

FRIENDS OF VENTNOR LIBRARY CONSTITUTION & RULES

NAME

The name of the Organisation is the FRIENDS OF VENTNOR LIBRARY hereafter known as the FRIENDS.

AIMS

THE FRIENDS OF VENTNOR LIBRARY EXISTS TO SUSTAIN AND IMPROVE THE LIBRARY SERVICE IN THE TOWN OF VENTNOR.

The FRIENDS will play an active role in responding to local and national proposals on library services.

The FRIENDS will maintain contact with councillors, managers, residents and other library users, but not to the exclusion of others.

SPECIFICALLY THE FRIENDS WILL CAMPAIGN FOR:

- a. Adequate funding of the service by the council and by other means.
- b. Extensive opening hours which provide adequate access for users.
- c. The widest possible selection of materials and communication options to include books, newspapers, magazines, audio & video tapes, DVDs, sheet music and other music, computers, computer software and databases, access to the World Wide Web and other materials and hardware as they become available.
- d. An attractive building and layout.
- e. Active promotion of the library service.
- f. The maintenance of standards to a level equalling or exceeding legal national standards.
- g. Resisting reductions in opening hours and staff.
- h. And do all such other things as may be necessary to further the aims and represent all users of the library, both within the building and by remote service.

MEMBERSHIP

1. Membership shall be open to any individual, group or corporate body on application who supports and wishes to promote the aims of the FRIENDS, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Every member shall provide an up to date postal and (if available) email address to the Membership Secretary, who shall record it in the register of members, and any notice sent to that postal or email address shall be deemed to have been duly delivered. Membership of the Friends and acceptance of this constitution by the member shall be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

2. With effect from January 1st 2016, the FRIENDS financial/subscription year shall run from January 1st to December 31st. Membership fees (if necessary) shall be determined by the committee and recommended by them for approval or otherwise by the Annual General Meeting which shall have sole authority and discretion to set membership fees.

3. Membership shall cease if the membership fee is unpaid six months after it is due.

GENERAL MEETINGS (Annual General Meetings & Extraordinary General Meetings)

4. An Annual General Meeting (AGM) shall be held during each subscription year at a date, time and place to be decided by the committee. The AGM shall normally be held within three months of the end of the Friends' subscription year and not more than 15 months shall elapse between successive AGMs.

5. Notice of the AGM shall be given to all paid-up members not less than 28 days prior to the AGM. The accidental omission to give notice of a meeting to or the non-receipt of notice by a person entitled to receive notice shall not invalidate the proceedings at that meeting.

6. No business, except the approval of the Committee's report and the statement of accounts, the appointment of Officers and Committee members, and any business that the Committee may order, shall be discussed at the AGM unless notice is given in writing to the Secretary by a paid up member at least 14 days before the date of the meeting.

7. An Extraordinary General Meeting (EGM) may be called by the Committee, or shall be required to be held within 30 days of written notice by 25% of the paid-up membership being sent to the secretary. Notice of the EGM shall be given to all paid-up members not less than 14 days prior to the EGM, together with the subject(s) to be discussed, which shall be in the

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form of a resolution or resolutions. The accidental omission to give notice of a meeting to or the non-receipt of notice by a person entitled to receive notice shall not invalidate the proceedings at that meeting. No business other than that notified shall be conducted.

QUORUM and VOTING at GENERAL MEETINGS

8. A quorum for any General Meeting shall be five or one tenth of the paid-up members, whichever is the greater. In the event of a quorum not being present within half an hour from the appointed time for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the committee may determine. If at that re-convened meeting no quorum is present, the business of the General Meeting shall be conducted by those present.

9. Each paid-up member shall have one vote. Group or corporate members shall nominate one member to vote on their behalf. Voting shall, except as in (11) and (13), be by show of hands, and resolutions, duly proposed and seconded, shall except as in (22) and (24), be carried by a simple majority of those present and eligible to vote. In the event of a tied vote, the Chair of the Meeting shall have a second casting vote.

