

Friends of Cherry Hinton Hall

GROUP FORMATION & CONSTITUTION

Prepared: 21 October 2009 for: Friends of Cherry Hinton Hall

INTRODUCTION, AIMS & PRINCIPLES

The Friends of Cherry Hinton Hall Group (herein after referred to as the 'Group') has been established:

- As an advocacy group for all those concerned about the usage, environment, welfare and future of Cherry Hinton Hall Park for the benefit of those who use it. The Group will also
- Provide a forum for relevant topics to be raised, discussed and actioned
- Liaise effectively with all relevant stakeholders, including Cambridge City Council
- Create and maintain a digital archive as an ongoing record of the cultural heritage of Cherry Hinton Hall and its grounds

ARCHIVES

All information gathered by the Group will be made available as digital files on the Group website <http://www.cherryhintonhall.com/> (these files will also be accessible via other websites the Group may select). Ownership of the Group's digital collections resides with the Group.

FUNDING

As this is a not for profit group, any funds received from the sale of items created from Group collections will be used to sustain the work of the Group and meet direct operating costs. The Treasurer will present regular 'reports of accounts' to the Group during the normal meeting schedule. Bank statements (or passbooks) will be available for review at all times. The HSBC bank account will only be accessed with the signatures of two appointed committee members, one of which will be the Treasurer. The account will be a 'Treasurer's Account' which shows all incoming and outgoing activity. At the end of each financial year, the Chair, Secretary and Treasurer will sign to verify the year's accounts have been recorded accurately.

EQUAL OPPORTUNITIES POLICY

The Group is wholly democratic and seeks to ensure that no member or person the Group deals with suffers discrimination, either directly or indirectly, on grounds such as race, colour, ethnic or national origin, gender, marital status, disability, sexual orientation, age, religion or beliefs. The committee is responsible for ensuring that this policy is adhered to in all Group activities, and that the principles of diversity and equality are respected by all Group members.

DISSOLUTION

In the event of winding up or dissolution the liquidator shall first, according to law, use the assets of the Group to satisfy its debts and liabilities. Any balance of assets remaining must not be distributed among the members of the Group, but shall be transferred to some other non-profit institution/s with objectives similar to or compatible with the Group or, if for any reason residual assets cannot be transferred in accordance with this provision, they shall be given for charitable purposes in the Group's area of benefit. Continued access to the dissolved group's digital archive material will be maintained by offering the material to Cambridgeshire's Libraries, Archives and Information Service.

GROUP PROPERTY

Currently the Group does not hold property. Should equipment be purchased, an addendum to this document will be provided.

GROUP STRUCTURE

The group consists of a general membership and an elected Management Committee. Membership is open to anyone who has an interest in the activities of the group and agrees with the terms of the group constitution. A meeting open to all members elects the management committee annually. At the meeting of 9 September 2009 the Group agreed the following appointments:

Chairperson: Bob Daines	Secretary: Stuart Newbold	Treasurer: David Wilson	Membership Secretary: Bob Hall
Press officer: Robert Dryden	Vice Chair: Michelle Bullivant	Committee: Judy Webb	Committee: Debbie Stannard

Should one of the above resign, the Group will be informed at the following meeting and a new appointment made. All the above herewith sign to acknowledge their assurance that this Group will endeavour to maintain a professional and trustworthy approach to all its activities.

SIGNATORIES TO THE ABOVE

Chairperson:	Secretary:	Treasurer:	Membership Secretary:
Press officer:	Vice Chair:	Committee:	Committee:

GROUP MEMBERSHIP RECORDS

A register of active members will be maintained by the Membership Secretary, and a paper copy will be available for viewing upon request to the committee, but full details of any member will not be passed on to other parties without their permission. Should there be any grievance it should be brought to the attention of the Chairperson.

PUBLIC LIABILITY INSURANCE

The Group recognises the issues regarding public liability when holding events involving the public. If it is planned to hold events involving the public, the Group will ensure that suitable Public Liability Insurance is in place.

CRIMINAL RECORDS BUREAU CHECKS

Groups should be aware of the issues regarding possible contact with children and vulnerable adults. If Groups plan to work in these areas they should ensure that the appropriate CRB checks have been completed. Advice should be taken before any work with children and vulnerable adults takes place.

SUMMARY

This Group does not intend creating complicated systems and will use this document as the basis for group policies and practice. All members both existing and new will receive a copy of this document. Amendments to this constitution can only be made through a resolution passed by a majority of members at a public meeting.