

# Constitution of The Mixed Pond Association (V2.0)

## 1. Name

The name of the group shall be the Mixed Pond Association (MPA).

## 2. Aims

The aims of the Mixed Pond Association are:

- To promote the interests of the users of Hampstead Mixed Pond;
- To provide a voice for Mixed Pond users in any relevant media, press or consultative body such as the Hampstead Heath Swimmers Forum;
- To promote the continued use of the Hampstead Mixed Pond for public and club swimming
- To promote the preservation of Hampstead Mixed Pond and its surroundings as a predominantly natural environment characterised by native plants and providing appropriate habitats for varied wildlife;
- To further an appreciation of the benefits of open water swimming generally and to support organisations and individuals campaigning for better access to open water for the purposes of swimming.

## 3. Membership

Membership is open to anyone who supports the aims of the Mixed Pond Association. Members under the age of 16 at the time of joining are unable to join the committee or vote at association meetings.

There will be an annual membership fee the cost of which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

An individual's membership will begin as soon as their first annual membership fee payment has been received.

The membership year runs from January to December of each year. Members joining part way through the year will be valid members for the remaining part of that current membership year.

A list of all members will be kept by the membership secretary.

### Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

## 4. Equal Opportunities

The Mixed Pond Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## 5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than twice a year.

The Committee will consist of at least 6 members and be composed of at least 4 officers and 2 committee members. Additional committee members may be co-opted onto the committee at the discretion of the committee.

### The Officers' roles are as follows:

Chair, who shall chair both general and committee meetings

Secretary, who shall be responsible for the taking of minutes and the distribution of all papers

Membership secretary, who shall be responsible for keeping records of members

Treasurer who shall be responsible for maintaining accounts

Social secretary, who shall be responsible for organising and managing events

Other roles may be created and Officers elected as and when required/needed.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for six months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of the Mixed Pond Association wishing to attend, who may speak but not vote.

## 6. Meetings

### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. The usual time for holding the AGM will be October each year where possible.

All members will be notified of the date and time in writing at least 3 weeks before the meeting, the venue will be confirmed once the numbers attending have been confirmed.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 8 members.

### At the AGM:-

- The Committee will present a report of the work of the Mixed Pond Association over the year.
- The Committee will present the accounts of the Mixed Pond Association for the previous year.

- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.
- Where possible (time allowing etc) additional proposals can be raised by members for discussion.

## 6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 40 days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 8 members.

## 6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

## 7. Rules of Procedure for meetings

Meetings will be led by the Chair and minutes to be taken by the Secretary (or an agreed alternate if required).

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## 8. Finances

The Mixed Pond Association is a not-for-profit organisation and all monies raised including membership fees, donations and event payments shall be used to cover administrative costs or to support and further promote the Aims of the association or to improve the facilities for swimming at the Mixed Pond.

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque/online banking signatories will be nominated by the Committee (one to be the Treasurer or the Chair). Both signatories will have online access to the bank account. The signatories must not be related nor members of the same household.

Transactions will only require one single signatory, however, another Officer/signatory approve (in writing, in advance) any payment made that is above £250.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Mixed Pond Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Annual General Meeting of the Mixed Pond Association held on 24<sup>th</sup> October 2019.

Name and position in group .....

Signed .....

Name and position in group .....

Signed .....

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Signed .....

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