



Key Points from Constitution

Name	Friends of Finchley Way Open Space
Charity Registration Number To be quoted on all documents	1192844
Date of constitution	10 December 2020
Date of registration	17 December 2020
Objects	<ol style="list-style-type: none"> 1. To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by reinstating, protecting and enhancing the habitats and increasing the biodiversity of Finchley Way Open Space that has been neglected. 2. To advance the education of the public in Finchley in the conservation, protection and improvement of the physical and natural environment.
Trustees conditions	<ul style="list-style-type: none"> • Only the trustees are members of the charity • Only trustees can vote on decisions • Names and other details are recorded by the Charity Commission and on their website. Every trustee is responsible for ensuring their registration is up-to-date • Must be aged 16 or over • At least one trustee must be aged 18 or over • Must be at least 3 trustees • Must not be more than 12 trustees • Appointed for 3 years after the initial trustees • Can stand for re-election after first 3 years for a second 3 year term, must then step down for at least a year • Trustees are appointed by the other trustees with regard to ensuring that as a group the trustees have the skills needed to run the charity • There is a system to remove trustees



Trustee terms	<p>4 years:</p> <ul style="list-style-type: none"> • Arlette Garcia • Karen Goodman • Ross Houston <p>3 years:</p> <ul style="list-style-type: none"> • Alan Douglas • Laurence Lewis • Daniel Rich <p>2 years</p> <ul style="list-style-type: none"> • Richard Bartholomew • Suzanne King • Samuel Levy
Officers	<p>Chair: Suzanne King Secretary: Alan Douglas Treasurer: Karen Goodman</p>
Decision-making	<ul style="list-style-type: none"> • By majority voting of trustees • Proxy voting acceptable but not postal voting • Sub-committees can operate and may contain non-trustees but each committee must have at least two members and at least one trustee • Some decisions can only be made by the trustees and not by subcommittees - see section 18 of the constitution for details
Quorum	One-third of trustees or nearest number to one-third - with 10 trustees this is 3
Meetings	<ul style="list-style-type: none"> • Can be held electronically • Any trustee can call a meeting • Meetings can be called by any member with 14 days' notice • For general meetings 14 days' notice is required and notice is deemed to have been given 48 hours after despatch of the notice
Non-voting members	<ul style="list-style-type: none"> • Everyone other than the trustees on the database registered as a Friend • Annual meeting to be held of this group
AGM	Only for trustees
Minutes of trustee meetings	<ul style="list-style-type: none"> • Must be kept • Must record all decisions and reason for decision • Must record those present at the meeting • Must note decisions made by trustees between meetings
Reporting to the Charity Commission	<ul style="list-style-type: none"> • All details of the charity must be kept up-to-date via the Charity Commission website • Annual report must be submitted, including relevant financial information