

Friends of the Red Church, Broseley

Constitution

Name

Friends of the Red Church, Broseley.

Aims

To preserve, conserve and sympathetically restore the closed graveyard.

To survey, maintain and enhance the ecology of the graveyard by adopting appropriate environmental care in all activities.

To document and improve the knowledge and understanding of the Red Church and graveyard through increased community participation in developing and sustaining the site.

To promote the contribution of the site of the Red Church and graveyard as an asset in the heritage of the district.

To promote the graveyard as respected memorial site in a woodland environment and open space in the town.

Activities

All activities shall be consistent with a Management Plan agreed with the Owner

Powers:

- 1 Promote community interaction to work together to:
 - (a) clear the site of invasive vegetation and saplings
 - (b) record the flora and fauna
 - (c) document historical and life events at the church
 - (d) record monuments and inscriptions
 - (e) improve and ensure sustainable maintenance of the site
 - (f) publicise and promote the work of the group
- 2 Work with other groups and organisations to promote conservation at the site by adopting appropriate environmental practice.
- 3 Subcontract support from other groups having specialist expertise necessary to achieve the aims of the group.
- 4 Invite and receive contributions and raise money to finance the work of the group.
- 5 Take any form of action that is lawful and necessary to achieve the aims of the group.

Membership

- 1 Membership shall be open to anyone who has an interest in assisting the group to achieve its aims and is willing to adhere to the rules of the group.
- 2 Membership shall be open to anyone irrespective of age, ability, disability, ethnicity, gender, nationality, political views, race, religion, and sexual preference.
- 3 Every member shall have one vote at General Meetings

- 4 Where it is considered that membership would be detrimental to the aims and activities of the group, the Management Committee shall have the power to refuse, terminate or suspend the membership of any member by resolution passed at a Membership Committee meeting. The member has a right to be heard by the Management Committee before a final decision is made.

Management Committee

- 1 The Friends shall be administered by a Management Committee comprising no less than three people and shall consist of Chairperson, Treasurer, Secretary and any other officers considered necessary.
- 2 Unless provided by the preceding clause, the Owner, Broseley Town Council and Shropshire Council will be invited to nominate a member of the Management Committee or send a representative to meetings of the Management Committee.
- 3 Members of the Management Committee shall be elected for a period of 1 year but may be re-elected at the AGM.
- 4 The Management Committee shall meet at least twice a year to review actions, monitor progress and consider future developments.
- 5 The quorum at Management Committee meetings shall be three persons.
- 6 The Chairperson (or Vice-Chairperson) will be responsible for chairing all meetings.
- 7 Voting shall be by a count of hands. If there is a tied vote, the Chairperson shall have a casting vote
- 8 Minutes will be recorded for all meetings and shall be made accessible to all members, collaborating groups and other interested parties.
- 9 The Management Committee shall be responsible for appointing an independent Examiner of Accounts or Auditor.

General Meetings

- 1 An Annual General Meeting (AGM) shall take place in January of each year.
- 2 The business of the AGM shall include:
 - (a) a report from the Chairperson on the activities over the year
 - (b) a report from the Treasurer on the financial status
 - (c) election of a new Management Committee
 - (d) an invitation for attendees to raise other business
- 3 A Special General Meeting (SGM) may be called:
 - (a) by the Management Committee on urgent matters. or
 - (b) by the Owner or by five members sending that call formally to the Secretary in writing.The SGM shall be held within 28 days of that call.
- 4 Amendments to this constitution or proposals for the dissolution of the group must be sent to the Secretary formally in writing and must be decided at an AGM or SGM held within 28 days of those proposals.

- 5 All members shall be entitled to attend and vote at an AGM or SGM. Voting shall be by a count of hands. In the event of a tie, the Chairperson shall have a casting vote
- 6 Unless provided by the preceding clause, the Owner, Broseley Town Council and Shropshire Council will be invited to send a representative to an AGM or SGM.
- 7 Unless provided by the preceding clauses, Supporting and Participating groups and other local Conservation groups will be invited to send a representative to an AGM or SGM.

Finance

- 1 A bank account shall be opened in the name of the group. Any cheques or transfers relating to the group’s bank account shall be signed by the Treasurer and one other of the Chairperson or Secretary of the Management Committee
- 2 Any money acquired by the group including donations, contributions, grants and bequests shall be paid into a bank account operated by the Management Committee in the name of the group.
- 3 All funds must be applied to business of the group and for no other purpose.
- 4 The Treasurer is responsible for:
 - (a) any income or expenditure and will be accountable to ensure funds are utilised effectively and that the group stays within budget.
 - (b) maintaining official accounts, which shall be examined annually by an independent auditor who is not a member of the group.
- 5 An annual financial report shall be presented at the AGM. The group’s accounting year shall run from 01 January to 31 December.

WINDING UP:

- 1 The group may be dissolved if deemed necessary by the members in a majority vote at a SGM.
- 2 Any assets or remaining funds after debts have been paid shall be transferred to local charities at the discretion of the Management Committee.

This Constitution was adopted on

Signatures of officers

Chairman **Rev Fr Christopher Penn**

Treasurer **Anna Bunning**

Secretary **Graham E Hollox**