signed.
- h) No debit cards shall be issued on the account.
- i) The accounts shall be independently examined each year. The examiner shall not be a member of the Committee.

K. Alterations to the Constitution

Any alterations to the Constitution shall require the approval of a two-thirds majority of those present and voting at an AGM or Special General Meeting.

L. Dissolution

- a) If the Committee should decide by a simple majority that it is necessary or advisable to dissolve The St. Nicholas Church Green Spaces Association it shall call a meeting of all the members of The St. Nicholas Church Green Spaces Association giving at least 21 days notice, stating the terms of the resolution to be proposed at the meeting.
- b) If the decision is confirmed by a two-thirds majority of those present and voting at the meeting the committee shall have the power to dispose of any assets held by The St. Nicholas Church Green Spaces Association.
- c) In consultation with the funding bodies and The St. Nicholas Church Green Spaces Association, any assets remaining after the satisfaction of any debts and liabilities shall be either returned to the funding source or transferred to another organisation with similar aims.

M. Acceptance

This Constitution was adopted as the constitution of **The St. Nicholas Church Green Spaces Association** at a public meeting held at

_____ on _____ (date)

Signed by: _____
(Chairperson of the St. Nicholas Church Green Spaces Association)

Signed by: _____
(Vice-Chairperson of the St. Nicholas Church Green Spaces Association)