

## **FRIENDS OF BISHOPSTON LIBRARY - CONSTITUTION & RULES**

**NAME:** The name of the Organisation is the FRIENDS OF BISHOPSTON LIBRARY (generally referred to here as FOBL).

**AIMS:** The FRIENDS OF BISHOPSTON LIBRARY exists to support Bishopston Library, helping to sustain and improve its service and connecting it with the local community

We will do this by

- representing and consulting users and others in the local community .
- raising funds and receiving contributions where appropriate to finance the work of FOBL
- planning, promoting and running events and activities.
- building the membership of FOBL .
- keeping local people and organisations informed.
- working with similar groups and exchanging information and advice with them.
- Promoting the health and well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, gender, belief, sexual orientation or political affiliation recognising the value of our many differences.
- raising public interest through the media.
- taking any action that is lawful, which would help FOBL to fulfil its aims.

### **MEMBERSHIP**

1. Membership of FOBL shall be open to any individual who is interested in helping FOBL to achieve its aims and willing to abide by the rules of FOBL.
2. Any organisation may apply for membership and the Committee may approve the application if they consider it to be of benefit to FOBL.
3. Membership fees (if necessary) shall be determined by the Committee and recommended by them for approval or otherwise by the Annual General Meeting who shall have sole authority and discretion to set membership fees.
4. Membership shall cease if the membership fee is unpaid six months after it is due.
5. The Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of FOBL.
6. Every Member shall have one vote at general meetings.
7. Termination of membership:

- a. Any Member of FOBL may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of FOBL written notice to that effect.
- b. The FOBL Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any Member, if in its opinion his/her conduct is prejudicial to the interests and objects of FOBL, or is threatening or abusive to other members of FOBL

PROVIDED THAT the individual Member or representative of the Member organisation (as the case may be) shall have the right to be heard at a general meeting before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

**GENERAL MEETINGS** (Annual General Meetings & Extraordinary General Meetings)

8. An Annual General Meeting shall be held each year at a date, time & place to be decided by the Committee. This meeting should be held not more than 18 months after the formation of FOBL and every 12 months thereafter. Not more than 15 months shall elapse between AGMs.
9. Notice of the AGM shall be given to all paid-up Members not less than 28 days prior to the AGM, together with a call for nominations to the Committee and motions for discussion. 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.
10. An Extraordinary General Meeting
  - a. can be called by the Committee, and
  - b. must be called by the Secretary on receiving a written request from not less than 6 paid-up Members.

In either case 30 days' written notice of the meeting must be given. No business other than that notified shall be conducted.
11. 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 two weeks later 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.

12. Each paid-up Member shall have one vote. Organisation Members shall nominate one person to vote on their behalf. In the event of a tied vote, the Chair of the Meeting shall have a second casting vote.

## **OFFICERS**

13. The officers of FOBL shall be the Chair, Treasurer and Secretary elected by the Committee.
14. All Committee members and officers shall serve for the term of one year and be eligible for re-election upon retirement.
15. The Committee has power to fill any officer vacancy which exists or arises between AGMs by co-opting a new or existing Member of FOBL who shall serve until the next AGM.

## **COMMITTEE**

16. The Committee shall include the officers plus up to 5 further FOBL Members elected at the AGM.
17. The Committee shall have the power to co-opt up to 3 further FOBL Members.
18. The quorum for Committee meetings is 4 and the chair shall have a casting vote.
19. Members of the paid library staff may be Committee members or officers with the exception of the Chair.
20. The Committee shall be responsible for the day-to-day running of FOBL.

## **FINANCE**

21. FOBL shall have the power to collect membership fees and raise funds by appeal, grant, donations or other means, excluding loans.
22. The Committee shall have the power to open a bank account on behalf of the FOBL. Cheques issued on this account and any bank mandate authorising a single person to operate a FOBL bank account by an internet instruction shall bear the signatures of 2 officers. Each such internet banking instruction if operated by a single officer must be authorised in writing by a second officer-signatory, who must keep a record of it for audit purposes.

## **AMENDMENTS TO THE CONSTITUTION**

23. 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.

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

**DISSOLUTION**

25. FOBL may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting.
26. Notice of any proposed Dissolution shall have been given to current members not less than 14 days before the Meeting.
27. In the event of it being agreed to wind up FOBL, any remaining funds and assets are to be donated to another group with similar aims.

**DATE OF CONSTITUTION BEING AGREED:**

**SIGNATURES OF OFFICERS:**