

THE FRIENDS OF HOLLAND HOUSE

CONSTITUTION

approved at the Annual General Meeting 8 October 2018 and revised at the Annual General Meeting on 10th October 2020

Statement of Purpose

The Friends of Holland House

support the ministry of the House, its Trustees, Warden and Staff through counsel, prayer, financial support and practical assistance.

An individual, family, group or organisation becomes a Friend by agreeing to the Statement of Purpose above and by giving a minimum donation as set by the Annual General Meeting from time to time.

General Meetings

An Annual General Meeting shall be held during October each year. Notice of the meeting will be sent by the Secretary to all Friends and Associates, as well as to the Warden and the Chair of Trustees, to arrive at least 14 days before the scheduled date of the meeting. All Friends are welcome.

The Agenda of the A.G.M. will include ...

- Notice that Any Other Business and advance Nominations for elected offices should be submitted to the Secretary by noon on the day before the meeting.
- Prayer.
- Minutes of the previous A.G.M. and any General Meeting since the A.G.M.
- Secretary's Statistical Report on the current number of Friends and Associates, and the number of Committee meetings held since the last A.G.M.
- Treasurer's Report, including Accounts to be approved. *[See Note 1]*
- Warden's Report.
- Trustees' Report.
- Chair's report.
- Elections and Nominations *[see Note 2]*
- - Chair: In the event of a vacancy for the Post of Chair, the Friends Committee in consultation with the Bishop of Worcester, will identify suitable nominees to be proposed for election by the membership at the AGM. The Chair will be re-elected annually at the AGM.
 - Vice Chair (elected annually)
 - Secretary (elected annually)
 - Treasurer (elected annually)
 - Nomination of one of three Trustees: one to serve 2018-21, one for 2019-22, one for 2020-23, etc. *[See Notes 3 & 5]*
 - Two of six Committee members to serve for 2018-21, two for 2019-22, two for 2020-23, etc. *[See Notes 4 & 5]*
 - Casual Trustee or Committee vacancies (if necessary).
- Date and place of the next A.G.M.

An Extra-ordinary General Meeting shall be called when a minimum of ten percent of the individual members or at least two-thirds of the Committee request it.

Friends Committee

The Committee shall meet at least three times during the year of office.

The Committee may appoint a Membership Secretary.

The Committee shall have authority to co-opt a maximum of two additional members to hold office for up to one year and to nominate Trustees to fill casual vacancies until the next Annual General Meeting at which their appointment may be ratified.

Those nominated by the Friends as Trustees cannot be full members of the Committee of Friends during their time as Trustees. They will receive Agendas and Minutes and will be invited to attend Committee meetings and take part in discussion but do not have voting rights. It is expected that at least ONE of the Friends Nominated Trustees will attend each Friends Committee Meeting to effect communication between the two bodies.

The Warden (or another member of staff as his/her representative) will receive Agendas and Minutes and may attend Committee meetings but does not vote.

2 officers and further 3 members will constitute a Quorum.

In the case of a casual vacancy, or lack of election at the AGM, the Committee may co-opt a new member during the year.

In case of necessity, if meetings cannot take place in person, for any reason, they may take place by electronic conferencing.

A summary of business transacted at each meeting (not minutes) shall be conveyed to Friends through the Newsletter.

Communication

Communication with Friends will normally be by electronic means, though Friends may opt for postage.

Notes

1. Accounts are presented for the period 1 September to 31 August each year.
Signatories to bank accounts shall be the Treasurer, the Chair, Vice Chair and another Committee member nominated by the Committee. Any one signatory is required for transactions below £500; the signatures of any two of the three is required for sums of £500 or above.
2. When a vote is taken at a General Meeting, a family, group or organisation shall have one vote.
3. The period of office for Trustees begin on 21 January following the Annual General Meeting at which the person was appointed. It is not necessary for Trustees nominated by the Friends to be members of the Committee before nomination.
4. The period of office for Officers and Committee members begins at the Annual General Meeting.
5. Normally Trustees and Committee members should retire after completing two continuous triennia