

Herefordshire Churches Tourism Group
CONSTITUTION
Adopted on the 9th day of November 2000

Amended and adopted on Wed 5th November 2008 at a meeting called for that purpose

A. Name

The name of the Association is the **Herefordshire Churches Tourism Group (HCTG)**

B. Administration

The HCTG and its property shall be administered and managed in accordance with this constitution by the **Executive Committee**, constituted by **clause G** below.

C. Objectives

- i) to enhance visitor awareness, enjoyment and understanding of places of worship of **any denomination** in Herefordshire.
- ii) to encourage best practice among members in all aspects of church tourism.
- iii) to develop mutual support and exchange information and advice.
- iv) to provide for the circulation of information.
- v) to develop appropriate partnerships and partnership activity.
- vi) to investigate and secure sources of joint funding when appropriate.
- vii) To protect and promote the heritage of our places of worship, churchyards & burial grounds

D. Membership

There shall be **one** category of Membership of the HCTG which shall cover 2 calendar years 1st January Year 1 – 31st December Year 2

Members

- i) Member Churches shall pay a **subscription to be reviewed bi-annually at the AGM** which shall entitle them to participate in the activities of the HCTG.
- ii) All places of worship which are members must **maintain a Visitors' Book** and display the **Visit Herefordshire Churches leaflet** or its equivalent and other appropriate leaflets.
- iii) Each Member shall be entitled to one vote at a general meeting.
- iv) Every Member organisation shall nominate a representative to vote on its behalf at general meetings of the HCTG.
- v) All members of the Executive Committee shall be deemed to be Members.
- vi) **The Secretary** shall keep a register of member churches and their representatives.
- vii) Membership shall be at the discretion of the Executive Committee, who may also unanimously and for good reason terminate the membership of any individual or member organisation.
- viii) A member church wishing to terminate membership before the end of the two calendar years is asked to provide written notice of resignation to the Secretary.

E. Meetings

The HCTG shall hold an **Annual General Meeting in November** each year.

F. The Annual General Meeting (AGM)

Business at the AGM must include:

- i) Presentation and adoption of the **minutes** of the previous year's AGM.
- ii) Presentation of a report on the year's activities by the **Chairman**
- iii) Presentation of the inspected accounts by the **Treasurer**.
- iv) Appointment of an inspector of the accounts (not to be a Member of the HCTG).
- v) Election of Honorary Officers and members to the Executive Committee for the coming year, viz:
 - viii) Chairman
 - ix) Vice Chairman
 - x) Hon. Treasurer
 - xi) Hon Secretary
 - xii) Up to 4 additional members
 - xiii) No person shall be elected unless they have given permission for their names to go forward, in writing if they are not present at the AGM.
 - xiv) Officers and Committee members shall take office at the completion of the AGM. The **Chairman** shall not remain in office for more than **3 consecutive years**.
 - xv) At least **one quarter** of the Membership shall be present before an AGM shall proceed.
 - xvi) A copy of the Agenda and the Minutes of the previous AGM shall be sent to every member not less than 21 days before the AGM.
 - xvii) Items which members wish to raise at the AGM should be provided in writing to the Secretary not less than **14 days** before the meeting.
 - xviii) Each Member of the HCTG shall have one vote, with the chairman of the meeting having a second, or casting, vote in the event of a tie.

G. Officers and Executive Committee

- i) The HCTG shall select Officers and Executive Committee members at its AGM as specified above. In addition, the following bodies will be asked to appoint representatives to serve on the Executive Committee, if not already represented:

Visit Herefordshire

The Diocese of Hereford

Hereford Cathedral

Hereford Roman Catholic Deanery

Churches Conservation Trust.

Caring for God's Acre

- ii) Officers, elected members and nominated members make up the Executive Committee.
- iii) Every Member of the Executive Committee shall be entitled to vote.

- iv) A Member of the Executive Committee shall not vote in respect of any decision from which they will receive personal benefit.
- v) The Executive Committee shall keep **minutes** of the proceedings at its meetings and those of **any sub-committee**.
- vi) Meetings of the Executive Committee or any sub-committee shall be called as necessary by the Secretary. The Executive Committee shall meet at least **twice a year in** addition to the AGM.
- vii) No meetings of the **Executive Committee** or any sub-committee shall proceed unless at least **half the elected members** of that committee are present.
- viii) If any Officer resigns during the year, the Executive Committee will appoint a successor until the next AGM.
- ix) The Executive Committee shall have the right to co-opt up to **two** members, and to appoint sub-committees, and to seek advice from such persons as it sees fit.

H. Powers of the Executive Committee

In furtherance of the objects, but not otherwise, the Executive Committee may exercise the following powers:

- i) To open and run bank accounts and to take out appropriate insurance.
- ii) To raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- iii) Subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the HCTG.
- iv) To co-operate with other associations, voluntary bodies, charities, and statutory authorities operating in furtherance of the objectives of the HCTG or of similar charitable purposes, and to exchange information and advice with them.
- v) To appoint and constitute such advisory committees as the Executive Committee may think fit.
- vi) To do all such lawful things as are necessary for the achievement of the objectives.

I. Finance

- i) The funds of the HCTG, including donations and bequests, shall be paid into an account operated by the Executive Committee in the name of the HCTG, at such bank as the Executive Committee shall from time to time decide.
- ii) All cheques drawn on the account must be signed by at least **two members** of the Executive Committee
- iii) The funds belonging to HCTG shall be applied only in furthering the objectives.
- iv) The financial year shall commence on the **1st September and end on 31st August each year**. Accounts for all funds held by the HCTG shall be prepared annually by **1st Oct**.

J. Amendments to the Constitution

- i) The constitution of the HCTG shall not be amended except on the authority of a **two-thirds majority of the Members present** and voting at an **Extraordinary General Meeting**

duly convened for the purpose. A quorum at such a meeting would comprise at least **one third of all those Members eligible to vote**.

- ii) Notice of any proposal to alter the constitution must be received by the Secretary in writing and supported by at least **seven Members**. The Secretary shall give not less than **21 days** written notice to all Members of the HCTG of the convening of an Extraordinary General Meeting for the purpose of amending the constitution.

K. Dissolution of the HCTG

- i) The HCTG may be dissolved at any time by a **resolution** passed by a **two-thirds majority of those present, and entitled to vote**, at an Extraordinary General Meeting of the Group. At least 21 days notice shall be given to all Members by the Secretary. A quorum at such a meeting would comprise at least **half of all Members**. Such a resolution shall give instructions, after all debts have been cleared, for the disposal of any remaining assets to other organisations having objectives similar to those of the HCTG.
- ii) If the HCTG or its Executive Committee has not met for a period of fifteen calendar months following the last AGM, any 3 members can call an Extraordinary General Meeting to enable the group to be dissolved.