

# **TUTBURY WAR MEMORIALS PRESERVATION COMMITTEE**

## **CONSTITUTION**

### **1) Tutbury War Memorials Preservation Committee**

The name of the group shall be the TUTBURY WAR MEMORIALS PRESERVATION COMMITTEE, hereafter referred to as the Group.

### **2) Aims and Objectives**

The aims and objectives of the Group shall be:

- a) to conserve or restore the War Memorial situated in St Mary's Priory Churchyard, Tutbury, Staffordshire, as appropriate
- b) to improve the area immediately surrounding the War Memorial for the benefit of the inhabitants of the area
- c) to raise funds to complete the conservation/restoration of the Tutbury War Memorials from private and public funding streams (Heritage Lottery, etc)
- d) to seek information on the condition, siting, etc other local War Memorials in Tutbury and proposed conservation or restoration as appropriate
- e) to foster community spirit, stimulate public interest in and care for Tutbury War Memorials and to encourage the goodwill and involvement of the wider community
- f) to educate all, especially in the period of the Centenary Commemoration of the Great War
- g) to publicise and promote the work of the Group, both locally and nationally and organise meetings, etc
- h) to work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations

### **3) Membership**

- a) Membership shall be open to anyone who has an interest in assisting the Group to achieve its aim and is willing to adhere to the rules of the Group.

- b) Honorary Members may be appointed at the discretion of the Group..
- c) Members hold voting rights and will be required to provide name, address and contact details to be held by the Secretary. Such details will be held only for the purposes of information and communication and will not be disclosed to any other persons outside the Group without the express permission of the individual concerned.
- d) Membership may be terminated due to actions contrary to the interests and well-being of the Group; and/or damage to materials held or associated with the Group. Membership termination is by a simple majority vote at an Annual or Extra Ordinary General Meeting called for such purpose. Notice of such a meeting should be raised with the Secretary and/or Chairperson in a statement signed by a minimum of 4 members. The member has the right to be heard by the Group before a decision is made and can be accompanied by a friend.
- e) Members should behave in a responsible and appropriate manner when engaged in Group activities.
- f) Any member of the association may resign his/her membership by providing the Secretary with written notice.
- g) The Secretary is to maintain a list of Members.

#### **4) Management of the Group**

The Group shall be administered by committee of no less than four (4) people and no more than ten (10), who must be at least 18 years of age. Officers will be elected for a period of up to one year, but may be re-elected at the Group's AGM.

#### **5) Officers**

The Group shall have a committee which will include the following:

The Chairman  
The Treasurer  
The Secretary

(and any additional officers the Group deems necessary at the meeting required to carry out the activities.).

All of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting.

A Patron may be invited at the discretion of the Group, with any additional Patron/s as the Group may invite.

## **6) Funding and Finance**

- a) Bank accounts shall be opened in the name of the Group to manage such funds that are received. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least two (2) of the following committee members: Chairman, Treasurer, and/or Group member.
- b) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Group in the name of the Group. All funds must be applied to the objects of the Group and for no other purpose.
- c) Additional funding may be sought from private and public funding streams, eg the Heritage Lottery, donations of cash or kind and general appeals.
- d) The Treasurer will be responsible for the accurate and proper recording of the Group's financial affairs.
- e) Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 1<sup>st</sup> April to 31st March.
- f) Expenses associated with the Group, incurred by officers and/or members may be claimed on the appropriate form submitted to the Treasurer and accompanied by receipts.
- g) The Committee shall pre-authorise any expenditure over £20.00.

## **7) Meetings**

- a) The committee shall meet at least three times a year. Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments.
- b) All members shall be given at least seven (7) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- c) At least four (4) members, of which 2 must be officers, must be present in order for a meeting to take place.

- d) It shall be the responsibility of the Chairman to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- e) If a Patron accepts the position, he/she may attend any meeting but will have no voting rights at such meetings.

#### **8) Annual General Meeting**

- a) The AGM shall take place no later than three months after the end of the financial year. At least seven (7) days' notice must be given before the meeting takes place.
- b) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairman or an appointed deputy shall make the final decision.
- c) A minimum of four (4) Group members will be required to attend, and to include two (2) officers. This attendance is deemed a quorum for the Annual General Meeting.
- d) The following business will be undertaken as a matter of course:
  - i) To receive the Chairman's report of the Group's activities, and review and discuss
  - ii) To receive the accounts
  - iii) Officers and committee members will be elected. Names must be submitted to the Secretary at least two (2) weeks prior to the AGM. Retiring Officers and committee members shall become eligible for re-election without nomination.
  - iv) Motions submitted by members for discussion should be submitted 2 weeks before the AGM.
  - v) Any Other Business

#### **9) Alteration of the Constitution**

- a) Any changes to this constitution must be agreed by a majority vote at the AGM or an Extraordinary General Meeting.
- b) Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of an Extraordinary General Meeting to discuss such proposals, giving members at least two weeks' (14 days) notice.

**10) Dissolution of the Group**

The Group may be dissolved if deemed necessary by the members in a majority vote at an Extra Ordinary General Meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Group.

This constitution to be adopted at an EGM held at 26 Hillcrest, Tutbury, Burton on Trent.

	<b>Name</b>	
	Print	Sign
Chairperson	_____	
Treasurer	_____	
Secretary	_____	
Member	_____	
Member	_____	
Member	_____	

On this day..... of..... in the year 2013

**Amendment – to be duly signed on 1<sup>st</sup> July 2013**

**The name of the Tutbury War Memorials Conservation Committee (also known as TWMCC) will henceforth be known as Tutbury War Memorials PRESERVATION Committee, to avoid any misunderstanding with another organisation using TWMCC and will therefore be abbreviated to TWMP.**

This revised constitution to be adopted at an EGM held at 26 Hillcrest, Tutbury, Burton on Trent.

	<b>Name</b>	
	Print	Sign
Chairperson	_____	_____
Treasurer	_____	_____
Secretary	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____

On this day..... of..... in the year 2013