

Constitution of Friends of Heene Cemetery

(Adopted on 16th September 2023)

1. HEENE CEMETERY

The name of the group is FRIENDS of HEENE CEMETERY (FoHC)

2. Aim

To maintain, nurture, explore and record the biodiversity and heritage of Heene Cemetery in Worthing, and to secure it for future generations.

3. Objectives

These aims will be achieved by:

- (a) Recruiting and running a group of members and supporters predominantly from the local community.
- (b) Fundraising to support the activities of the group and managing the finances and membership registrations.
- (c) Maintaining a website for documenting the cemetery's biodiversity and heritage.
- (d) Identifying, researching and documenting the location, stories and social history of the people buried in the cemetery.
- (e) Actively engaging in recording, monitoring and researching the cemetery's biodiversity.
- (f) Actively engaging in maintenance and conservation work that protects the cemetery's biodiversity.
- (g) Providing a safe working and leisure environment with appropriate insurance cover.
- (h) Publishing the group's work and promoting events and open days for visitors.
- (i) Liaising with similar groups and regularly seeking professional advice.

4. Membership

- (a) Membership of FoHC is open to anyone wishing to volunteer to further the aims and objectives of FoHC.
- (b) There are three types of membership: full membership for volunteers actively engaged in conservation and/or heritage; supporter membership for non-active volunteers and associate membership for individuals primarily wishing to use the cemetery for their own hobbies or research.
- (c) Membership fees will be agreed at each Annual General Meeting (AGM) and will be payable each September with a pro rata payment for membership during the year.
- (d) Each full member will have one vote. Supporter and associate members will not have voting rights.
- (e)
 - i) Members will be asked to accept the constitution and policies.
 - ii) Members may end their membership at any time.
 - iii) The Management Committee reserves the right to end an individual's membership in the unlikely event that that membership is not in the group's interest.
- (f) The decision of which members should be key-holders rests with the committee.

5. Management

- (a) FoHC will be administered by a Management Committee of no more than 7 members, whose roles include ensuring that the group stays within budget.
- (b) Election of *new* committee members requires a majority vote at any meeting. Re-election of *existing* members requires a majority vote at the AGM.
- (c) The members of the Management Committee will be:
 - a. Administrative roles:
 - Chairperson
 - Treasurer
 - Secretary
 - Membership Secretary
 - b. Organisational and Advocacy roles (reflecting the four principal activities of the FoHC):
 - Heritage advocate
 - Fundraising co-ordinator
 - Volunteer co-ordinator
 - Environmental advocate
- (d) The administrative roles above are distinct roles requiring different members to carry them out. The advocacy roles above could be carried out by any member carrying out an administrative role (such that the committee consisted of only 4 members). Were that arrangement not possible, additional members would need to be elected to the committee such that all advocacy roles are properly represented.
- (e) The Management Committee will meet at least once a year.
- (f) At least 3 Management Committee members must be present for a Management Committee meeting to take place.
- (g) Voting at Management Committee meetings will be by show of hands on a majority basis. If there is a tied vote, then the Chairperson will have a second vote.
- (h) All meetings must be minuted and available on request.
- (i) Where possible, all committee members will be given at least 7 days' notice of a meeting.

6. Annual General Meeting

- (a) The Secretary will notify members of FoHC and the public of the AGM, giving at least 14 days' notice.
- (b) The AGM will include reports from the Chairperson and Treasurer, provide an opportunity to elect a new Management Committee and consider other matters arising at the meeting.
- (c) All AGMs will be minuted and made available on request.
- (d) The quorum for an AGM is eight (8) members.

7. Alterations to the Constitution

- (a) The constitution may be amended at a general meeting. Proposed amendments should be submitted to a member of the Management Committee in writing.

- (b) Any changes to the constitution must be agreed by a show of hands on a majority basis. If there is a tied vote, then the Chairperson will have a second vote.

8. Finance

- (a) Funds for the group will be managed solely from a business bank account in the name of FoHC (see clause 3b) with debit transactions authorised by at least two designated signatories.
- (b) Single new debit transactions above £x need to be authorised by the committee. [Amount £x is to be agreed upon and then reviewed as necessary. In discussion in May 2023, it was agreed to be £25.]
- (c) Recurring debit transactions of any amount need to be authorised by the committee in the first instance and reviewed at each AGM.

9. Dissolution

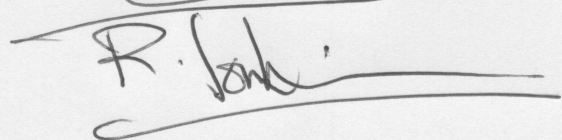
- (a) The group may be wound up at any time if agreed by two-thirds of those members voting at any meeting.
- (b) Any proposal to dissolve FoHC must be submitted to a member of the Management Committee in writing.
- (c) Any assets should be returned to their provider, if they require it, or could be passed to another group with similar aims.

12. Adoption of the Constitution


This constitution was adopted (and signed on page 3) by the members present at the general meeting held on:

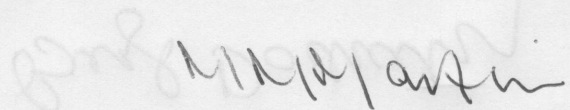
16/9/2023


(Chairperson)


(Secretary)

Pat Brownbill
(Treasurer)


(Member)



Basil Docherty

(Member)

Helena [Signature]

(Member)

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