

FRIENDS OF SCARBOROUGH LIBRARY

CONSTITUTION (as at 29th February 2008) [new date to be added on confirmation]

1. Name

The name of the group shall be "Friends of Scarborough Library".

2. The Address

The recognised address of the group shall be that of the Scarborough Library.

3. Aims

The aims of the Friends of Scarborough Library are to improve the education and leisure facilities provided by Scarborough Library. In order to achieve this, the group would:- promote and raise the profile of Scarborough Library; organise activities and events of local and community interest; raise and donate funds to be used for the benefit of Scarborough Library; attract new library and "Friends" members.

4. Membership

Membership shall be open to all persons who are interested in furthering and developing the aims of the group. ~~Members of the Students Union of local education institutions such as Hull University shall be eligible for a Group Membership at a fee to be decided by the "Friends" at the AGM.~~

5. Subscriptions

All subscription rates shall be agreed at the Annual General Meeting to be held on the first Saturday in ~~March~~ April.

6. The Committee

A Committee, whose members shall serve one year, but shall be eligible for re-election at the next Annual General Meeting shall administer the group. The ~~named~~ Officers shall be:- Chairperson (who shall stand down after a maximum of three years, but be eligible for re-election); ~~Vice Chairman~~, Hon. Secretary and Hon. Treasurer/~~Membership Officer~~. ~~The Committee will also include no fewer than two Non-named Officers to assist with the running of the "Friends"~~. The Committee shall have the power to co-opt other people onto it and to give them designated duties. All Officers and members of the committee shall be elected at the Annual General Meeting.

7. Duties of Chairperson

He/she shall preside over all meetings of the group at which he/she is present, or his/her nominated representative. He/she will represent the Committee at external meetings and issue statements on behalf of the group. In the absence of the Chairperson, ~~the Vice Chairman~~ another Committee member will preside.

At committee meetings and general meetings, the Chairman shall preside. All elected members of the committee will have full voting rights in all matters arising unless the matter is a disciplinary one affecting that member. Every matter shall be determined by a majority of votes of the members of the executive committee present and voting on the question, but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

8. Duties of Hon. Secretary

To keep Minutes of the group's meetings. To ensure that all communications by whatever means are reported to the Committee and given the necessary response. ~~To maintain a roll of members. To maintain a register of all assets of the group.~~

9. Duties of Hon. Treasurer/Membership Officer

To ~~maintain a roll of members and~~ keep regular account of all receipts and payments of the group. To be responsible for the safe banking of all monies. To present an interim statement showing the current state of the group's finances at each committee meeting. An independent person shall ~~prepare~~ **audit** the accounts for presentation to the Annual General Meeting by the Hon. Treasurer. The bank signatories shall be three in number but two to sign at any one time.

10. Committee Standing Orders

The Group will meet no less than four times a year. The Chairperson or Secretary may call committee meetings. A Quorum of a Committee meeting shall consist of at least three members of that Committee. The independent examiner(s) appointed by the Committee shall examine the accounts at least once a year.

11. Activities

Activities shall not take place under the Group's name without prior approval of the Committee.

12. Annual General Meeting

The Annual General Meeting will normally be held in ~~March~~ **April** each year. The Secretary shall give written notice of the Annual General Meeting to all members fourteen days prior to the meeting. Only paid up members of the group shall be entitled to vote at the meeting. Members can nominate one person to vote on their behalf. The Committee shall present a report and financial accounts of the group's activities of the previous year.

13. Winding up the Group

If the Committee decide at any time to dissolve the "Friends" group, it shall call ~~a special meeting~~ **an Extraordinary General Meeting**, giving at least 21 days notice, and stating the terms of the motion to be proposed at the meeting. If such a proposal is confirmed by a simple majority of those present and voting at the meeting, the Committee shall have the power to dispose of any assets held by or in the name of the group to any similar organisation who hold the same objectives.

14. Amendments to the Constitution

Any alterations to this Constitution shall require the approval of three quarters majority of those present and voting at the Annual General Meeting at which it is discussed. Any motion which proposes changes to the Constitution must reach the Secretary 21 days before the meeting at which it is to be brought forward.

This constitution was adopted as the Constitution of the FRIENDS OF SCARBOROUGH LIBRARY at the meeting held at Scarborough Library on the 14 January 2008 and subsequently amended at the 2nd, 3rd and 8th Annual General Meeting. [New date to be added on confirmation]

Signed by ~~Colin Langford, third Chairman and Gail Nicholls, second secretary.~~ [to be added]