

# The Friends of Sonning Common Library

# Constitution

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Document History

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## **1. Name**

The charity's name is "The Friends of Sonning Common Library" ("FoSCL"). FoSCL succeeds the Sonning Common Library Volunteer Steering Group.

## **2. Objectives**

The objectives of FoSCL are to advance the education and quality of life of the public by

- 2.1. the provision of resources to Sonning Common Library.
- 2.2. the promotion, support and improvement of Sonning Common Library through the activities of the Friends.
- 2.3. working for the continuance of an effective Library Service for Sonning Common and the surrounding communities.

## **3. Trustees**

The charity shall be managed by an Executive Committee who are appointed at the Annual General Meeting of FoSCL and will serve as trustees.

## **4. Carrying Out The Objectives**

In order to carry out the charitable objectives the trustees have the power to

- 4.1. enter into agreement with Oxfordshire Libraries (or successor bodies) for the provision of volunteer support. FoSCL will abide by the agreement entered into by Sonning Common Library Volunteer Steering Group on 7<sup>th</sup> January 2015.
- 4.2. raise funds, receive grants and donations.
- 4.3. apply funds to carry out the work of FoSCL.
- 4.4. co-operate with and support other charities with similar objectives.
- 4.5. do anything which is lawful and necessary to achieve the objectives.

## **5. Membership**

- 5.1. FoSCL shall have a membership. The membership subscription is initially set at £10 per annum. The level of subscription may be amended by the Trustees.
- 5.2. The Trustees will maintain a register of current Volunteers.
- 5.3. People who support the work of FoSCL and are aged 16 or over can pay the annual subscription to become a Member and a 'Friend of Sonning Common Library' ('Friend'). Membership may be renewed.
- 5.4. People on the register of Volunteers are automatically Members and may pay the annual subscription if they wish to do so.
- 5.5. The Trustees may grant Membership to active supporters of the library.

5.6. The Trustees will keep an up-to-date register of Members.

5.7. The Trustees may remove a person's membership if they believe it is in the best interests of the charity. The Member has the right to be heard by the trustees before the decision is made and can bring a companion.

## **6. Annual General Meeting**

6.1. The Annual General Meeting ("AGM") must be held every year with at least 14 days' notice given to all Members and informing them of the agenda. Minutes must be kept of the AGM.

6.2. There must be at least 10 Members present at the AGM.

6.3. Every Member has one vote.

6.4. The trustees shall present the annual report and accounts.

6.5. Any Member may stand for election as a trustee.

6.6. Members shall elect a maximum of ten trustees to serve for the next year including a chair, treasurer and secretary and such other officers as may be required. They will retire at the next AGM but may stand for re-election. They will take office immediately.

6.7. No Member will serve as a Trustee for longer than 5 consecutive years.

## **7. Trustee Meetings**

7.1. Trustees must hold at least 3 meetings each year. Trustees may only act by majority decision.

7.2. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

7.3. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

7.4. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

7.5. The trustees may make reasonable additional rules or bylaws to help run the charity. These rules must not conflict with this constitution or the law.

## **8. Money and Property**

8.1. Money and property must only be used for the charity's objectives.

8.2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.

8.3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

8.4. Money must be held in the FoSCL's bank account. All cheques must be signed by 2 trustees.

## 9. General Meetings

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of Members. Members must be given 14 days written notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

9.1. **Winding up** - any money or property remaining after payment of debts that cannot be used in accordance with the objectives of the charity must be given to charities with similar purposes to this one.

9.2. **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

9.3. A **General Meeting** can be called on written request from a majority of Members.

9.4. The Trustees may call a General Meeting to consult the membership

## 10. Setting Up Friends of Sonning Common Library

This constitution was adopted by members at the General Meeting held on 7<sup>th</sup> November 2016 and signed below by the trustees elected at that meeting.

### Signed

### Print name and address

Jill Hutchinson

Helen Fort

Jenny Jones

Val Harris

Adele O'Connor

Lyn Smurthwaite

Dan Remenyi