OFFICERS

10. The Officers of the FRIENDS shall be the Chair, Vice Chair, Treasurer, Secretary, Membership Secretary and Publicity Officer. The Chair, Vice Chair, Treasurer and Secretary shall not be related one to another and shall not live at the same address.

11. The Officers shall be appointed at the AGM. Each candidate shall be nominated and seconded by a paid up member present. If there is more than one candidate for any post, a ballot shall be held and the candidate with the greatest number of votes shall be appointed. Candidates for uncontested posts may be appointed *en bloc* by a resolution proposed, seconded and voted upon by members present. All Officers shall serve for a term of one year and be eligible for re-election upon retirement.

12. The Committee shall have the power to fill any vacancy among the Officers which exists or arises between AGMs by appointing one of its number who shall serve until the next AGM and shall then be eligible to stand for election.

COMMITTEE

13. The Committee shall consist of the Officers, plus up to 6 further members who shall be appointed at the AGM. Each candidate shall be nominated and seconded by a paid up member present. If the number of candidates exceeds the number of posts, a ballot shall be held in which each member present has a number of votes equal to the number of posts to be filled and the candidates with the greatest numbers of votes shall be appointed, otherwise Committee members may be appointed *en bloc* by a resolution proposed, seconded and voted upon by members present. Committee members shall serve for a term of one year and be eligible for re-appointment upon retirement.

14. The Committee shall have the power to co-opt further members up to a total of 3.

15. The Committee shall meet as many times each year as it deems necessary, at a time and place which it agrees, which shall be notified to Committee members at least seven days in advance of the meeting. The quorum for Committee meetings is shall be 4. Voting shall be by show of hands, and resolutions, proposed and seconded, shall be carried by a simple majority of those present and eligible to vote. In the event of a tied vote and the Chair shall have an additional casting vote. Urgent decisions may be made between committee meetings (with same requirements for quorum/endorsement) by combination of email and phone calls. The whole Committee must be informed by letter or email of the decision to be made. Positive evidence must be retained of those votes cast. The proposal, decision and votes cast shall be recorded in the minutes of the next committee meeting.

16. Members of the library staff may be committee members or officers with the exception of the Chair.

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17. The Committee shall be responsible for the day-to-day running of the FRIENDS, and shall present a report of the year's activities, together with the independently examined statement of accounts, to the members for approval at the AGM.

FINANCE

18. The FRIENDS shall be a not-for-profit organisation. Any surplus funds shall be applied to further the aims of the organisation.

19. The FRIENDS shall have the power to collect membership fees and raise funds by appeal, grant, donations or other means, excluding loans.

20. The committee shall open a bank account on behalf of the FRIENDS. Cheques issued on this account shall bear the signatures of 2 officers who shall be not be related one to another and shall not live at the same address.

21. The duties of the Treasurer shall be to:

- keep the accounts of the FRIENDS in accordance with normal good practice
- report to the Committee on the FRIENDS financial situation and advise on any necessary actions
- prepare an annual statement of accounts, arrange for its independent examination, and present it to the Committee for approval.
- manage the FRIENDS bank account, receive and bank income, and pay out-of-pocket or other expenses incurred on behalf of the FRIENDS as agreed by the committee.

AMENDMENTS TO THE CONSTITUTION

22. Amendments to the Constitution may be adopted by a motion at the AGM or at an Extraordinary General Meeting on a vote of not less than two thirds of those present.

23. Notice of any proposed Amendment shall have been given to current members not less than 14 days before the Meeting.

DISSOLUTION

24. Dissolution of the FRIENDS may only be agreed at an AGM or at an EGM by approval of a resolution by at least two thirds of the members present. In the event of dissolution being agreed, any remaining assets shall be donated to the benefit of the library service in Ventnor or to another charitable or not for profit organisation with similar aims to the FRIENDS as determined by the members at the general meeting at which dissolution is agreed.

DATE OF CONSTITUTION BEING AGREED: April 27th 2016 at ~~AGM~~ EGM

SIGNATURES OF OFFICERS:

Signed:  Print Name: EVELYN KNOWLES Chair

Signed: Angela Harrison Print Name: ANGELA HARRISON Secretary