

FRIENDS OF CLIFTON CENTRE AND LIBRARY CONSTITUTION

– unincorporated association

1. Name

The name of the group shall be “The Friends of the Clifton Centre & Library”.
– to be known as ‘FoCCaL’.

2. Aims

To promote The Clifton Centre & Library for the advancement of education; the advancement of the arts, culture, heritage and science; the advancement of citizenship or community development and the promotion of community capacity building.

3. Objectives

The group will fulfil the aims by:

- * Involving local people in the project.
- * Raising funds and receiving contributions where appropriate to finance the work.
- * Publicising and promoting our work.
- * Opening bank accounts and taking out insurance.
- * Organising meetings, training courses and events.
- * 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 or political affiliation recognising the value of our many differences.
- * Working with similar groups and exchanging information and advice with them.
- * Treating other members with dignity and respect. Encouraging their contributions and valuing peoples input
- * Taking any action that is lawful, which would help the group to fulfil its aims.

4. Membership

- (a) Membership of FoCCaL shall be open to anyone who is interested in helping the group to achieve its aims and willing to abide by the rules of the group.
- (b) Every member shall have one vote at general meetings.
- (c) The Management 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 the group.
- (d) Registration and termination of membership.
 - * Any member of the group may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the group written notice to that effect.
 - * The Management 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 the association, or is threatening or abusive to other members of the group PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the general membership before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5. Management

- (a) FoCCaL shall be administered by a Management Committee of not less than three (3) people elected at the group's AGM. Hereafter this shall be referred to as the Committee
- (b) The officers of the Committee shall be:
 - The Chairperson
 - The Treasurer
 - The Secretaryand other officers the group shall deem necessary at the AGM
- (c) The Committee shall meet at least twice a year.
- (d) At least three (3) Committee members must be present for the Committee meeting to take place.

- (e) Voting at Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- (f) The Committee shall have the power to set up working parties as deemed necessary. Such parties shall remain accountable to the Committee.
- (g) Minutes shall be agreed within the committee meeting by those present and signed by the chair at the close. All meetings must be minuted and available to any interested party.
- (h) All Committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.
- (i) The Committee shall be accountable to the members at all times.

6. Finance

- (a) Any money obtained by the group shall be used only for furthering the aims of the group.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- (d) The Management Committee will ensure that the group stays within the budget.

7. General Public Meetings

- (a) The committee shall call at least two general public meetings each year, the purpose of these meetings is for the group to account for its actions and consider the development of new activities according to the group's objectives.
- (b) The Chair of the group shall normally chair these meetings.
- (c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- (d) All meetings, including AGMs, must be minuted and available to any interested party.
- (e) The quorum for a General Public Meeting is six (6).

9. Annual General Meeting

- (a) FoCCaL shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
 - * Receiving a report from the Chairperson of the group's activities over the year.
 - * Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - * Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be committee members.

10. Alteration of the Constitution

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

11. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

12. Adoption of the Constitution

This constitution was adopted by the members present at the AGM.