



Constitution

1. The group shall be called 'The Friends of Northcliffe' (FoN).
2. For ease of reference, the whole area shall be referred to as 'Northcliffe', and is approximately outlined in red on the attached plan ('the area'). Northcliffe shall include the Norman Rae Playing Fields, Northcliffe Woods and Park, the allotments and Old Spring Wood.
3. FoN shall be a voluntary body formed by interested members of the public and other interested parties.
4. The objectives of FoN shall be to:
 - 4.1. Assist the Trustees (Bradford Metropolitan District Council) in the care and maintenance of the area.
 - 4.2. Notify the Trustees when any hazards or problems connected with the area become apparent.
 - 4.3. Apply for grants and funding independently or in conjunction with the Trustees to support projects for which the Trustees have insufficient funding.
 - 4.4. Liaise with other users of the area to represent their needs and ideas to the Trustees.
 - 4.5. Encourage clubs and societies using the area to be directly represented in FoN.
 - 4.6. Encourage local citizens, schools and community groups to use the area for pleasure, recreation and education.
 - 4.7. Involve local citizens, schools and community groups in projects, activities and events that FoN and/or the Trustees deem suitable.
 - 4.8. Improve the wildlife and recreational value of the area.
 - 4.9. Maintain the landscape value and serenity of the area.
 - 4.10. Use various means of publicity to encourage people to take an active part in preserving and maintaining the area.
 - 4.11. Be alert to the threat of any future planning applications and developments that affect the area.
5. The Committee shall consist of not less than six people including Officers, up to a maximum of twelve people.
6. The Officers shall be:
 - Chair
 - Secretary
 - Treasurer
 - Events Officer
 - Conservation Officer

7. The Committee shall, at its own discretion, name other specific officer posts as deemed necessary by the demands of FoN at the time. These posts shall be named before an AGM. Committee members may hold a maximum of two officer posts.
8. All Committee members shall provide their services free of charge.
9. Any Committee member shall be deemed to have resigned after being absent from meetings for four months without due cause.
10. A quorum shall be four, including at least two Officers. A quorum for an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) shall be 5% of members, including at least two officers.
11. A vote for decisions shall be a majority, the Chair to have the casting vote.
12. The Committee may co-opt, either temporarily or permanently, any persons with special knowledge, experience or expertise, who may assist in achieving the objectives. Representatives from other groups and societies may also be co-opted.
13. Minutes and actions shall be recorded at every meeting, and circulated to the Committee as soon as possible afterwards so that actions and/or amendments may be carried out.
14. The minutes shall be signed by the Chair at the following meeting, after approval or amendment.
15. An AGM of members shall be called at an interval of no more than 15 months from the last one.
16. Officers and Committee members shall be elected at the AGM.
17. All persons wishing to become members of FoN shall pay an annual subscription to be determined at the AGM.
18. Notice of meetings shall be 14 days.
19. An EGM can be called at 14 days notice.
20. Accounts shall be kept and presented at the AGM for approval.
21. All financial transactions shall be carried out by the treasurer, or other authorised card holders, within relevant limits as set out in the budget or as agreed by the committee.
22. In the event of the dissolution of the group, after all debts have been discharged, any monies remaining will be used to meet one or more of the objectives, to be decided by the meeting at which dissolution is proposed.
23. The Constitution may be amended at an AGM or EGM after due notice has been given to interested parties.
24. Meetings shall be held at approximately monthly intervals throughout the year, with at least nine being held including the AGM. Meetings shall be open to all members.
25. Dissolution of the group can be called at an EGM or AGM. If not quorate, a meeting can be called at 14 days notice, at which a decision can be taken by attendees even if inquorate.

The Approximate Area Covered by Friends of Northcliffe (outlined in red)

