

Use this document to help structure your co-operative.

Complete the name of the co-operative in section 1, and how regularly you intend to hold meetings in section 6.2.

1.

Co-operatives name

2. Definitions

- A Co-operative is a group of volunteers who support each other in the regular preventative maintenance of a group of local Places of Worship.
- A Co-operative is formed when volunteers agree to form a Co-operative and sign the Memorandum of Understanding.
- A Local Maintenance Co-operative is an unincorporated association and the members of the Co-operative are responsible for managing it.
- Although the Co-operative may have been developed with the assistance of the SPAB Maintenance Co-operatives Project team, it is not an arm of the SPAB and is not affiliated with the SPAB. It is also not specific to any particular Place of Worship.

3. Interpretation

In the Articles, the following terms have the following meanings:

Term	Meaning
Articles	The Co-operative's articles of association.
Co-operative	The group of volunteers covered by this document and as named in section 1.
Memorandum	The Co-operative's Memorandum of Understanding with a place of worship.
Place of Worship	A building within which religious services are, or have previously been, held, e.g. a church, synagogue, chapel, temple, mosque, meeting house, or any other building within which worship occurs.
Volunteer Co-ordinator	The volunteer appointed to manage the Co-operative (see Article 7 below).
Liaison Officer	A volunteer or person employed at a Place of Worship, who is authorised to act on behalf of that Place of Worship in relation to the Co-operative.

4. Purpose

The purpose of a Co-operative is to come together as a group of volunteers to share and nurture the expertise of its members so they can support each other in maintaining their local Places of Worship. The objectives of the Co-operative include but are not limited to:

- Supporting each other to undertake an annual condition survey for the Places of Worship within the Co-operative and developing a preventative maintenance plan in relation to this.
- Supporting each other to carry out regular, preventative maintenance to ensure that local Places of Worship are kept in good condition, reducing the need for costly repairs.
- Sharing expertise, ideas and resources with other members of the Co-operative, including the sharing of maintenance equipment and volunteer skills.
- Discussing any particular maintenance or repair issues with other members of the Co-operative and to feed back possible solutions to the Place of Worship Liaison Officer.
- Taking part in training courses and workshops which will develop the knowledge and skills of members so they can confidently analyse day-to-day maintenance issues and put effective maintenance routines into practice.
- Attracting new volunteers to join the Co-operative (with the support of the Volunteer Co-ordinator); and to seek ways of involving young people and/or other groups as part of their work, e.g. through annual events, after-school clubs, and work parties.

5. Liability

Volunteers within the Co-operative who carry out on-site maintenance work at a Place of Worship will be volunteering for that Place of Worship, so the Liaison Officer must make sure that appropriate liability insurance is in place before the Memorandum is signed (see Memorandum section 4.1). Co-operative volunteers are, in most cases, not professionally trained conservation architects or surveyors. Because of this, the Co-operative does not accept any liability for decisions which the Place of Worship may make following suggestions or discussions with the Co-operative in relation to works at the building. The Co-operative will also not be liable for any maintenance or repair issues which the Place of Worship considers the Co-operative to have 'missed'.

6. Meetings

6.1. Annual General Meetings

- An Annual General Meeting (AGM) will be held within 16 months of the date of the first meeting of the Co-operative. The quorum for the AGM is the Volunteer Co-ordinator and at least one quarter of the membership of the Co-operative.
- Liaison Officers should make every effort to attend the AGM where possible.
- Minutes should be taken at the AGM and sent out to members and Liaison Officers as soon as is practicable.
- At the AGM, the Co-operative will:
 - Elect volunteers to committee member roles.
 - Review volunteer recruitment.
 - Review training needs.
 - Present a financial report (if applicable).
 - Review work and projects undertaken in the past year.
 - Agree and plan work and projects for the coming year.

