

# FRIENDS OF SALFORD CEMETERIES TRUST

## CONSTITUTION

(As amended at the EGM held on 27<sup>th</sup> February 2007)

### 1. Title.

The group shall be called the **Friends of Salford Cemeteries Trust** and will be referred to as “the Trust” within this document.

### 2. Objects.

(a) The objects for which the Trust has been established are:

~ to promote for the public benefit, the preservation, care and improvement of Salford City Council cemeteries.

(b) We aim to pursue these objects for the benefit of:

~ all visitors to Salford cemeteries currently and in the future;  
~ the wider Salford community.

(c) We shall consolidate and continue the partnership with Salford City Council and other agencies, thereby maximising potential successful outcomes of the Trust, in order to:

~ promote the cemeteries as educational resources and as places where people can go to relax and enjoy nature;  
~ support the conservation of the natural plants, animals and bird life of the cemeteries;  
~ support the positive improvement of the cemeteries;  
~ stimulate public interest in the cemeteries and give assistance;  
~ provide a forum for Friends to discuss issues and promote opportunities to carry out improvement work in the cemeteries;  
~ organise, publicise and administer events and activities;  
~ produce bids and funding applications to appropriate funding bodies to support the objects of the constitution. All bids will be discussed with Salford City Council prior to submission and the approval of the Lead Member for Environment will be required;  
~ improve cemetery facilities and monitor health, safety and welfare;  
~ strive to achieve increased, appropriate community usage of cemetery facilities;  
~ help to generate plans for long-term development of the cemeteries.

### **3. Membership.**

(a) There shall be two categories of membership available. These shall be termed Full Membership and Associate Membership. Full Members shall be eligible to serve on the Management Committee and to vote at all meetings as necessary. Associate Members shall also be eligible to serve on the Management Committee, but shall not be able to vote at Management Committee meetings.

(b) Full Membership shall be available to all persons aged 16 and over, subject to the following conditions:

- ~ agreement to support the Trust in achieving its objects;
- ~ resident of Salford or have a loved-one buried in a Salford cemetery;
- ~ their name shall be included in the Membership list.

(c) To ensure that the independence of the Trust is maintained, the following people shall not be eligible for Full Membership:

- ~ elected members (Councillors) of Salford City Council;
- ~ officers employed by Salford City Council.

(d) Associate Membership shall be available to elected members (Councillors) and officers of Salford City Council, who agree to support the objects of the Trust.

(e) Benefits of Membership shall be:

- ~ Full Members shall elect the Management Committee of the Trust;
- ~ all Members shall be able to help shape the development of the cemeteries;
- ~ all members shall be eligible to attend the Management Committee meetings at the discretion of the Management Committee.

(f) There shall be no charge for membership.

(g) Refusal or withdrawal of membership of the Trust may occur to any person who:

- ~ brings the Trust into disrepute;
- ~ acts in contradiction to the objects of the Trust.

(h) Any person who has been refused membership or had membership withdrawn shall have the right of appeal, in the first instance to the Management Committee and finally to the next Annual General Meeting. The decision shall be made by a majority vote and shall be final.

#### **4. Management Committee.**

- (a) A group of Full Members and a non-voting Associate Member shall form the Management Committee.
- (b) Full Members shall nominate and elect the Chair, Secretary, Treasurer, and an additional four committee members.
- (c) Associate members shall appoint the non-voting Associate Member.
- (d) Members of the Management Committee shall be elected at the Annual General Meeting. All members shall be elected for a period of one year, but may be re-elected to the same office or another office the following year.
- (e) The elected Management Committee shall be accountable to the members.
- (f) Further members of the Management Committee may be co-opted or appointed by the Management Committee should the need arise.
- (g) The Management Committee may temporarily fill a vacated post arising during the year. Such an appointment will cease at the date of the next Annual General Meeting.

