

# Friends of St. Peter's, Stoke Fleming



## SUMMARY OF CONSTITUTION

**Purposes:** To raise money to contribute to the cost of repair, maintenance, and improvement of the fabric and community value of the Church and churchyard of St Peter's, Stoke Fleming, Dartmouth, Devon.

**Projects:** Whereas FoSP projects cannot be undertaken without the agreement of the PCC, FoSP reserves the right to suggest and select the projects it will support.

**Trustees:** The charity shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the charity.

### 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 charity

### Membership:

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the Trustees to become a member. Any person making a regular financial contribution to the charity will automatically become a member unless they request otherwise. Once accepted by the Trustees, membership lasts for 1 year, and may be renewed. The Trustees will keep an up-to-date membership list.

The Trustees may remove a person's membership if they believe that it is in the best interests of the charity. The member has a right to be heard by the Trustees before a decision is made.

Friends of St Peter's, through its Trustees, takes every care to protect the personal data of its members. Our policies describe how we do this and are available for members to read on our website. These policies are reviewed periodically to ensure compliance with data protection legislation.

### Annual General Meeting - AGM:

1. The AGM will be held every year, with at least 14 days notice given to all members telling them what is on the agenda. Minutes of the AGM will be kept.
2. There must be at least six members present at the AGM
3. Every member has a vote
4. The Trustees shall present the annual report and accounts
5. Any member may stand for election as a Trustee
6. Members shall elect up to five Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

**Trustees:**

1. The Committee of Trustees shall comprise the following:
  - a. Chairman
  - b. Treasurer
  - c. Secretary
  - d. Up to 2 additional members
2. Trustees must hold at least 3 meetings each year. Trustees may act by majority decision.
3. At least 3 Trustees must be present at a meeting to be able to take decisions. Minutes shall be kept for each formal meeting.
4. If Trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
5. The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

**Money and Property:**

1. Money and property must only be used for the charity's purposes.
2. Trustees must keep accounts. The most recent accounts can be seen by anybody on request.
3. The accounts are audited biennially.
4. Trustees cannot receive any money from the charity, except to refund reasonable out of pocket expenses.
5. Money must be held in the charity's bank account. All cheques must be signed by 2 Trustees. Petty cash is kept for small purchases.

**General Meetings:**

1. If the Trustees consider it necessary to change the Constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two-thirds majority. Minutes must be kept.
2. Changes to the Constitution can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
3. Trustees may also call a General Meeting to consult the members.

**Winding up:**

Any money or property remaining after payment of debts will be handed over to St Peter's Church General Fund and allocated for fabric maintenance.

April 2018