

# ***Friends of the Penzance Jewish Cemetery Constitution***

## **1) NAME**

The name of the Society shall be the "Friends of the Penzance Jewish Cemetery."

## **2) OBJECTIVES**

The objects of the Society shall be:

- (i) to better protect, maintain and improve the condition of the Jewish Cemetery in Leskinnick Terrace, Penzance , Cornwall TR18 2HB owned by The Board of Deputies of British Jews;
- (ii) to better interpret and explain Jewish faith, burial practice and tradition;
- (iii) to encourage more and a wider range of people to have an interest in the part Jewish people have played in Cornish history.
- (iv) to liaise with the Town Council, Penlee House Gallery and Museum and the owners of the site in the management of the cemetery;
- (v) to organise school visits and projects;
- (vi) to organise interfaith educational lectures and visits;
- (vii) to liaise with the tourist office;
- (viii) to encourage the goodwill and involvement of the wider community;
- (ix) to foster community spirit and encourage civic pride.

## **3) POWERS**

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- (i) Invite and receive contributions and raise funds where appropriate, to finance the work of the Society including fund raising for the maintenance of the cemetery and to open a bank account to manage such funds.
- (ii) Publicise and promote the work of the Society and organise meetings, training courses, events or seminars etc.
- (iii) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and nonstatutory organisations.
- (iv) Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- (v) Take any form of action that is lawful, which is necessary to achieve the objects of the Society.

## **4) MEMBERSHIP**

- (i) Membership shall be open to anyone who having attained the age of 18 years, has an interest in assisting the Society to achieve its aim and is willing to adhere to the rules of the Society.
- (ii) The Management Committee may set subscription rates for membership.
- (iii) Membership is not transferable
- (iv) Where it is considered membership would be detrimental to the aims and activities of the Society, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.
- (v) Any member of the association may resign his/her membership by providing the Secretary with written notice.

- (vi) Membership shall be terminated if any subscription is not paid within three months of it becoming due.

## **5) MANAGEMENT COMMITTEE**

The Society shall be administered by a management committee of no less than three (3) people and no more than fifteen (15), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Society's Annual General Meeting. The Management Committee may co-opt Members to serve on the Committee but they will be subject to election at the next AGM.

## **6) OFFICERS**

The Society shall have a committee consisting of:

The Chairperson

The Treasurer

The Secretary

and any additional officers the Society deems necessary at a meeting required to carry out the required activities who will be deemed to be the Trustees of the Society.

## **7) COMMITTEE MEETINGS**

- (i) The committee shall meet at least three times a year. Meetings shall enable the Society to discuss actions and monitor progress to date, and to consider future developments.
- (ii) All members shall be given at least fourteen (14) days in writing or by email notice of when a meeting is due to take place, unless it is deemed as an emergency.
- (iii) Two-thirds of committee members must be present in order for a meeting to take place.
- (iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- (v) The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days notice in writing or by email must be given before the meeting takes place.
- (vi) 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 Chairperson or an appointed deputy shall make the final decision.

## **8) GENERAL MEETINGS**

- (i) The Annual General Meeting (AGM) shall take place no later than three months after the end of the financial year. At least fourteen (14) days notice in writing or by email must be given before the meeting takes place.
- (ii) Extraordinary General Meetings may be called by the Secretary acting on a request from the Committee or by a request in writing signed by of 20 percent of the Membership. At least fourteen (14) days notice in writing or by email must be given before the meeting takes place.
- (iii) All members are entitled to vote at AGMs and EGMs. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

## **9) FINANCE**

- (i) Any money acquired by the Society, including subscriptions, donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Society. All funds must be applied to the objects of the Society and for no other purpose.
- (ii) Bank accounts shall be opened in the name of the Society. Any deeds, cheques etc relating to the Society's bank account shall be signed by at

least two (2) of the following committee members: Chairperson; Treasurer; Secretary.

- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Society stays within budget. Official accounts shall be maintained. An annual financial report shall be presented at the AGM. The Society's accounting year shall run from 6 April to 5 April.
- (iv) The annual subscriptions (if any) shall be due on the 6 April of each year.

#### **10) ALTERATION OF THE CONSTITUTION**

- (i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.
- (ii) Amendments to this constitution or dissolution of the Society must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice in writing or by email.

#### **11) DISSOLUTION**

The Society may be dissolved if deemed necessary by the members in a majority vote at a special 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 Management Committee.

This constitution was adopted at a meeting held at Coach House, Penlee Gallery and Museum, Penlee Manor Dr, Penzance, Cornwall TR18 4HE on 6th March 2014 by:

Signed: Chairperson

Signed: Secretary

Signed: Treasurer

Signed: Members