#### **5. The Management of the Friends of Salford Cemeteries Trust.**

- (a) The affairs of the Friends of Salford Cemeteries Trust will be managed by the Management Committee whose meetings shall have a quorum of no fewer than four.
- (b) The Management Committee shall agree a schedule of meetings at the AGM.
- (c) The duties of the Management Committee shall be to:
  - ~ ensure the objects of the Constitution are adhered to by the members;
  - ~ meet as necessary to plan and organise the agreed business of the Trust, when minutes will be taken and distributed in good time;
  - ~ make decisions on a simple majority vote. In the case of equal votes the Chair shall be entitled to an additional casting vote;
  - ~ Ensure that any monies received or raised on behalf of the Trust, is only applied for the furtherance of the objects of the Trust;
  - ~ keep accurate accounts of the finances of the Trust through the Treasurer;
  - ~ maintain a bank account in the name of the Friends of Salford Cemeteries Trust and the signatories shall be two of the following, Chair, Treasurer and Secretary;
  - ~ ensure that the accounts are available for inspection by the members;
  - ~ ensure that the accounts are audited before the Annual General Meeting.

## **6. Annual General Meeting.**

(a) The Annual General Meeting shall be held on an annual basis, usually in the month of MAY. To allow as many Members as possible to attend the AGM, a written notice period of 14 days shall be given and shall be mailed to all Trust members.

(b) The business of the AGM shall be to:

- ~ confirm the minutes of the previous AGM and any General meetings held since the last AGM;
- ~ receive the audited accounts for the financial year from the Treasurer;
- ~ receive the annual report of the Management Committee Secretary;
- ~ appoint the auditors, one of whom shall be an officer of Salford City Council and the other shall be a Full Member;
- ~ elect the Management Committee, being Chair, Secretary, Treasurer and four Committee Members. Nominations for officers shall be made in writing to the Secretary;
- ~ discuss any other business specified in the notice convening the meeting. Any Full Member wishing to raise such business shall give at least 14 days written notice to the Secretary prior to the dispatch of the agendas for the meeting;

(c) All decisions of the AGM shall be decided on a simple majority vote, the Chair shall be entitled to an additional casting vote.

## **7. Extraordinary General Meetings**

(a) The purpose of an EGM is to resolve any issues specifically pertaining to the business of the Trust that cannot be resolved at the bimonthly meetings.

(b) An EGM shall:

- ~ be called by the Chair if a written request is received from a minimum of twelve constituted Full Members.
- ~ have a minimum of three Management Committee Members and one Associate Member in attendance. Any Management Committee member not in attendance must give a good reason for their absence;
- ~ require a minimum of four weeks written notice given to all Members by the Secretary which will include the date, time and venue of the meeting and the nature and purpose of the meeting;

(c) All decisions of the EGM shall be decided by a simple majority vote. In the event of an equality of votes, the Chairman shall have an additional casting vote.

## **8. Ordinary Meetings.**

(a) Ordinary Meetings of the Trust shall be held at regular intervals and not less than four times per year.

(b) Notice of Ordinary Meetings shall be given not less than seven days in advance of the date of the meeting and shall include date, time and venue, an agenda and notice of motions or recommendations substantially altering previously agreed policy to be put to the meeting.

## **9. Alterations to the Constitution.**

(a) The Constitution provides the Trust with the rules and regulations by which the organisation shall be managed. Alterations to the Constitution can only be agreed at the AGM or an EGM.

(b) Alterations to the Constitution will be subject to:

- ~ the alterations being approved by at least 75% of the eligible voting Full Members present at the AGM or EGM;
- ~ all Members having received the wording of the proposed alterations at least 14 days prior to the AGM or EGM;
- ~ in the instance where amendments to clauses 2(a), 9 and 10 are needed, the prior written consent of the Charity Commission.

## **10. Dissolution of the Trust.**

(a) In the event that the Trust is no longer in a position to carry out its objects, a General Meeting shall be called giving 21 days notice to Members and stating the terms of the motion to dissolve the Trust.

(b) The motion must be passed by a two-thirds majority.

(c) After settlement of any outstanding debts and liabilities, any accumulated assets will be donated to charitable organisations with similar charitable objects of the Trust and which meet the criteria of the funding source.