6.2. General Meetings

- General meetings are open to all members and will usually be held at least every _____
- Decisions should only be taken at meetings if a quorum is present.
- The quorum for a general meeting is at least 10% of members.
- The volunteer Co-ordinator is empowered, following consultation, to deal with matters of urgency arising outside of meetings where it is not deemed advisable to wait until the next meeting. Any matters dealt with in this way should be reported at the next meeting.
- Notes/Actions should be taken at general meetings as appropriate and sent out to all members of the Co-operative within one week of the meeting.

7. Membership

Membership is open to all individuals who support the purpose of the Co-operative and participate in its activities. This may include, but is not limited to:

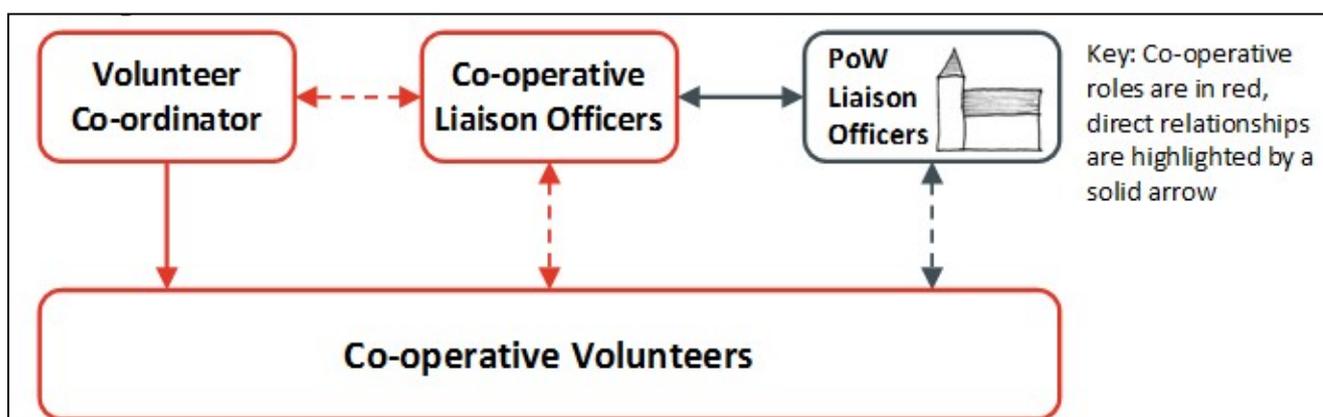
- Church wardens.
 - Individuals who are already volunteering at a Place of Worship.
 - Members of the congregation at one of the local Places of Worship.
 - Non-worshipping local residents.
 - Individuals who are members of a friends group at one of the local Places of Worship.
 - Individuals who are members of a partner organisation, e.g. the Churches Conservation Trust.
 - Students who are undertaking a work placement or internship with the Co-operative as part of a higher or further education course.
 - Members of other voluntary organisations.
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- Members should complete a volunteer registration form and sign the volunteer agreement.
 - Membership can be terminated at any time by advising the Volunteer Co-ordinator.
 - A volunteer may have their membership removed by a resolution of the Co-operative if it is in the best interests of the Co-operative that his or her membership is terminated.
 - The Co-operative will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

7.1. Roles

Members will join the Co-operative as volunteers, but may be elected to one of the following Committee roles at the AGM (see Role Description documents for details):

- Volunteer Co-ordinator
 - Liaison Officer
 - Treasurer (if applicable)
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- Members will be able to retain their committee roles for a maximum term of three years unless there are extenuating circumstances.
 - Nominations for committee member roles should be made prior to the AGM.

7.2. Organisational Structure



7.3. Equipment

An unincorporated association cannot itself hold property or equipment as it is not a legal entity. Any equipment necessary for the maintenance of a Place of Worship must be owned either individually by a member or by a Place of Worship. However, members should where possible 'pool' resources to limit the costs to each individual or Place of Worship involved. Using the template provided by the SPAB, a list of available equipment, including details of ownership, should be maintained by the Volunteer Co-ordinator.