

# Friends of Handforth Station Constitution

Last revision: 03 August 2019

Next revision: before end July 2021

1. **Name**  
The group shall be called "Friends of Handforth Station"(FoHS)
2. **Aims**  
The aims of the group are:
  - a) To promote practical environmental enhancement works especially by volunteers for the benefit of the community and train passengers.
  - b) To publicise and raise awareness of the benefits of 'green transport plans', the train, and attractions of the station area and its environs to increase station 'footfall' and visitor numbers.
  - c) To encourage community involvement and ownership, particularly by young people and schools, in conservation, environment and associated education artworks, poetry, competition, etc. at the station and its environs.
  - d) To encourage local businesses to improve their own properties and in sponsoring environmental enhancements at the station area.
  - e) To campaign for improved infrastructure facilities and services.
  - f) To work in partnership with ALL stakeholders to achieve these aims.
3. **Objectives**  
To fulfill these aims the group will:
  - a) Undertake practical environmental, conservation, recycling works and other activities as they see fit.
  - b) Encourage partnerships with other like-minded groups to undertake such works.
  - c) Raise money/funding when necessary including by means of awards, grants and sponsorship for carrying out the aims of the group.
  - d) Publicise their activities and achievements.
  - e) Apply for membership of The Association of Community Rail Partnerships.
4. **Area**
  - a) The area covered is generally the environs of Handforth Station and adjacent areas that incorporate pedestrian routes or other facilities relevant to the station.
5. **Membership**
  - a) Membership shall be open to anyone interested in taking part in, or supporting, the work of the organization, who are willing to be included in the membership database, and who behave appropriately.
  - b) The database will be checked annually to remove inactive members.
  - c) The Officers may reject or rescind any application for membership on the grounds that the applicant/member behaves in a way not conducive to the aims and objectives of the group.
  - d) The person so named would have the right of appeal to the wider steering group/committee.
6. **Meetings**
  - a) The organisation shall hold three members meetings each year, to discuss policies and administration, one of which will be an AGM, and 2 may be at work parties. All members shall be entitled to attend and the meetings shall be advertised at Handforth Station and by email.
  - b) The AGM should include written reports by the Chair and Treasurer at least, and will need a quorum of 7 people.
  - c) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence.
  - d) Minutes must be kept at all meetings and be available to the members present and to other interested parties if requested and appropriate
  - e) All members are entitled to vote at members meetings.
  - f) Voting will be by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision. A member unable to attend a meeting or special general meeting shall not be entitled to appoint someone as his proxy.

7. **Committees**
  - a) A committee (and subcommittees as required) shall be appointed at the AGM to conduct the administration of the organisation. This committee (which will include a Chairperson, Secretary and Treasurer) will be in charge of the day to day running of the organisation, but will be answerable to meetings of members.
  - b) A President may be appointed as seems appropriate.
  - c) The posts of Chairperson, Secretary and Treasurer shall be determined by a ballot of group members, and appointees shall normally hold post for a period of three years.
  - d) Up to 4 other committee members may be elected for specific roles or projects at the AGM, or co-opted as required for projects or specific roles until the next AGM.
  - e) Representatives of other relevant bodies may be invited to attend committee meetings to ensure communication channels are kept open.
  - f) In addition FoHS may hold additional meetings dealing with specific areas to which non-committee members can be invited.
  
8. **Correspondence and publicity**
  - a) Each of the appointed officers is authorised to correspond with outside persons or bodies without prior referral to the main body of the Group except to the Chairperson and Secretary. However the nature and outcome of such correspondence shall be made known to the members as a whole, as soon as reasonably feasible.
  
9. **Finance**
  - a) There may be an annual subscription to help pay necessary expenses – to be fixed at a members’ meeting at such a rate as is from time to time thought appropriate.
  - b) Accounts shall be kept by the treasurer, submitted to an independent inspection and approved at the Annual General meeting.
  - c) As income will not be large, and to enable more efficient online transactions, the treasurer is authorized to operate a single signature account on Friends of Handforth Station’s behalf.
  
10. **Insurance**
  - a) The organisation shall obtain any necessary insurance (when not provided by the Train Operating Company) for volunteers on its projects, for injuries to third persons, or for damage to property.
  
11. **Dissolution**
  - a) If it should become necessary or advisable for the group to dissolve then a general meeting will be held of all the members giving at least two weeks notice of the reason for the meeting.
  - b) The quorum for such a meeting must be 5 people or 30% of the membership.
  - c) If it is agreed that the group shall dissolve then all outstanding debts and liabilities will be settled.
  - d) Any remaining assets will be donated to another Friends group, or failing this, Handforth Parish Council.
  
12. **Constitutional Amendments**
  - a) This Constitution shall only be altered by consent of a majority of the quorum of members of the organization present at the AGM.

*Signed:*

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