

RULES FOR FRIENDS IN DEED

CLAUSE 1: NAME

The group will be called 'Friends in Deed' afterwards known as F in D.

CLAUSE 2: AREA

F in D will serve the parish of Buckden.

CLAUSE 3: OBJECTIVES

To provide help and assistance within the resources of the group to people in the community who have needs.

CLAUSE 4: CO-ORDINATOR

The Incumbent in consultation with the Parochial Church Council (PCC) of St Mary's, the Parish Church of Buckden, shall appoint a Co-ordinator as necessary for the proper pursuit of the Objectives.

CLAUSE 5: EXECUTIVE

The Incumbent together with the Co-ordinator shall constitute the Executive of F in D and shall have authority under the auspices of the PCC:

- a) to ensure that all volunteers providing such assistance shall conform to any relevant requirements of the law
- b) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of these or similar Objectives and to exchange information with them
- c) to determine the eligibility and suitability of applicants for membership of the group.
- d) to do all such other lawful things as are necessary for the achieving of the objectives.

In case of disagreement the Incumbent after discussion with the PCC shall have the sole and final say.

All confidential records must reside solely with the Executive, to be held in accordance with the Ely Diocese 'Data Protection Act 1998 - Guide for Parishes'.

CLAUSE 6: MEMBERSHIP

Membership of F in D shall be open to individuals (over the age of 18 years) who are interested in furthering the work of the group.

- a) Any member and *ex-officio* member shall have one vote.
- b) The Executive may for good reason terminate the membership of any individual. Such individual shall have the right to be heard by the Executive (accompanied by a friend) before a final decision is made.
- c) Members should not retain written records of sensitive personal data.

CLAUSE 7: THE COMMITTEE

- a) The administrative work of F in D (e.g. Publicity, meetings, talks) shall be the responsibility of The Committee
- b) The Committee shall consist of at least five individuals accepting the objectives of Clause 3.
- c) The Committee will consist of a Chairman, a Secretary (the Officers) and at least three members.
- d) The Officers and other committee members will be elected at the Annual General Meeting (AGM) and will serve until the conclusion of the AGM next after their appointment.
- e) In addition The Incumbent and The Co-ordinator shall be *ex officio* members of The Committee
- f) The Committee has the responsibility of implementing policies determined by the Executive in accordance with the Objectives.
- g) The Committee shall have the power to co-opt persons having special knowledge or expertise providing they remain in the minority. Such persons may remain on the committee until the conclusion of the AGM next after their appointment or they may be co-opted for a specific purpose and period of time.
- h) The Committee may invite a person holding an honorary office to become an *ex officio* member of the Committee.
- i) The Committee may invite any person to attend its meetings as an observer but without the power to vote.

CLAUSE 8: ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held in October of each year.
- b) All members of the Group shall be entitled to attend and vote at this meeting.
- c) The AGM shall be open to the public.
- d) The AGM shall be convened by the Committee.
- e) The Secretary shall give at least 21 days' notice of the AGM to all the members of F in D.
- f) The Chairman shall conduct the meeting or, if not present, a Chairman is to be appointed before any business is carried out.

CLAUSE 9: GENERAL MEETING

The Executive or The Committee may at any time convene a General Meeting subject to the same notice and conditions as an AGM.

CLAUSE 10: DETERMINATION OF MEMBERSHIP OF COMMITTEE

A member of the Committee shall cease to hold office if he or she:

- a) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
- b) is absent without the permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated
- c) notifies the Committee of resignation.

CLAUSE 11: ANNUAL REPORT

The Committee shall produce an Annual Report to be circulated among the members with the notice of the AGM and available to those who attend the AGM.

CLAUSE 12: FAILURE TO APPOINT

The proceeding of a committee shall not be invalidated by any failure to appoint, or any defect in the appointment, or election or qualification of any member.

CLAUSE 13: MEETINGS OF THE COMMITTEE

The Committee shall hold at least three ordinary meetings in each year and may hold other meetings as required

CLAUSE 14: VOTING

Every matter (except as in these rules provided) shall be determined by the majority of the members present and voting on the question. In the case of equality of votes the Chairman of a meeting shall have a second or casting vote. A quorum shall be a minimum of three members.

CLAUSE 15: ALTERATIONS TO RULES

- a) Within the limits prescribed by these rules the Committee may from time to time make later rules for the conduct of their business and for the summoning and conduct of their meetings.
- b) Subject to the following provisions of this clause the Rules may be altered or added to by a resolution passed by not less than two thirds of the members present and voting at a General Meeting except that Clauses 4, and 5, may not be so altered without the consent of the Incumbent, in consultation with the PCC.
- c) The notice of the General Meeting shall include notice of the resolution(s) setting out the terms of the alteration(s) proposed.

CLAUSE 16: CESSATION OF THE GROUP

The activities of the group shall continue until such time as the PCC of St Mary's Church may decide and upon cessation any existing assets and liabilities shall become the responsibility of the PCC

APPENDIX 1: Wherever and whenever the term "Incumbent" appears in these rules it shall be understood that during an Interregnum the role and powers of an Incumbent shall be exercised by a Churchwarden.

APPENDIX 2: F in D has no income or finance of its own. Expenses are underwritten by the PCC.

Approved by PCC 26/9/ 2007