

# Constitution.

## Friends of Three Sisters

1. Title:
  - a) The name of the group is the **Friends of Three Sisters** hereinafter referred to as the Group.
2. The Group is a not-for-profit community organisation whose Aims are:
  - a) To foster communication between Wigan Leisure and Culture Trust Rangers and users of the Three Sisters.
  - b) To raise the profile and promote the public use of the Three Sisters Recreation Area.
  - c) To support practical projects to improve the Three Sisters and promote the site by voluntary work and fund-raising.
3. Membership
  - a) Membership of the Group shall be open, upon payment of an annual membership fee, to all those supporting the aims of the Group, except ward councillors who may be invited to attend as guests but may not be members.
  - b) Only members shall be entitled to vote at meetings and hold office in the Group.
  - c) Membership applications shall be received at the end of each meeting.
  - d) Membership Fees shall be determined by the decision of the Annual General Meeting.
4. Meetings:
  - a) General Meetings shall be held at least four times a year.
  - b) Non-members shall be welcomed as guests or observers at the discretion of the Chair
  - c) Only paid-up members shall be entitled to vote.
  - d) A Quorum shall be those Officers and members present.
  - e) An Annual General Meeting shall be held in May of each year and notice of this meeting with an Agenda shall be displayed not less than fourteen days prior to the meeting.
5. Officers:
  - a) At the Annual General Meeting the following Officers shall be elected by the members present: Chair, Treasurer, Secretary.
  - b) The Chair will preside over meetings and between meetings will act as the spokesperson for the Group.
  - c) The Treasurer will maintain a bank account in the name of "Friends of Three Sisters" and arrange for the accounts to be audited annually before being presented to the Annual General Meeting for approval. Signatories to the bank accounts shall be the Treasurer and one other Officer.
  - d) The Secretary will maintain a register of members, a minute book recording all meetings, and conduct correspondence as directed by the Chair.
6. Amendments to the Constitution.
  - a) Any proposed amendment to the Constitution shall be notified to the Secretary not less than 28 days prior to the Annual General Meeting.
  - b) Any amendment must have the support of a majority of two-thirds of members present and entitled to vote.
7. Dissolution
  - a) In the event of the Group being wound up any funds or assets remaining after the due discharge of proper debts and liabilities shall be transferred to some local groups or institutions with similar aims as determined by the Membership present at the final meeting.
8. Procedural Items.
  - a) Minutes of each meeting and agenda for the next shall be made available as determined at the Annual General Meeting.
  - b) All correspondence will be under the Group's letterhead and will be originated through the Chair, Secretary or Treasurer as determined at a general meeting.

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*Adopted at inaugural meeting held on Tuesday, November 29<sup>th</sup>, 2005.*