



# FRIENDS OF WINDMILL GARDENS CONSTITUTION

## Name

1. This group shall be known as the Friends of Windmill Gardens (FoWG)

## Aims

2. The aims of FoWG shall be to:
  - a. work in partnership with London Borough of Lambeth & key local stake holders to promote and actively deliver the recommendations within the Windmill strategy document derived from the public consultation carried out in summer 2002 on the long term future of the Brixton Windmill and surrounding gardens.
  - b. encourage all persons who have an interest in the well being of Windmill Gardens and Brixton Windmill to work together to enable the Gardens to provide opportunities for recreation, education, sport and activities of a social nature.
  - c. work with the LBL in enhancing the range of facilities in the Gardens for the enjoyment of members of the public.
  - d. involve people and agencies to create a safe environment in the Gardens.
  - e. work in partnership with LBL to seek external funding to ensure delivery of the windmill strategy document
3. In pursuit of the above aims FoWG may affiliate to, or co-operate with, such other organisations whose objects may also be of benefit to the work of FoWG

## Membership

4. Membership of FoWG shall be open irrespective of nationality, race, colour, gender, sexuality, disability or religious belief, to all persons who support the aims of FoWG.
5. Persons interested in becoming members shall apply to the Secretary. The regular meeting shall decide whether to accept any person as a Member. A membership book shall be kept by the Secretary.
6. It shall be a condition of membership that all members at all times conduct themselves in a reasonable manner at activities of FoWG. Any Member who does not do so may be expelled from FoWG at a meeting of which notice has been given that the Member's behaviour is to be discussed. The Member must be given the right to speak at such a meeting.

## Conduct of Business

7. Business of FoWG shall be normally conducted at regular meetings, at a frequency to be determined by the committee, which shall be open to all Members and to the public.
8. Notice of meetings in writing minimum seven days prior to date, to include agenda, minutes of previous, and any reports etc.
9. Five members of FoWG shall form the quorum, and be present as a minimum in order for meetings to take place
10. Decisions at monthly meetings shall be by a majority vote of Members.  
Chair has second casting vote if needed

## Annual General Meeting

11. Every year, normally in the month of May, there shall be an Annual General Meeting of FoWG. Business for this Annual General Meeting shall include receipt of an Annual Report from the Chairperson, the Annual Accounts



provided by the Treasurer, the election of Officers and Committee members and such other business as properly notified by the Secretary.

12. The Secretary shall write to every Member, giving two weeks notice of when the Annual General Meeting is to be held, giving the date, time and location of the meeting, together with details of the business to be discussed.
13. All decisions at an Annual General Meeting shall be by majority vote of Members and the quorum for such a meeting shall be five members.

#### **Executive Committee**

14. The Executive Committee elected at an Annual General Meeting shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer and up to four other members. Two members of the committee shall be members of the Brixton Area Forum. Composition of the Executive Committee shall include members living in Lambeth. Casual vacancies arising between Annual General Meetings shall be filled by Members at the regular meeting.
15. The Executive committee may meet as necessary in between the regular meetings. Decisions at Committee meetings shall be as follows; the Chairperson to conduct the meetings; the Vice-Chairperson to deputise in the absence of the Chairperson; the secretary to keep membership records, give notice of meetings and arrange for Minutes of the business discussed to be recorded; the Treasurer to keep a record of all income and expenditure of FoWG.

#### **Finance**

16. FoWG shall operate a bank account. Signatories to the bank account shall be the Treasurer, and two other Committee members. Any two of these signatories shall be required to sign each cheque, or authorise other withdrawals, from this bank account.
17. Decisions regarding the charging of membership fees and setting charges for activities shall be taken by the Members as the need arises.
18. The Annual Accounts presented to the Annual General Meeting shall record all income and all expenditure for the annual accounting period. this period shall start from 1 June.

#### **Changes to the Constitution**

19. Any changes to this constitution may only be made at a General or Annual General Meeting. A General Meeting may be convened at any time, properly convened under the conditions for due notification and procedure pertaining to rules for Annual General Meetings under Clause 12. Change to this Constitution shall require two-thirds majority voting for the change of those members present at the meeting.
20. Should it be necessary for FoWG to dissolve, a Special Public Meeting shall be set up to discuss the matter and make decisions on the disposal of any assets which FoWG may have.
21. The FoWG reserves the right to determine future changes to its working structure appropriate to the desires and need of the Windmill Gardens project whether these pertain to management structures, financial arrangements for FoWG or the aquisition of assets.
22. The FoWG reserves the right to receive and hold property for community benefit, should this be a future desire of FoWG.

*This constitution was adopted on 29th April 2003 at the  
General Meeting of the Friends of Windmill Park  
Amended at the General Meeting 22 July 2003*