

CONSTITUTION

NAME:

The Friends of Shrewsbury Cemeteries

AIMS:

Working in partnership with Shropshire Council (the owners) and Shrewsbury Town Council (the contracted site managers); to preserve, conserve and sympathetically restore Longden Road Cemetery and other Shropshire Council cemeteries for public benefit and ecological enhancement. To increase knowledge, understanding and access to, plus participation in, the sites; this includes natural features, monuments, landscape and burial records.

POWERS:

- 1 Promote health and wellbeing of the residents of the area and to work together irrespective of age, sex, ethnicity, ability, religion and political view.
- 2 Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice; working with similar groups and organisations.
- 3 Invite and receive contributions and raise funds to finance the work of the group. Open a bank account to manage such funds.
- 4 Publicise and promote the work of the group and organise meetings, training, events etc.
- 5 Work with groups of a similar nature exchanging information, advice and knowledge.
- 6 Employ staff (who shall not be members of the management committee) and volunteers as are necessary.
- 7 Take any form of action that is lawful and agreed with both the committee and a responsible officer of Shropshire Council, which is necessary to achieve the objects of the group.

MEMBERSHIP & MANAGEMENT COMMITTEE:

- 1 Membership shall be open to anyone who has an interest in assisting the group to achieve its aim and is willing to adhere to the rules of the group.
- 2 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 meeting. Members shall have the right to appeal to Shropshire Council Bereavement Services.
- 3 Any member of the group may resign his / her membership by providing written notice.

MEETINGS:

- 1 The committee shall meet at least twice a year. Meetings shall enable the group to discuss actions, monitor progress and consider future developments.
- 2 All members shall be given at least 14 days notice when a meeting is due to take place unless it is an emergency.
- 3 Two thirds of the committee members must be present in order for a meeting to take place.

- 4 The chair will be responsible for chairing all meetings unless they have designated a deputy. All meetings must be minuted and accessible to interested parties.
- 5 The Annual General Meeting shall take place no later than 3 months after the end of the financial year.
- 6 All members can vote at the AGM, voting will be made by a show of hands on a majority basis. In the case of a tied vote the chair or deputy shall make the final decision.

COMMITTEE:

The group shall be administered by a committee of no less than 3 people. Members will be elected for a period of 1 year but may be re-elected at the AGM. The group shall have a committee consisting of:

- Chair person
- Treasurer
- Secretary
- Any other officers deemed necessary.

FINANCE:

- 1 Any money acquired by the group including donations, contributions, grants and bequests shall be paid into an account operated by the management committee in the name of the group. All funds must be applied to objects of the group and for no other purpose.
- 2 Bank accounts shall be opened in the name of the group. Any deeds, cheques etc relating to the group's bank account shall be signed by at least 2 of the following committee members: Chair, Treasurer, Secretary
- 3 The treasurer is responsible for any income or expenditure and will be accountable to ensure funds are utilised effectively and that the group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent auditor who is not a member of the group. An annual financial report shall be presented at the AGM. The group's accounting year shall run from 01 April to 31 March.

AMENDMENTS TO THE CONSTITUTION:

- 1 Any changes to this constitution must be agreed by a majority vote at a special general meeting.
- 2 Amendments to this constitution or dissolution of the group must be conveyed to the secretary formally in writing. The secretary and other officers shall then decide on the date of a special meeting to discuss such proposals, giving members at least 28 days notice.

WINDING UP:

The group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the management committee.

Date of the adoption of the constitution:

Signatures of officers: