

The Friends of the Woodbridge Library
New Street
Woodbridge IP12 1DT

CONSTITUTION
(as amended at the Charity's AGM on 24th April 2014)

1 NAME

The charity's name is The Friends of Woodbridge Library (the "Charity").

2 THE PURPOSES OF THE CHARITY ARE:-

1. To promote and support the pre-established Suffolk library known as the Woodbridge Library (the "Library") for the benefit of the public;
2. To advance education by the promotion of the Library;
3. To support library staff in Suffolk including of the Library;
4. To promote the use of libraries in general for the benefit of the public by the following purposes:-
 - (a) developing co-operation between libraries and their communities;
 - (b) facilitating communication between local people and the Library;
 - (c) encouraging the use of the libraries by under-represented groups;
 - (d) helping to recruit and organise volunteers for specific purposes to support the Library;
 - (e) fundraising, obtaining sponsorship and donations; and
 - (f) helping to safeguard the future of libraries and develop innovations in service delivery.

3 TRUSTEES

The Charity shall be managed by a committee of trustees (the Trustees) who must be members of the charity and who are appointed as follows:

1. Up to seven trustees elected at Annual general meetings;
2. The Library Manager or another staff member as nominated by Suffolk's Libraries IPS Limited;
3. Up to 2 trustees who can be co-opted for a term to be decided by the elected trustees;
4. Trustees may serve for no more than a period of six years but must not serve more than three years before they retire and are re-elected; and
5. At least two trustees will retire at each Annual General Meeting.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

1. Raise funds and to receive grants and donations;
2. Apply funds to carry out the work of the Charity;
3. Co-operate with and support other charities with similar purposes; and
4. Do anything which is lawful and necessary to achieve the purposes.

5 MEMBERSHIP

1. The Charity shall have a membership. Individuals who support the work of the Charity and are aged 16 or over, can apply to the trustees to become a member if they hold a Suffolk Libraries Card and are a regular user of the Library. An organisation that supports the work of the Charity and operates in the area of the Library can also apply to become a member. The trustees may only refuse membership if, acting reasonably and properly, they consider it to be in the best interest of the Charity to refuse membership. The trustees will keep an up to-date membership list.
2. Membership is terminated if the individual dies or the organisation ceases to exist or the member resigns by email or by writing to the Charity.
3. The trustees may remove a person's membership if they believe it is in the best interests of the Charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.
4. Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity. The organisation must give written notice to the Charity of its representative and this will continue in force until rescinded in writing or by email or when the organisation ceases to be a member.

6 ANNUAL GENERAL MEETING – AGM

1. The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
2. There must be at least six members present at the AGM to form a quorum.
3. Every member has one vote.
4. The trustees shall present the annual report and accounts.
5. Any member may stand for election as a trustee providing they are aged 18 years or over and are eligible to become a trustee as defined from time to time by the Charity Commission.
6. Members shall elect one trustee (who cannot be employed by Suffolk' Libraries IPS Limited) from amongst the committee of properly appointed trustee who will serve as the Charity's representative at meetings of Suffolk's Libraries IPS Limited. The charity's representation at the Suffolk's Libraries IPS Limited will be determined annually at the Annual General Meeting of the Charity.
7. Members shall elect trustees to serve in accordance with clause 3 above.
8. General Meetings including the AGM shall be chaired by the person elected as chair by the trustees.

7 TRUSTEE MEETINGS

1. Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they shall elect a chair, treasurer and secretary.
2. Trustees may act only by majority decision.
3. At least 50% of trustees must be present at the meeting to be able to take decisions. A trustee shall also be deemed present if connected by telephone or video conferencing.
4. Minutes shall be kept for every meeting.
5. If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.

6. In accordance with clause 3 above the trustees may appoint up to 2 additional co-opted trustees.
7. The trustees may make reasonable additional rules to help run the Charity efficiently and effectively. These rules must not conflict with this constitution or the law.

8 MONEY AND PROPERTY

1. Money and property accumulated by the Charity must be used only in accordance with the Charity's purposes.
2. Trustees must keep accounts. The most recent annual accounts may be seen by anybody on request.
3. Trustees cannot receive any money or property from the Charity, except to refund reasonable out of pocket expenses.
4. Money must be held in the Charity's bank account. All cheques must be signed by 2 trustees.
5. The accounting period shall end on 31 March each year.

9 GENERAL MEETINGS

1. Any decision to amend this Constitution or to wind up the Charity may be made only at an AGM or at a Special General Meeting called by the trustees for that exact purpose. No amendment will be valid if it results in the Charity no longer being a charity as defined by law. Such decisions must be by a two-thirds majority of those present at the General Meeting, with a quorum being 10 members present in person or by telephone.
2. An action may be placed on the agenda of any General Meeting by any member who notifies the trustees at least seven days before its date. All General Meetings must be notified to the members at least 14 days before the date of such General Meeting.
3. Minutes must be kept of every General Meeting.
4. In the event of an action to wind up the Charity, any money or property remaining after payment of debts must be given to a charity with similar purposes to this one or to the Suffolk Libraries IPS Ltd.

10 SETTING UP THE CHARITY

This constitution was adopted on 25 April 2013 by the people whose signatures appear below. They are the first members of the Charity and will be the trustees until the first AGM, which must be held within one year of this date.

Graham Watson

Patti Mulcahy

Steven Jarvis

Helen Scrivener

Penny van der Have