

Friends of Hyde Park Cemetery, Carr Lane, Doncaster

CONSTITUTION

1 NAME

The association's name is Friends of Hyde Park Cemetery. The association is unincorporated.

2 THE PURPOSES OF THE ASSOCIATION ARE: -

a) To support the restoration and conservation of the Hyde Park Cemetery, Doncaster, its monuments and buildings and its wildlife and the natural beauty of their setting for the long term benefit of the public, and as an environmental, historical, and educational amenity.

b) To provide a mechanism for the community to have a positive input into the restoration and ongoing care and management of Hyde Park Cemetery.

3 TRUSTEES

The association shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the association.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations.
- (2) apply funds to carry out the work of the association.
- (3) co-operate with and support other associations and charities with similar purposes.
- (4) do anything which is lawful and necessary to achieve the purposes.

5 MEMBERSHIP

The association shall have a membership. People who support the work of the association and are aged 18 or over.

The trustees themselves are members of the association.

Members are persons who have elected to receive news circulations from the association either by email or by postal communication. These will form the basis of the association's membership list, which will be kept up to date. The membership list will be maintained jointly by the association's Secretary and the Marketing Officer.

A member who voluntarily unsubscribes from the membership list is no longer a member of the association and cannot vote at the AGM.

The association will ensure that any personal data it collects concerning its members will be managed using the principles stated in the General Data Protection Regulation 2018 (GDPR).

The trustees may remove a person's membership if they believe it is in the best interests of the association. The member has the right to be heard by the trustees before the decision is made and can be accompanied by an advocate.

6 ANNUAL GENERAL MEETING - AGM

- (1) An AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 5 members present at the AGM, which includes the trustees.
- (3) A list of members attending the AGM will be kept by the Secretary.
- (4) Every member has one vote.
- (5) The trustees shall present the annual report and accounts.
- (6) The members shall elect from amongst themselves honorary officers including a chairperson, a vice-chairperson, secretary, a treasurer and a marketing officer. Honorary officers automatically become trustees of the association.
- (7) Trustees may also be appointed to the committee as none-honorary officers.
- (8) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. Trustees shall act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees, subject to the maximum of 10 trustees in total. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the association. These rules must not conflict with this constitution or the law.
- (6) The trustees may also appoint co-opted advisors, who can attend the trustee meetings.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the association's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody having reasonable cause, on request.
- (3) Trustees cannot receive any money or property from the association, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the association's bank account. All cheques must be signed by two trustees.

9 **GENERAL MEETINGS**

If the trustees consider it is necessary to change the constitution, or wind up the association, they must call a Special General Meeting so that the membership can make the decision. Trustees must also call a Special General Meeting if they receive a written request from the majority of members. All members must be given at least 14 days’ notice and told the reason for the meeting. All decisions made at a Special General Meeting require a two thirds majority of the members present. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to an association or charity with similar purposes to this one, or otherwise donated to a suitable charity as agreed by the trustees.
- (2) **Changes to the Constitution** - can be made at AGMs or Special General Meetings.
- (3) **Special General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a Special General Meeting to consult the membership.
- (5) The association does not have a membership fee but reserves the right to introduce such a fee if approved by a two thirds majority at an AGM or Special General Meeting.
- (6) Trustees may invite anyone they think fit to attend any of the General Meetings but only members shall have voting rights.

10 **ADOPTION OF THE CONSTITUTION**

This constitution was adopted on 11th November 2019 by the people whose signatures appear below. They are trustees of the association until the AGM, which must be held within 15 months of this date.

Signed

Date

Print name and address

CHAIR

Andria Johns

Original document signed at the AGM on the 11th November 2019, by the committee members shown here.

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VICE CHAIR

Andy Harbon

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SECRETARY

Helen Slade

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TREASURER

Margaret Bark

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MARKETING OFFICER

Lynsey Slater

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