

Constitution of Friends of Earlham Cemetery, Norwich

All members of Friends of Earlham Cemetery agree to abide by the rules of this Constitution.

1. Name

The name of the group shall be Friends of Earlham Cemetery.

2. Aims

The aims of this group shall be to:

- a. Protect, conserve and enhance Earlham Cemetery for wildlife and as a place of freedom, recreation and enjoyment for the long-term benefit of all sections of the local community and other visitors.
- b. Gather information from local users and interest groups in order that the Cemetery will best serve its local community and other visitors.
- c. Where this is deemed appropriate and not damaging to the Cemetery, support Cemetery events run by other parties and run events ourselves.
- d. Promote and protect the educational, historical, environmental and cultural importance of the Cemetery, as well as its benefits to human health and wellbeing, by working in partnership with Norwich City Council and other interested parties, within an environmentally sustainable framework. Consider any planning applications that may affect the Cemetery, including outward views.
- e. Encourage people that Earlham Cemetery and the Earlham Cemetery Friends welcome any person to be a visitor or member, regardless of race, religion, gender, age, ability or sexual orientation.
- f. To be politically neutral.

3. Powers

To further the aims of the group we shall have the powers to:

- a. Raise funds and receive contributions where appropriate to finance the work.
- b. Publicise and promote the work.
- c. Open bank accounts.
- d. Make rules and standing orders for categories of members and their rights.
- e. Take out insurance.
- f. Organise meetings, training courses and events.
- g. Work with statutory, business, voluntary and community organisations to

further the aims of the group.

- h. Take any action that is lawful, which would help it to fulfil its aims.

4. Membership

- a. Membership of the Earlham Cemetery Friends shall be open to anyone who is interested in helping the group to achieve its aims and willing to abide by the group's rules.
- b. Every member shall have one vote at the annual general meeting.
- c. The Management Committee shall have power to make rules for the Association and to determine a membership subscription (if any). These will be recommended by the Committee and ratified by the Annual General Meeting.
- d. If any members fail to pay subscriptions within twenty-one days after the due date the Treasurer shall send them written notice to their e-mail or postal address as recorded in the Association books to advise of payment within seven days. If the recipient of said notice fails to pay that subscription, the Committee is entitled to terminate their membership without further notice.
- e. The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- f. It is a condition of membership that all members behave in a reasonable manner when attending Association meetings or social events. Membership may be withdrawn if this is not observed.
- g. Meetings will be held at least twice a year (including the Annual General Meeting). 7 days notice of a Meeting must be given to all members.
- h. A list of members shall be maintained in the Members' Register.

5. Management

- a. The Earlham Cemetery Friends shall be administered by a Committee of not less than five (5) people elected at the group's Annual General Meeting; Committee Members must be at least 18 years old and have first expressed willingness to stand. Retiring committee members will be eligible for re-election.
- b. The honorary officers of the Management Committee shall be: Chairperson, Treasurer, Secretary and such other officers the group shall deem necessary at the meeting. Honorary membership (no subscription paid) can be allocated to such persons that have been deemed to have rendered service(s) to the group that merit it (voted at the next AGM).
- c. The Management Committee shall meet as necessary.
- d. At least two-thirds of the Management Committee must be present for the Management Committee meeting to take place.

- e. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- f. The Management Committee have the power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.
- g. Any sub committees appointed by the Management Committee will include at least one member of the Management Committee.
- h. All Committee Members resign at the Annual General Meeting but may stand for re-election.
- i. Any Committee Member who is absent from three consecutive meetings without giving an acceptable reason prior to the meetings will cease to be a member of the Committee.
- j. At Association meetings and social events offensive behaviour, including racist, sexist or rude remarks will be treated as unreasonable behaviour.

6. Finance

- a. All monies raised by the Association will be used to achieve the aims of the Association and for no other purpose.
- b. Any bank accounts opened for the group shall be in the name of the group.
- c. Any cheque issued shall be signed by at least two of any three nominated signatures. The signatories will not live in the same household.
- d. The Management Committee will take all reasonable steps to ensure that the group stays within the budget.
- e. The Treasurer will keep a record of all monies paid into and spent by the Association (accounts).
- f. A statement of accounts will be presented by the Treasurer at the Annual General Meeting and at other times where a specific request has been made.

8. Special General Meetings

The Chairperson must call a Special General Meeting of the Association if:

- a. The majority of the Committee request it.
- b. There is a written request signed by at least 10 members or a quarter of the membership (whichever is lower), submitted to the secretary. The meeting shall be called within 21 days of the request being received.
- c. 14 days notice of a special meeting must be given to all members

9. Annual General Meeting

- a. The Earlham Cemetery Friends shall hold an Annual General Meeting (AGM) at not more than 15-month intervals, normally in January.
- b. 28 days notice of the Annual General Meeting must be given to all members.
- c. The business of the AGM shall include:
 - i. Receiving a report from the Chairperson of the group's activities over the year.
 - ii. Receiving an independently audited report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - iii. Electing a new Management Committee by Ballot and considering any other matter as may be appropriate at such a meeting.
 - iv. Consideration of any new rules or rule alterations or any other issues if requested four weeks prior to the AGM date.
- d. The quorum for Annual General Meeting shall be at least six (6) persons of which at least two (2) shall be committee members.

10. Alteration of the Constitution

- a. From time to time the committee will consider the constitution and any proposed changes must be agreed at the Annual General Meeting by a two-thirds majority of those present and entitled to vote. Amendments should be circulated 7 days before the meeting takes place.
- b. Any changes to this 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. Any assets shall be returned to their providers, if they require it, or shall be passed to other local interest groups as agreed.

12. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on 17th January 2013.

Signed and dated:

Chair - Vanna Bartlett

Secretary – Jeremy Bartlett

Treasurer – Jane Bouttell

Acknowledgements

In drawing up this constitution Friends Of Earlham Cemetery used the Friends of Marlpit Wood constitution as a template, adding relevant clauses from the Model Constitution for Norwich City Council Tenants' and Residents' Associations.

In turn, much material in The Friends of Marlpit Wood Constitution was drawn directly from the Friends of Earlham Park Constitution.

Earlham Cemetery Friends gratefully acknowledge all these contributions.

Revised February 2017.

Friends of Earlham Cemetery, Norwich www.friendsofearlhamcemetery.co.uk