Friends of Loxley Cemetery Group

CONSTITUTION

1 Name

The name of the group shall be '**Friends of Loxley Cemetery Group'**

2 Aims and Objectives

The aims and objectives of the Group shall be to:

- **a)** Maintain the physical upkeep of Loxley Cemetery so as to ensure, where reasonably practicable, safe access for visitors to all areas
- **b)** Maintain the aesthetics and environmental integrity of the Cemetery in keeping with the Loxley Valley
- **c)** Create and maintain records of social and historical interest connected to Loxley Cemetery thus providing a unique research resource
- **d)** To have dialogue with the owner regarding any intention to carry out any work on Loxley Church/Chapel and the memorials within the building

3 Powers

In order to achieve its aims and objectives the Group may:

- **a)** Raise money
- **b)** Open bank accounts
- **c)** Take out insurance
- **d)** Employ staff
- **e)** Organise educational courses and community events
- **f)** Work with other community groups, voluntary organisations and statutory bodies
- **g)** Exchange and disseminate information
- **h)** Do anything else that is lawful which will help the Group to fulfil its aims and objectives

4 Membership

- **a)** Membership of the Group shall be open to any person aged 18 and over or any organisation who is interested in helping the Group to achieve its aims and objectives, willing to abide by the rules of the

Group and willing to pay any subscription agreed by the Management Committee of the Group

b) Membership shall be open to anyone regardless of gender, race, nationality, ethnicity, disability, sexual preference, religion or belief

c) Every individual member and each organisation member shall have one vote at General Meetings

d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made

e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Secretary of the Group of that person's name

f) Student membership of the group shall be open to all students age 18 years and over, in full or part-time education, at a reduced rate, as agreed by the Management Committee

5 Management

a) The Group shall be administered by a Management Committee made up of the Officers of the Group and not more than eight other members of the Group elected at its Annual General Meeting (AGM)

b) The Officers of the Management Committee shall be: the Chairperson, the Secretary and the Treasurer

c) The Management Committee shall meet at least six times a year

d) The Chairperson shall Chair all meetings of the group

e) The quorum for Management Committee meetings shall be five members

f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote

g) The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made

h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy, provided the maximum number is not exceeded

i) In the absence of the Chairperson at a Management Committee meeting the members will appoint one of the Officers present to assume the roles and responsibilities of the Chairperson, for the duration of said meeting

j) Should any Officer or Member of the Management Committee wish to resign, then they will need to give a minimum of 4 calendar weeks' notice of such intention (unless special circumstances apply).

6 Duties of the Officers

a) The duties of the Chairperson are to:

1) Chair meetings of the Management Committee and the Group
2) Represent the Group at functions/meetings that the Group has been invited to
3) Act as spokesperson of the Group when necessary

b) The duties of the Secretary are to:

1) Take and keep minutes of meetings
2) Prepare the agenda for meetings of the Management Committee and the group in consultation with the Chairperson
3) Deal with correspondence
4) Collect and circulate any relevant information within the Group

c) The duties of the Treasurer are to:

1) Supervise the financial affairs of the Group
2) Keep proper accounts that show all income and expenditure of the Group
3) Maintain the membership list

7 Finance

a) Any money obtained by the Group shall be used only for the Group

b) Any bank accounts opened for the Group shall be in the name of 'Friends of Loxley Cemetery Group'

c) Any cheques issued shall be signed by the Treasurer and one other Officer of the Group

8 Annual General Meeting

a) The Group shall hold an Annual General Meeting (AGM) sometime during the calendar year

b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. Voting can be by a show of hands at the AGM or by remote means. The quorum for an AGM shall be 10% of the membership

c) The business of the AGM shall include:

1) Receiving a Report from the Chairperson on the Group's activities over the year
2) Receiving a Report from the Treasurer on the finances of the Group
3) Electing a new Management Committee

4) Any other matter as may be decided by the Management Committee

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by 20% of the membership to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with the notice of the business to be discussed. Only the specified business shall be discussed and all members shall be allowed to attend and vote. Voting can be by a show of hands at the meeting and/or by remote means

10 Amendments to the Constitution

Any changes to the Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of dissolution, any assets remaining after all debts have been paid shall be given to another Group with similar aims and objectives

This Constitution was adopted at a General Meeting of the Group on

21 October 2026

Signed by:

Chairperson:

Secretary:

Treasurer:

Other members of the Management Committee: