

FRIENDS OF PADDINGTON OLD CEMETERY (FOPOC)

CONSTITUTION AND RULES

NAME

The name of the organisation is the Friends of Paddington Old Cemetery (FOPOC), thereafter known as FOPOC.

AIMS

The preservation, conservation, sympathetic restoration and, where appropriate, enhancement of Paddington Old Cemetery, thereafter known as the cemetery, including the buildings, monuments, standing structures, graves, landscape and records.

MEMBERSHIP

Membership of FOPOC shall be open to any individual, group or corporate body who wish to promote the aims of FOPOC and who have paid the annual subscription.

Membership fees shall be determined from time to time by the FOPOC committee and recommended for approval by the annual general meeting (AGM), which shall have sole authority and discretion to set membership fees.

Membership fees shall be renewable on 1 April each year. Any subscription paid in the four months before 1 April shall be regarded as covering membership of FOPOC for the following year. Membership will cease if the fee is unpaid six months after it is due.

Membership may be refused or withdrawn for good and sufficient reason, for example for breaching FOPOC's code of conduct for the cemetery. The individual or representative shall have the right to be heard by the committee before a final decision is made. A member shall give notice of his or her resignation in writing to the secretary.

MEETINGS

An AGM shall be held on a date and at a time and place decided by the committee. No more than 15 months should elapse between AGMs.

Notice of the AGM shall be given to all paid-up members at least 28 days before the meeting together with a call for nominations to the committee and motions for discussion at the meeting. The accidental omission of notice of a meeting to, or the non-receipt of the notice by, a member shall not invalidate proceedings.

Every member will have one vote. Group or corporate members shall nominate one member to vote on behalf of the group/company. In the event of a tie, the chair shall have a second casting vote.

The secretary or other person appointed by the committee for the purpose shall keep a record of proceedings to be presented at the next AGM for approval.

A quorum for any AGM shall be five, or a tenth of the paid-up members, whichever is greater. In the event of a quorum not being present within half an hour of the start time, or if during a meeting a quorum ceases to be present, the meeting will be adjourned until the same time the following week or to such time and place as the committee decides. If no quorum is present at the reconvened meeting, the business shall be conducted by those present.

An emergency general meeting (EGM) may be called at any time if at least 10 members request it in writing stating the reason. At least 21 days' notice must be given and the notice must state the reason for the meeting.

COMMITTEE

Main points

The committee will administer the day-to-day business of FOPOC and shall consist of the officers, nominated, seconded and elected at the AGM, together with up to five further elected members who shall hold office from the conclusion of that meeting. Whenever possible, at least one member of the committee shall be a grave-owner or someone with family connections to the Cemetery.

- The elected officers shall be the chair, treasurer, secretary, community relations and heritage leads
- All committee members shall serve for a year and be eligible for re-election.
- The committee may co-opt further members.
- The committee shall meet at least four times a year.
- The quorum shall be four.
- Every matter shall be decided by majority votes of the committee present and the chair shall have a casting vote.

Other points

- Committee proceedings shall not be invalidated by any vacancy or failure to appoint or defect in any appointment of a member.
- In the event of a vacancy among the elected officers, the committee can appoint another member of the committee to fill the vacancy. The committee may also fill any vacancy that exists between AGMs by co-opting a new member to serve until the next AGM.
- The committee shall keep a written record of proceedings at meetings of the committee
- The committee may make and alter rules for the conduct of its business as long as no rule is made which is inconsistent with this constitution.
- The committee may appoint one or more sub-committees.
- The committee shall obtain and pay for goods and services, including insurance, as deemed necessary or desirable to carry out FOPOC's work.
- The committee shall reimburse any reasonable expenses incurred by a member acting on behalf of FOPOC.
- The committee shall report on activities to the AGM.

FOPOC may:

- co-operate with other organisations such as charities, voluntary bodies and statutory authorities pursuing similar goals to those of FOPOC and to exchange information and advice with them.

- establish or support any charitable trusts, associations or institutions formed for all or any of FOPOC’s aims.
- do all such other lawful things necessary for the achievement of FOPOC’s aims.

The Committee will liaise with Brent Council, the owners of POC, and report on progress regularly to members, via newsletters or similar.

FINANCE

FOPOC shall have the power to collect membership fees and raise funds by appeal, grant, donations or other means, excluding loans.

The committee may open a bank account on behalf of FOPOC. Payments issued on this account shall be authorised by two officers.

FOPOC funds may be spent only in furthering the aims.

AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution may be adopted by a motion at an AGM or EGM provided at least two-thirds of those present are in favour. Notice of any proposed amendment, including the details, shall be given in writing to members at least 14 days before the meeting.

WINDING UP

FOPOC may be dissolved having given at least 21 days’ notice stating the terms of the resolution to be proposed. It must be agreed by at least two-thirds of the members at an AGM, a decision which must be confirmed by a simple majority of members voting at an EGM held at least 14 days after the first meeting.

Any assets held by or on behalf of FOPOC shall be realised by the committee and any remaining after the satisfaction of any debts and liabilities shall not be repaid to members but transferred to one or more charitable institutions with aims similar to those of FOPOC, to be chosen by the meeting at which dissolution is confirmed.

Meeting notes and any other records shall be deposited in the local history section of the local library.

DATE OF ADOPTION OF THE CONSTITUTION

30.03.21.....

SIGNATURES OF OFFICERS

.....(Chair).....(Community relations lead)
(Secretary).(Heritage lead)
(Treasurer)