

Constitution

FRIENDS OF LEOMINSTER LIBRARY

21 September 2011

1. NAME: The name of the group shall be the FRIENDS OF LEOMINSTER LIBRARY hereinafter referred to as the Friends.
2. AIMS: The aims of the Friends shall be to:
 - a. Promote the work of the Leominster Library (the Library) and encourage greater use of the Library and its services by the people of Leominster and the surrounding district.
 - b. Support the Library as the hub of cultural activities in liaison with other local societies.
 - c. Provide resources for the Library in addition to those provided by the local authority.
3. POWERS:
 - a. To raise funds and receive contributions to finance the Aims of the Friends, to open and maintain a bank account to manage these.
 - b. To publicise and promote the work of the Friends and organise meetings and events.
4. MEMBERSHIP:
 - a. Membership shall be open to anyone who has an interest in assisting the Friends to achieve its Aims and is willing to adhere to the rules of the Friends as set out in this Constitution.
 - b. An annual membership subscription shall be paid consisting of an amount to be decided by the members from time to time at a General Meeting.
 - c. Any member of the Friends may resign his/her membership by providing the Secretary with written notice.
 - d. Only paid-up Members shall be eligible to vote at General Meetings or submit petitions.
5. COMMITTEE:
 - a. There shall be three officers of the Friends: Chair, Treasurer and Secretary, elected by vote of Members at a General Meeting.
 - b. In addition to the three officers, the Committee shall consist of a minimum of four members all of whom shall be elected by a vote of the eligible Members.
 - c. The Committee shall have the power to co-opt additional members to a maximum of ten members including officers.
 - d. Library staff shall be invited to attend meetings of the Committee but shall not be entitled to a vote.
 - e. Officers and other Committee Members shall be elected annually at the Annual General Meeting.
 - f. Any Committee decisions or actions will require a Quorum of four Committee Members, not counting the Library representative, at least one of whom shall be an Officer.
 - g. Minutes of the meetings of the Committee shall be made public by publishing on the Friends' web site or by post at the request of members.
 - h. In the event of a tied vote of the Committee, the Chair shall cast the deciding vote.
6. MEETINGS:
 - a. An Annual General Meeting (AGM) shall be held between the first of January and the thirty first of March. Special General Meetings may be called by the Committee or by a petition of at least twenty five per cent of the paid-up Members. In the event that a valid petition to call a Special General Meeting is presented to the Secretary, the Secretary shall, within fourteen days, give notice

of the Special General Meeting to be held not more than twenty one days after such notice.

b. The Committee shall meet quarterly and as necessary in addition to the AGM.

c. At least fourteen days' advance notice must be given to Members by the Secretary for any Special General Meeting.

d. All paid-up Members shall be entitled to vote at General Meetings. Voting shall be made by a show hands on a majority basis. In the case of a tied vote, the Chair or an appointed deputy shall make the final decision.

7. FINANCE:

a. The Financial Year shall run from the first of January to the thirty first of December.

b. A Bank Account approved by the Committee shall be opened by the Treasurer. Any cheques, deeds etc. relating to the Friends' Bank Account shall require the signatures of two Officers and all officers shall be signatories on the Bank Account.

c. Appropriate Accounts shall be maintained by the Treasurer and examined annually by a person who is not a member of the Friends and not a member of the local authority staff.

d. An Annual Financial Report shall be presented by the Treasurer at the AGM.

8. ALTERATIONS OF THE CONSTITUTION: Any alterations, revisions or additions to this Constitution must be proposed in writing to the Secretary at least six weeks before an Annual General Meeting or two weeks before a Special General Meeting. Changes to this Constitution shall require a majority vote of Members attending a General Meeting.

9. DISSOLUTION: The Friends may be dissolved if deemed necessary by a majority vote of Members at a General Meeting. In the event of dissolution, after debts have been paid any assets or remaining funds shall, where appropriate, be returned to their providers or transferred to local charities or similar non-profit making groups at the discretion of the Committee.

Approved by a unanimous vote of the members present:

Tom Harvey, Chair, 21 September 2011