

The Constitution and Rules of Operation of FRIENDS OF BRYANSTON LIBRARY.

1. **Name:** Friends of Bryanston Library, also known as FOBL.
2. **Aims and Objectives of the Friends of Bryanston Library Group:**
 - 2.1 To raise money with donations from FOBL members and other approved activities. To use this money to buy books for the exclusive use of our members for a specified period, and thereafter, subject to any conditions, to donate the books to the Bryanston Library.
 - 2.2 To encourage an association between the library and the community.
 - 2.3 To promote the development and availability of cultural and educational programmes in the library and support its aims and objectives.
3. **Membership:**
 - 3.1 Membership is open to all individuals and organisations that support the aims and objectives of the Friends of Bryanston Library.
 - 3.2 Membership of FOBL shall be by an annual donation. There shall be no fixed donation amount, though the Executive Committee may recommend a sum to be quoted on request.
 - 3.3 Membership is deemed current from the date of donation till the end of the month of donation twelve months thereafter.

In this Constitution the term member refers to someone, or organisation, that has paid a donation to FOBL within the preceding twelve, (12), months.
 - 3.4 Any organisation or individual member may vote at an Annual General Meeting or Special General Meeting provided their membership is current. Each organisation or member has one vote.

4. Organisation and Administration:

An Executive Committee shall be elected at each Annual General Meeting, or if so resolved at a Special General Meeting, which shall have overall responsibility for the administration and policies of FOBL.

- 4.1 The Executive Committee:
 - a. Shall consist of whatever number of members is decided by the Executive Committee, but shall not be less than four, (4), plus a senior

person on the Bryanston Library staff in an ex officio capacity with full voting rights.

- b. The quorum of the Executive Committee shall be four, (4).
- c. The Executive Committee shall elect an Honorary Chairperson, an Honorary Deputy Chairperson, an Honorary Treasurer and an Honorary Secretary.
- d. Whilst every effort shall be made to separate the four, (4), offices, Chairperson, Deputy Chairperson, Treasurer and Secretary any two, (2), may be combined should there be no member of the Executive Committee available to fill them separately.
- e. The Executive Committee shall meet every second month.
- f. The Executive Committee shall appoint a Working Committee to deal with day to day matters arising between Executive Committee Meetings.
- g. The Executive Committee may set constraints on decisions and powers delegated to the Working Committee.
- h. Executive Committee members shall make every effort to attend Executive meetings.

Executive Committee members may however be excused attendance by the committee provided they undertake approved FOBL business in absentia.

- i. The form of voting in the Executive Committee shall be decided by the person presiding, who shall have a casting vote.
- j. No Executive Committee member may benefit financially by reason of his Executive Committee membership.
- k. The committee shall have the right of co-option.

The Executive Committee shall have the power to form sub-committees for the purpose of organizing specific events or projects. Sub-committees shall have the power to co-opt other interested parties. Sub-committees shall be responsible to the Executive Committee in all matters.

- l. The Executive Committee may award lifetime Honorary Membership to persons deemed to have made an exceptional contribution to FOBL. Honorary Membership shall include complimentary membership and all rights and benefits of FOBL.

4.2 The Working Committee:

- a. Shall consist of the Chairperson, or Deputy Chairperson, the Treasurer and Secretary, plus any other Executive Committee member appointed by the Executive Committee.

