

CONSTITUTION

1. NAME

The organisation shall be known as the FRIENDS OF PETERBOROUGH LIDO ("The Friends").

2. PURPOSE

The purpose of The Friends shall be:

- 2.1 To represent the views of Lido users, feeding back to the Peterborough Limited (branded as Vivacity) Team any concerns, requirements or recommendations relating to the successful running of the Lido;
- 2.2 To support the Peterborough Limited (branded as Vivacity) Team by undertaking activities that will
 - (a) Develop and enhance the recreational enjoyment, financial viability and long-term sustainability of the Lido
 - (b) Promote its facilities within and beyond the City of Peterborough
- 2.3 The Friends will NOT bear responsibility for, nor supersede the existing and overriding management responsibility of, the Peterborough Limited (branded as Vivacity) Team.

3. OBJECTIVES

Supporters of the Friends will aim to –

- 3.1 Work with Peterborough Limited (branded as Vivacity) in exploring market research and consultation opportunities in order to identify the scope for -
 - (a) Increasing the economic viability of the Lido
 - (b) Promoting the Lido facilities
 - (c) Enhancing the quality of the Lido facilities and environment
 - (d) Enhancing the range of facilities/activities provided within the Lido premises
- 3.2 Provide appropriate voluntary resources to support the Peterborough Limited (branded as Vivacity) Team in managing and developing the Lido facilities.
- 3.3 Act as a two-way conduit for information exchange between the Peterborough Limited (branded as Vivacity) and users of the Lido.

4. POWERS

In order to further the objectives outlined at clause (3) above Supporters of The Friends will have the powers to

- 4.1 Represent the majority views of Lido users when negotiating with representatives of Peterborough Limited (branded as Vivacity), and other relevant local and national groups.
- 4.2 Raise funds, invite and receive contributions, and incur expenditure associated with activities identified within this Constitution

- 4.3 Identify and organise appropriate events at the Peterborough Lido, provided these are approved and overseen by representatives of the Lido Management Team and/or Peterborough Limited (branded as Vivacity)

5. MEMBERSHIP

- 5.1 Membership year to run from 01 April each year.
- 5.2 Membership is open, without prejudice, to anyone who is over the age of eighteen and willing to abide by the terms of the Constitution.
- 5.3 All supporters will pay an annual membership fee which will be agreed by committee and notified at/following each AGM.
- 5.4 A register of supporters will be maintained by the Membership Secretary.

6. OFFICERS

- 6.1 The Committee will aim to elect a Chair, Vice Chair, Treasure, Secretary and Membership Secretary at each Annual General Meeting. Nominations for these positions must be made by at least two paid-up supporters at least **fourteen** days before the date of the meeting. In the event that more than one nomination is received, election shall be by means of a secret ballot.
- 6.2 A temporary Chair may be nominated at each meeting in the absence of the Elected Chair.
- 6.3 The recommended maximum number of consecutive terms Officers may stay in post is 5 years

7. COMMITTEE

- 7.1 In addition to officers, the Committee shall comprise a representative/s of Peterborough Limited (branded as Vivacity) and at least five paid-up supporters.
- 7.2 There will a maximum of ten committee members appointed to the committee for any one year. This number excludes any Peterborough Limited (branded as Vivacity) representatives who attend in an *ex officio* capacity.
- 7.3 Members of the Friends wishing to stand for election to the committee must submit their nomination to the Secretary/Chair at least fourteen days prior to the AGM. The nomination must be proposed and seconded by paid-up members of the friends, and must receive majority support from those attending the AGM. Proxy votes will not be accepted.
- 7.4 In the event that more nominations for committee membership are received than the maximum number of committee places available, election for committee membership will take place by means of a show of hands of those present at the AGM. Proxy votes will not be accepted.
- 7.5 Appointment to the committee will not be permitted between AGMs. Where there is a need to fill a vacancy with a specific skillset between AGM's, the co-option process may

be implemented by agreement of the committee under the powers of Clause 11 and Clause 8.2. This will be with powers clearly defined and agreed for a period of time up until the following AGM when the full election process takes place

- 7.6 The recommended maximum number of consecutive terms Officers may stay in post is 5 years

8. MEETINGS

- 8.1 The Committee shall hold an annual general meeting each year, and meet at on least three other times a year. An additional meeting may be called at any time by the Chair or any three members of the Committee.
- 8.2 A Quorum of 51% of the committee membership, to include two officers, will be required to be in attendance before any decision shall be regarded as valid.
- 8.3 Every decision shall be determined by a majority of supporters present; the Chair will hold a casting vote in the event of a tied vote. Written will be accepted where submitted by paid-up supporters.
- 8.4 Minutes of each committee meeting will be taken which, once approved by the Meeting Chair, will be available to the public.
- 8.5 The agenda for each meeting will be drawn up by the Secretary in consultation with the Chair and, if appropriate, Peterborough Limited (branded as Vivacity) Management; however, any supporter may submit an agenda item for discussion by the committee subject to sufficient notice being given.

9. FINANCE

- 9.1 The Friends will have the powers to raise funds in order to further the objectives outlined at clause (3) above by
- (i) Supporter fees
 - (ii) Donations
 - (iii) Fund-raising events
 - (iv) Sponsorship
 - (v) Any other legal means approved by the Committee
- 9.2 All funds raised will be held by the Treasurer in a bank account in the name of The Friends of Peterborough Lido.
- 9.3 All expenditure must be agreed in advance by the Committee.
- 9.4 Cheques drawn on the account will require the signature of the Treasurer and one additional Officer.
- 9.5 The Treasurer shall be empowered to pay out-if-pocket expenses incurred on behalf of the Friends where these have been agreed in advance by the Committee.
- 9.6 The Treasurer will keep an account of all income and expenditure, and present a report to each Committee Meeting.

