

# Friends of St George Library Constitution

## Name

1. The name of the group is "Friends of St George Library".

## Objective

2. The objective of the group is to support St George Library, Bristol for the benefit of the community and library users.
3. The objective will be achieved by:
  - a. Working constructively with the Library Service to make the fullest use of the library
  - b. Gathering and representing the views of the community and library users on library services, planned improvements and proposed changes.
  - c. Informing the community and library users about the library and the group
  - d. Raising public interest in using the library
  - e. Working with other groups including exchanging information and advice
  - f. Planning, promoting, funding and running library related events and activities
  - g. Raising funds and receiving contributions for library purposes and to support the group
  - h. Building membership of the group by being inclusive of the whole community and all library users regardless of age, ethnic origin, ability, gender, belief, sexual orientation or political affiliation by recognising the value of our many differences
  - i. Being ethical and transparent in decisions and actions
  - j. Taking any lawful actions that support the objective

## Membership

4. Membership is open to any library member who is 16 or over and is willing to abide by the rules of the group.
5. All members will be given a copy of this constitution when they join and if it is changed.
6. The Committee may, by unanimous vote and for good reason, terminate the membership of anyone. The individual has the right to be heard by the Committee, accompanied by a friend, before a decision is made.
7. Membership is treated as consent to record the member's name, postal and electronic addresses and telephone number(s) in any data processing system used by the Committee.
8. Information about members will be kept secure, treated as confidential and not be disclosed to any third party without the member's consent.
9. A member may leave the group at any time by notifying the Secretary.

## Committee

10. The activities of the group will be managed by a committee with a Chair, a Secretary and a Treasurer and up to four members, all elected annually at the Annual General Meeting (AGM).
11. The Committee:
  - a. Will only act in accordance with the Objective
  - b. Is accountable to all members
  - c. Will meet at least twice a year and publicise meeting dates in advance
  - d. Will minute all meetings and make the minutes publicly available
  - e. Will publicise information about how the group can be contacted and joined

- f. Can only make decisions if at least three Committee members are present. In exceptional circumstances this may be done electronically.
- g. May co-opt members and establish sub-committees for specific purposes

## General Meetings

12. An annual AGM will be held no later than 15 months after the previous AGM. The AGM will:
  - a. Receive a report from the Chair about the group's activities during the preceding year
  - b. Receive a financial report including the last financial year's accounts from the Treasurer
  - c. Elect Committee members for the next year
  - d. Consider any other business at the discretion of the Chair
13. An Extraordinary General Meeting (EGM) may be called if at least 25% of the members notify the Secretary of what is to be discussed.
14. The Secretary will send notice to all members at least three weeks before an AGM and between two and three weeks for an EGM.
15. An AGM or EGM requires the lower 20% of the membership or 10 members to be present before it can proceed or before any vote is taken.
16. Every member has one vote. A simple majority vote of those present will decide questions at meetings. The Chair will have a deciding vote, if needed.

## Finance

17. The group will arrange for the proper administration of its financial affairs, including:
  - a. Maintenance of a dedicated bank account.
  - b. Receipt and payment of money on behalf of the group.
  - c. Preparation and audit of annual accounts.
  - d. Operation of adequate financial controls

## Constitution & Dissolution

18. This constitution is a public document, available to anyone.
19. Proposals for amendments to this constitution or for dissolution of the group must be sent to the Secretary in writing. The Committee will arrange an EGM to discuss the proposals.
20. In the event of it being agreed to wind up the group, any remaining funds or assets will be donated to or for the benefit of St George Library.

## Adoption

21. This constitution (identified as "Version 3") was adopted by those present at a meeting held on 18 April 2019.