- b. Between Executive Committee Meetings the Working Committee may meet formally in committee, or conduct its business by email.
 - c. Any two representatives of the three, (3), offices shall form a quorum at a meeting of the Working Committee.
 - d. Only Working Committee business conducted in a formal meeting need be minuted.
 - e. Any significant decision, and all financial actions and decisions, taken by the Working Committee shall be tabled for confirmation at the earliest Executive Committee Meeting.
 - f. Dates of Executive Meetings and Fund Raising activities shall be set by the Working Committee after consultation with other members of the Executive Committee.
- 4.3 Monthly Financial reports, minutes of Executive Meetings, and minutes of any meeting of the Working Committee, prepared by the Honorary Treasurer and Honorary Secretary, shall be emailed to Executive Committee members timeously and submitted for approval at the earliest Executive Committee Meeting.
- 4.4 Amendments to the Constitution shall require a two-thirds majority vote of acceptance by members of FOBL present at an A G M, or an S G M.
- Amendments to the Constitution must be received by the Honorary Secretary by email, or deposited at the Bryanston Library and addressed to the Honorary Secretary of FOBL, at least twenty one, (21), days prior to an A G M or S G M.
- 4.5 Annual General Meeting.
- a. An Annual General Meeting shall be held within three, (3), months after the end of a financial year.
 - b. The date, time and venue of an A G M shall be decided by the Executive Committee. The Honorary Secretary shall advise all members of FOBL of these details and Agenda at least fourteen, (14), days prior to the meeting by individual email where possible, and by a notice displayed in the Bryanston Library. Notice to the last recorded email address shall constitute delivery.
 - c. The quorum at an A G M shall be twelve, (12), members. Should this number at an A G M not be present, the person presiding shall decide whether the number present forms an acceptable quorum.
 - d. The method of voting at an A G M shall be decided by the person presiding, who shall have a casting vote on all matters.
- 4.6 Special General Meeting.
- a. A Special General Meeting shall be held if so decided by the Executive Committee, or if requested by 25% of the current members.

- b. The date, time and venue of an S G M shall be decided by the Executive Committee. The Honorary Secretary shall advise all current members of FOBL of these details at least fourteen, (14), days prior to the meeting by individual email where possible, and by a notice displayed in the library. Notice to the last recorded email address shall constitute delivery.
- c. The quorum at an S G M shall be twelve, (12), members. Should this number at an S G M not be present, the person presiding shall decide whether the number present forms an acceptable quorum.
- d. The method of voting at an S G M shall be decided by the person presiding, who shall have a casting vote on all matters.

5.0 Financial and Legal.

5.1 Funds shall only be collected with the approval of the Executive Committee. All funds collected through the actions and decisions of FOBL shall be used solely for the purposes of furthering the aims and objectives of FOBL.

Such funds shall be placed with a recognised financial institution, and an account opened in the name of Friends of Bryanston Library.

5.2 Signing powers on the FOBL bank account shall be restricted to a maximum of four, (4), members on the Executive Committee, two, (2), of whom shall be the Chairperson and the Honorary Treasurer. Any, and all, changes to the bank account, excluding normal receipts and payments, shall require the signatures of two of the approved signatories.

5.3 FOBL is not authorised to operate an overdraft, or borrow funds.

5.4 The Honorary Treasurer shall keep adequate records of the accounts of FOBL, and shall require receipts to be issued for monies received, and shall monitor the financial position of the association, with the sanction of the Executive Committee.

5.5 An Honorary Auditor shall be appointed at the A G M to examine the FOBL annual accounts, and declare an opinion whether the accounts show a fair representation of the financial position. This opinion shall be made available at the A G M. No member of the Executive Committee shall accept the office of Honorary Auditor.

5.3 Neither the Friends of Bryanston Library, nor any Executive Committee member, shall be liable, individually or severally, for any damage or loss of whatever nature caused whilst performing their legitimate and authorised duties on behalf of Friends of Bryanston Library.

6 Winding Up:

6.1 The FOBL may, at an A G M or an S G M, vote to disband FOBL. This shall require a majority acceptance vote of two-thirds of the members present at the meeting.

6.2 Should the required two-thirds majority of members present at an AGM, or SGM, vote to disband FOBL, all funds belonging to FOBL at that time, with

the exception of any remaining funds donated by Knights of da Gama, shall be used to buy books for the current FOBL members and retained for their benefit for six months, before being donated to the library.

Any remaining funds donated by the Knights of da Gama shall be returned, or donated to a cause determined by them.

6.3 All FOBL membership current on the date of the decision to disband shall terminate as per normal membership rules, but not later than six, (6), months after the date of the decision to disband.

7. A copy of this Constitution and Rules of Operation, once formally approved in a properly constituted meeting, shall be signed by the Chairperson of FOBL and the Senior Librarian at Bryanston Library, and take immediate effect.

The original signed copy of this Constitution shall form part of the minutes of the Friends of Bryanston Library.