

FRIENDS OF WARRINGTON CEMETERY

CONSTITUTION

Adopted on the

1) **NAME**

The name of the association shall be '**The Friends of Warrington Cemetery**' (herein after referred to as the Friends). It is a voluntary and charitable body which works for the benefit of the people of Warrington.

2) **AREA COVERED**

The area covered by the Forum is the whole of the Borough of Warrington.

3) **AIMS**

The aims of the Forum are:

- a) To provide a Forum for Cemetery users to participate in discussions and activities on issues that affect their quality of life.
- b) To preserve Warrington Cemetery.
- c) To promote the historical, environmental and cultural significance of Cemeteries.
- d) To promote the bio-diversity potential for Cemeteries.
- e) To interface with Agenda 21 Forum and to communicate the work of the Forum to elected members, members of the community and other agencies and organisations.
- f) To encourage community participation in the work of the Friends.

4) **POWERS**

In the furtherance of the above Aims the Friends may:

- a) Acquire premises and equipment by gift, hire, loan or purchase and sell lease or dispose of any property of the Friends.
- b) Raise funds and invite and receive contributions by way of subscriptions and donations. Also to use any interest earned on income in furtherance of Aims of the Friends. In any financial transactions of the Friends shall conform to all requirements of the law.
- c) To consult with any authorities, agencies or organisations on issues which are relevant to the aims of the Friends.

- d) Collect and disseminate information, provide exhibitions and undertake presentations/lectures/seminars/conferences which are relevant to the aims of the Friends.
- e) Co-operate with other voluntary groups, statutory authorities and like-minded organisations and to exchange information and advise with them for mutual benefit.

5) **FRIENDS MEMBERSHIP**

Membership of the Friends shall be open to all irrespective of political party, nationality, ethnic origin, religious opinion, race, colour, sex or disability. Other conditions of Friends membership are as follows:

- a) Individual members – Full membership shall be open to residents of the Borough of Warrington.
- b) Group members – Membership shall be open to other Friends Group organisations and statutory bodies interested in furthering the Aims and Objectives of the Friends. (Each organisation shall be entitled to one vote).
- c) The Management Committee (hereinafter after mentioned) shall have the right for a good and sufficient reason to terminate the individual or group membership, provided that the said member(s) shall have the right to be heard by the Management Committee before a decision is taken.
- d) Management will be elected from Friends members at the Annual General Meeting (AGM).
- e) Annual subscriptions for all members of the Friends may be decided at the AGM.
- f) Honorary membership may be offered to other individuals and organisations who will be able to benefit the Friends. Speakers from outside the area may be invited to speak on relevant issues at Friends meetings.

6) **MANAGEMENT COMMITTEE MEMBERSHIP**

The Management Committee shall comprise the following:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- Publicity Officer
- and no more than **SIX** Ordinary Members

The Committee may co-opt other individuals for such relevant purposes as it considers appropriate.

If a vacancy occurs on the Committee it will be filled by a member of the Friends, as agreed by the Committee, until the following Annual General Meeting.

Any Committee Member may resign at a Committee meeting or by contacting the Chairperson / Secretary who will inform the Committee at the next meeting.

7) **MANAGEMENT COMMITTEE MEETINGS AND ELIGIBILITY TO VOTE**

All Friends members are entitled to attend and speak at Committee meetings by arrangement with the Secretary.

All elected members are entitled to vote.

Agenda items must be notified to the Secretary / Chairperson 14 days in advance of the meeting. Minutes of the Committee meetings will be circulated to all the registered members of the Friends.

A minute book shall be kept of **all** meetings and the Annual General Meetings and shall be kept by the Secretary.

The Quorum for Committee meetings shall be a minimum of 1/3rd of elected members.

8) **VOTING**

a) Each member of Group shall have one vote.

b) In the case of an equality vote, the Chairperson shall have a second (or casting) vote.

c) Voting at a meeting of the Friends shall be by simple majority of those attending.

9) **ELECTION OF OFFICERS**

The Committee will be elected at the Annual General Meeting (AGM).

All Officers will serve for one year at which time they may stand for re-election at the AGM.

10) **ANNUAL GENERAL MEETING**

The time, date and location of the AGM will be advertised on the local notice boards and/or in the press at least one calendar month before it takes place.

Agenda items for the AGM must be submitted to the Chairperson/Secretary 14 days before the meeting takes place.

11) **EXTRAORDINARY GENERAL MEETINGS (EGM)**

An Extraordinary General Meeting may be called by the Chairperson on the written and signed request of six members of the Friends.

12) **CHANGES TO THE CONSTITUTION**

The Constitution may be changed at a General Meeting by a majority vote (75%) of the members present. Any proposed changes must be notified to the Chairperson/Secretary at least 14 days in advance of the meeting.

13) **FINANCE**

An account shall be opened in the name of The Friends of Warrington Cemetery with any bank the Friends Management Committee shall decide. The Chairperson, Vice Chairperson, Treasurer and Secretary shall be empowered to sign cheques on behalf of the Friends. All cheques must have two signatures.

The Treasurer shall keep a record of income and expenditure of the Friends and shall arrange for the accounts to be audited or independently examined at least once a year and presented to the AGM.

The Treasurer shall record names of members and keep a record of any subscriptions paid by any member.

The income and property of the Friends however derived shall be applied solely towards the promotion of the Aims of the Friends as set out in the Constitution and no portion shall be paid or transferred directly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the Friends. Provided that nothing herein shall prevent the payment in good faith of reasonable and proper ' Out of Pocket' expenses.

In any financial transaction the Friends shall conform to all requirements of the law.

14) **DISSOLUTION**

The Friends may at any time be dissolved by a resolution passed by a simple majority of members present and voting at a special meeting convened for the purpose. At least one calendar month's notice shall be given to the members by public advertisement, stating the resolution be brought forward at the meeting.

Such a resolution may also give instruction for the disposal of assets after the settlement of debts and liabilities. Those assets shall be given to such Charities or other groups with similar Aims and Objectives as the Forum, as the Committee may determine.

Signed by