CONSTITUTION OFTHE FRIENDS OF SOUTH WARRINGTON LIBRARY IN STOCKTON HEATH

1. Name
The name of the group shall be Friends of South Warrington Library in Stockton Heath, hereafter referred to as "Friends Group".

2. Aims and Objectives
The aim of the group is to work with and support the Library Service in delivering a wide range of library-related activities, which may include:

- Acting as an independent group dedicated to the promotion and support of the Library Service.
- Acting as champions of the Library Service by attending events to ensure a Library Service presence at, for example community events
- Acting as an additional link between the Library Service and the wider community.
- Fundraising and receiving contributions for purchasing additional items such as furniture or equipment or to help support the introduction of a new area of service or activity
- Supporting specific activities in the library such as author talks or input to the National Libraries Day.
- Supporting the recruitment and training of volunteers for the different volunteer roles offered by the Friends in support of the Library Service.
- Delivering additional programmes of events beyond those planned and delivered by the Library Service
- Initiating or supporting the development of services or activities which optimise or enhance the use of the library facilities including its buildings

(It is an important principle that the Friends Group and its membership is not deployed as a substitute for employed service staff).

3. Powers
In furtherance of the Aims and Objectives the Friends Group shall have the powers to:

- Promote the development and improvement of the Library Service in Stockton Heath
- Work in partnership with the service providers and other local interested parties including schools and voluntary organisations
- Set-up a bank account in the name of the Friends Group.
- Raise funds and invite or receive contributions by way of donation, grant or award and expend money in furtherance of the objects of the Friends Group
- Publicise and carry out or assist with research, surveys and investigations relating to the objectives of the Friends Group
- Engage as appropriate with agencies concerned with further development of library services in Warrington, such as other Friends groups..
- Do all such lawful things as shall further the objectives of the group

4. Membership

- Membership shall be open to persons who are interested in helping the group to achieve its aims either as an individual or as a nominated representative of an organisation and who have returned a signed membership form to the Secretary. A membership fee may be decided by the AGM.
- All members shall have a copy of the Constitution.
- Every member shall have one vote at general meetings.
- The group's Executive Committee may, by unanimous vote, and for good

reasons, terminate the membership of any individual. The individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a decision is made.

5. General Meetings

5.1 Meetings of the Friends Group shall be held at least twice each year and be open to all members and member organisations

5.2 Additional meetings can be arranged upon 14 days notice in writing being received by the Secretary upon demand by at least 5 members or by the chairperson.

5.3 Meetings will usually be run in accordance with a standard agenda. Additional agenda items can be added by informing the Chair at least 5 days before the meeting.

5.4 The purpose of the meetings will be to consider the business of the Friends Group. Decisions will be made on the basis of a simple majority vote. The chair shall have a casting vote in the event of equal votes.

5.5 The quorum for meetings of the Friends Group will be one of the elected officers together with at least 5 Members.

5.6 All meetings shall be minuted and available to an interested party

6. Annual General Meeting

6.1 The Annual General Meeting (AGM) shall be held not later than (30th June) each year. Twenty one clear days notice will be given to all members by circulating a copy electronically if appropriately or alternatively by post.

6.2 The business of the AGM shall include:

- The election of a Chairperson and Officers. The election of a Committee.
- An Annual Report including the reports of the elected officers and a set of audited accounts for the year.

7. Officers

7.1 The Officers of the Friends Group shall consist of a Chairperson, Treasurer, Secretary and such other Officers as the members shall determine at the AGM. The Officers shall be elected at the AGM and shall serve until the conclusion of the next following AGM. Officers shall be eligible for re-election

7.2 The Committee may appoint other members to undertake particular responsibilities as necessary between AGMs.

8. Executive Committee

8.1 Shall consist of not less than 5 members and not more than 12 members, elected at the AGM.

8.2 The Committee may appoint other members to undertake particular responsibilities within the Friends Group

8.3 The policy and general management of the affairs of the Friends Group shall be directed by the Committee. The Committee may appoint sub-committees or working groups.

8.4 The Committee shall meet as required to further the management of the affairs of the Friends Group but at least twice a year.

9. Finances

9.1 Any monies raised by the Friends of South Warrington Library in Stockton Heath shall be used to further the aims and objectives of the Friends Group.

9.2 A bank account will be opened in the name of the Friends Group with such bank as the Committee shall determine.

9.3 All cheques issued by the Friends Group shall be signed by at least two of three authorised signatories, of whom at least one should be an officer of the Committee.
9.4 The Treasurer shall keep a proper record of income and expenditure of the Friends Group and shall arrange for these to be audited by a qualified person at least once every year.
9.5 No member shall derive any financial benefit from the Friends Group except for payment of reasonable expenses

10. Alterations to the constitution

10.1 Any proposed alteration to the Friends Group Constitution may be considered at an AGM or Special General Meeting with prior written notice of the proposal. Such proposals shall be passed by not less than a two thirds majority of those attending the meeting.

11. Dissolution

11.1 If at any General Meeting of the Friends Group a resolution is passed calling for the dissolution of the Friends Group, the Secretary shall convene a Special General Meeting to be held in not less than one month thereafter to discuss and vote on the resolution.
11.2 If at the SGM the resolution is carried by a two thirds majority of Members, the Executive Committee shall, in line with the timescale specified in the resolution, proceed to realise the assets of the Friends Group and discharge all debts and liabilities.
11.3 Any remaining assets of the Friends Group shall be given or transferred to some other voluntary organisation having objectives similar to the Friends Group.

12. Adoption of the Constitution

This constitution was adopted by the members present at the Inaugural Meeting held on: 19/08/2017

Signed:

Chairperson: Peter Lewenz

Treasurer: Mike Rotherham

Secretary: Anne Tonge