



## **CONSTITUTION & TERMS OF REFERENCE**

**24<sup>th</sup> February 2025**

**This represents an opportunity to revise the original and subsequently revised versions of the existing Constitution of the Herefordshire Churches Tourism Group and thereby ensuring that details are correct and in-line with the group's current thinking.**

**The aim is to produce a more flexible, lighter document that can accommodate change more effectively, without reducing the original values and objectives of the group.**

**Following a thorough review of past minutes, I am now able to reference an original document titled "Diocese of Hereford Tourism Project" which discusses the "pilot" tourism project (2004 – 2006).**

- 1. The group continues to be referred to as the Herefordshire Churches Tourism Group (HCTG).**
  
- 2. Aims & Objectives**
  - To act together with, and on behalf of, its membership in promoting tourism for the benefit of places of worship within Herefordshire.**
  - To promote & protect places of worship, churchyards & burial grounds within Herefordshire by: -**
  - Enhancing awareness, enjoyment and understanding of all places of worship within Herefordshire, regardless of denomination.**
  - Developing partnerships with relevant groups both within the county and beyond.**
  - Identifying and developing mutual support and exchange of information.**
  - Providing a conduit by which members can send and receive information and updates.**
  - Encouraging members to consider "best practice" in all aspects of church tourism.**

- Identifying possible avenues for funding and aiding members where appropriate.

### **3. Administration: -**

- On behalf of the membership, HCTG shall be managed by an Executive Committee which shall be duly elected at the time of the Annual General Meeting (AGM). The terms of office shall run for one year, appointed at each AGM.
- The Executive Committee shall comprise – Chair, Secretary, Treasurer, and be supported by: -
- A minimum of four other people, to act as officers, who may take responsibility for areas such as membership, distribution, publicity etc. who will be required to attend regular meetings with the Executive to discuss ongoing business. This body will represent the Standing Committee by which business decisions shall be made as required.
- HCTG can, by its discretion, co-opt people to sub-committees/working parties as, and when, required for such specific purposes and ask them to attend any relevant meetings.
- Representation from outside bodies with an interest in this work shall be encouraged to participate wherever possible.
- The Executive Committee shall be required to: -
  - a. Call regular meetings of the Standing Committee to discuss day-to-day business.
  - b. Keep proper records of meetings.
  - c. Keep accurate records for accounting.
  - d. Maintain the day-to-day running of the group via the Standing Committee for the benefits of its membership.
  - e. Call members to the AGM.

### **4. Membership.**

- Membership is available to all places of worship, churchyards & burial grounds within the county of Herefordshire, subject to the terms which shall be made available via the HCTG website.
- It is to be expected that “Member” properties shall be made open to the public during daylight hours and be welcoming.
- Membership will be deemed by subscription to HCTG, at rates published at each AGM, and defined as “Place of Worship”, “Churchyard”, “Burial Ground”
- Membership will run annually from 1<sup>st</sup> of January to 31<sup>st</sup> of December each year.

- For the purposes of voting on agenda items at the AGM, each Member will have ONE vote, exercised by the person representing that "Member".
- The Executive and Standing Committees shall either represent their Member to vote or defer to a representative of that Member, in which case they will abstain from voting.

## 5. Dissolution.

- If the committee, by a simple majority, deem it advisable to dissolve the Group, it shall call a meeting of all the members of the Group, giving not less than 14 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the Group shall be transferred to another local voluntary group or community group with similar aims.