

## **CONSTITUTION AND OBJECTS – 18/Feb/2016**

### **The Friends**

The Friends of All Saints Church, Bishop Burton (hereinafter referred to as the Friends) is a society created by the Parochial Church Council of All Saints Church, Bishop Burton (hereinafter referred to as the PCC).

The ultimate responsibility for the care, maintenance, repair and insurance of All Saints Church is vested in the PCC under "The Parochial Church Council's (Powers) Measure 1956".

However, the PCC has passed a resolution establishing the Friends as a sub-committee with objects as shown below.

The management and control of the Friends shall be vested in a Committee (hereinafter referred to as the Committee).

The PCC approved this constitution on 18<sup>th</sup> February 2016 and it may not be amended without its permission and without reference to the Friends at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).

### **Objects**

The objects of the Friends are:

- To co-operate with the PCC in the preservation of the church and the general maintenance of the fabric and churchyard.
- To promote public interest in the church and its history.
- To encourage community use of the church as a village facility complementing the village hall.
- To organise events and campaigns to raise funds in pursuance of these objects.

### **Fund-raising and events**

The Friends are responsible for raising funds for specific projects for maintaining, conserving and improving All Saints Church, Bishop Burton and its churchyard and associated buildings. Any funds raised by the Friends will be used solely for that purpose and with the approval of the PCC.

Through their nominated representatives, the PCC will advise on any repair, maintenance or improvement projects that are required and may request that the Friends consider financial support for these. In addition, the Friends may suggest work that might help to increase or enhance community use of the church building. The funds raised by the Friends can only be utilised for projects approved by a quorum of the Committee. Similarly repairs, maintenance or improvement work can only be undertaken with the approval of the PCC.

The Friends may pursue grant applications (including VAT refunds) for funds to repair, restore and conserve All Saints Church with the agreement of the PCC. Grant applications should be for projects which the Friends and the PCC have agreed should be completed. Such grants as applied for and the results of the application process should be reported back to the PCC.

The Friends recognise that some types of fund-raising or social events may not be compatible with the Christian values of All Saints Church. The Committee resolves to obtain the approval of the Rector of All Saints Church before organising any fund-raising events of any type. Such approval or non-approval shall be given promptly and the approval shall not be withheld unreasonably.

The Friends will also strive to ensure that any fund-raising events are coordinated with both the PCC and the Village Hall Committee through their representatives on the Committee.

The Friends will be responsible for organising membership, communication with members and for fund-raising and social events in support of its objects.

### **Membership of the Friends**

People can become members of the Friends on payment of a minimum annual membership subscription or a life membership subscription. Membership is open to members and non-members of the church and to those of any or no religious affiliation.

Annual subscriptions are renewable each year on the anniversary of the 1<sup>st</sup> day of the month of joining. Members may pay their subscriptions by standing order, by bank transfer or by cheque. All payments shall be lodged in the Friends bank account.

The minimum subscriptions shall be determined by the AGM of members on the recommendation of the Committee.

### **Committee**

The management and control of the Friends is vested in a Committee appointed by an Annual General Meeting of members.

The following shall be members of the committee:

- The Rector of Bishop Burton or a nominee
- The Treasurer of the PCC or a nominee
- A representative of the Village Hall Committee
- 6 members elected by the Annual General Meeting

The members elected by the AGM shall serve for three (3 members) or four (3 members) years from the date of the AGM at which they may present themselves for re-election. Should an election be required and the vacancies are for three and four years, those with the largest number of votes shall serve for a term of four years to match the number of four-year vacancies and the remainder shall serve for a term of three years.

The Committee shall appoint or re-appoint a Chairman, Vice Chairman and a Secretary from among their number at the first meeting after the AGM. With the Treasurer, these members are the Officers of the Committee.

The Committee may co-opt such additional members as it may determine from time to time but such members shall not have the right to vote at Committee meetings.

The Committee may appoint replacements for members who are no longer able to serve on the Committee. Such members shall have full voting rights, shall be eligible to become Officers of the Committee and shall serve to the date of the next AGM.

Four members of the Committee shall form a quorum, of whom at least one shall be an Officer of the Committee.

If a vote is taken by the Committee on any matter, the Chairman of the meeting shall have an additional casting vote where a motion would otherwise have equal votes for and against.

The Committee shall meet at such times and such places as the Chairman shall determine.

### **Committee Meeting Minutes**

The Secretary shall make available the agenda and minutes of the Committee, AGM and EGM to Friends members by email. Draft minutes will be issued on the approval of the chairman of the meeting.

The Secretary shall publish the draft and the agreed minutes of the Committee, AGM and EGMS on the Village web site.

A report of the discussions and decisions of the Friends should be made at the subsequent PCC meeting by one of the nominees appointed on behalf of the PCC.

### **Treasurer**

The Treasurer shall report to the AGM a review of the effectiveness of the Friends in meeting their financial objects for the year ending on the previous 31<sup>st</sup> December.

The Treasurer shall present to the AGM and to each Committee meeting a statement of income and expenditure relating to the work of the Friends, and a statement of membership and subscriptions.

Details of contributions that enable an individual donor to be identified shall not be divulged without the express permission of that person.

The statement of income and expenditure generated from the Friends activities will form part of the PCC statement of accounts approved at their Annual Parochial Church Meeting, which will have been subject to independent examination.

### **Financial Management**

A separate bank account and deposit account will be set up to receive the income from subscriptions and fund-raising activities and to make payments authorised by the Committee.

As the Friends have been established as a sub-committee of the PCC, the signatories to the Friends bank accounts will be those approved through the PCC's standard procedures. The PCC resolves to act promptly on the instructions of the Friends requiring payments from the Friends bank accounts subject to the approval processes below.

All money banked from fund-raising events must be supported by a schedule provided to the Treasurer and all requests for expenditure from the Friends bank accounts must be supported by documentation and authorised by the Chairman and another Officer.

With the exception of small sums of money not exceeding £ 100 or any other sum as determined from time to time by the Committee, all expenditure must be approved by a quorum of the Committee. Expenditure under £100 can be authorised by the Chairman and any one of the other Officers of the Committee

### **General meetings**

The Secretary shall call an Annual General Meeting of members each year in the month of May.

Either the Committee or the PCC or a minimum of 12 members may require the Secretary to call an Extraordinary General Meeting of members to consider changes to the constitution, Committee membership or such other important matters as may not be reasonably held over to the next AGM.

Should a vote be required, votes at AGMs or EGMs shall be by a show of hands. In the event of a tie, the Chairman shall have an additional casting vote.

### **Notices**

Members shall be given 10 days notice of an AGM or an EGM but the want of such notice shall not invalidate the meeting.

All notices issued by the Committee or its officers shall be by email whether relating to a Committee meeting, an AGM or an EGM.