9.7 A competent person shall be appointed to examine and check the annual accounts for presentation at the Annual General Meeting or to the statutory authorities if required to do so

10. INSURANCE AND INDEMNITY

10.1 Supporters of the Friends of Peterborough Lido are covered by Public Liability insurance when organising and participating in events at premises managed by Peterborough Limited (branded as Vivacity), with the knowledge of and under the supervision of members of the Lido staff.

10.2 Peterborough Limited (branded as Vivacity) cannot indemnify supporters of the Friends of Peterborough Lido against wilful mismanagement or fraudulent activities. Members may take out individual insurance protection if they feel this is warranted.

11. CHANGES TO THE CONSTITUTION

The Constitution may be amended at any Committee Meeting, provided that the number of members present meets the quorum required as at clause 8.2 above.

12. DISSOLUTION

12.1 If it is deemed necessary to dissolve the Friends of Peterborough Lido, a proposal for dissolution must be notified to all supporters at least seven days before a scheduled or specially-convened meeting. A decision to effect the dissolution must be agreed by a majority of 51% (paid-up) supporters present.

12.2 Dissolution will only become effective once any debts and liabilities have been cleared.

12.3 Any remaining funds or other assets will be disposed of through an agreed charity of the Committee's choice, preferably to the benefit of the Peterborough Lido.

Record of Adoption of and Amendments to Constitution			
	Date of Meeting	Clause	Details of Amendment
Constitution Adopted	10 th March 2017	N/A	N/A Signed (Chair) ...Janet Martin.....
Amendment	22 nd September 2017	6	Amendment of number of days notice required for nomination of officers from seven to fourteen Signed (Chair) ...Janet Martin.....
Amendment	22 nd September 2017	7	Clause 7 becomes Clause 7.1 Signed (Chair) ... Janet Martin.....

Record of Adoption of and Amendments to Constitution

	Date of Meeting	Clause	Details of Amendment
Amendment	22 nd September 2017	7.2	Additional Clause: Maximum number of committee members established as ten members Signed (Chair) ... Janet Martin.....
Amendment	22 nd September 2017	7.3 and 7.4	Additional Clauses: Procedure for nomination and election of committee members at AGM Signed (Chair) ... Janet Martin.....
Amendment	22 nd September 2017	7.5	Additional Clause: For clarification; disallowance of election to committee inter-AGM Signed (Chair) ... Janet Martin.....
Amendment	25 th January 2018	6	Amendment to method of voting for Committee Officers <i>"In the event that more than one nomination is received, election shall be by means of a secret ballot."</i> Signed (Chair) ... Janet Martin.....
Amendment	23 rd March 2018	11	Change to Clause 11 – Amendments to Constitution To now read <i>"The Constitution may be amended at any Committee Meeting, provided that the number of members present meets the quorum required as at clause 8.2 above"</i> Signed (Chair) ... Janet Martin.....
Amendment	22 nd March 2022	6	Change to Clause 6 – Officers - to include appointment of Vice Chair. Clause now to read <i>"The Committee will elect a Chair, Vice Chair, Secretary and Treasurer at each Annual General Meeting. Nominations for these positions must be made by at least two paid-up supporters at least fourteen days before the date of the meeting. In the event that more than one nomination is received, election shall be by means of a secret ballot".</i> Signed (Chair) ... Janet Martin.....

Record of Adoption of and Amendments to Constitution

	Date of Meeting	Clause	Details of Amendment
Amendment	22 nd March 2022	5	<p>Change to Clause 5 - Membership</p> <p>To now read</p> <p><i>“All supporters will pay an annual membership fee which will be agreed by the committee and notified at/following each AGM”</i></p> <p style="text-align: right;">Signed (Chair) ... Janet Martin.....</p>
Amendment	18 August 2022	7.5	<p>Change to Clause 7.5 - Co-option process added and approved by committee under the powers of Clause 11 and Clause 8.2</p> <p>Additional clause:</p> <p><i>“Where there is a need to fill a vacancy with a specific skillset between AGM’s, the co-option process may be implemented by agreement of the committee under the powers of Clause 11 and Clause 8.2. This will be with powers clearly defined and agreed for a period of time up until the following AGM when the full election process takes place”</i></p> <p style="text-align: right;">Signed (Vice Chair) Clare E Marshall.....</p>
Amendment	01 November 2022	6	<p>Change to Clause 6 to change secretary secretary/membership role approved by committee under the powers of Clause 11 and Clause 8.2</p> <p><i>The Committee will elect a Chair, Vice Chair, Secretary or Membership Secretary and Treasurer at each Annual General Meeting. Nominations for these positions must be made by at least two paid-up supporters at least fourteen days before the date of the meeting. In the event that more than one nomination is received, election shall be by means of a secret ballot.</i></p> <p style="text-align: right;">Signed (Vice Chair)..... Clare E Marshall.....</p>
Amendment	21 March 2023	5.1 6.3 7.6	<p>Additional clauses 5.1, 6.3 and 7.6 approved at the AGM on 21 March 2023</p> <p>Additional Clause 5.1</p> <p><i>“Membership year to run from 01 April each year”.</i></p> <p>Additional Clause 6.3</p> <p><i>“The recommended maximum number of consecutive terms Officers may stay in post is 5 years”</i></p> <p>Additional Clause 7 .6</p> <p><i>“The recommended maximum number of consecutive terms Committee members may stay in post is 5 years”</i></p> <p style="text-align: right;">Signed (Vice Chair) Clare E Marshall.....</p>

