

# FOPL

## Friends of Penketh Library CONSTITUTION and RULES

### NAME

The name of the Organisation is the FRIENDS OF PENKETH LIBRARY hereafter known as 'FOPL'.

### AIMS

FOPL is an independent group dedicated to the promotion, support and improvement of the Library Service in Penketh, which is one of the main cultural and information centres in our Community.

FOPL will encourage the voices, ideas and contributions of individuals to support and promote the library as one of our Community's best assets.

FOPL will maintain contact with such persons and organisations as Councillors, Managers, Residents and other library users, but not to the exclusion of others.

FOPL will play an active role in responding to local and national proposals on Library Services.

FOPL does not want to run or fund the Library Service in Penketh. We maintain that Warrington Borough Council/Livewire should continue to be responsible for funding Penketh Library and for the management of the staff, services and stock. FOPL believe this is the only way to ensure that high professional standards will be maintained. Warrington's Library Service, currently run by Livewire, is publicly funded and has a statutory duty to provide a 'comprehensive and efficient Library Service'. We also acknowledge that Warrington Library was the first rate supported public library in the country, opening on 24 May 1848.

### OBJECTIVES

- a. Aim to ensure that all available resources are effectively utilised to deliver a high quality reading and learning offer.
- b. Aim to ensure that opening hours reflect the needs of the Community which it serves.
- c. Aim to provide a high quality selection of book, newspaper, magazine and audio visual stock and access to ICT equipment that meets customer needs.
- d. Aim for a well maintained building with a layout that suits the services and activities on offer.
- e. Aim for effective marketing and communication of services and activities on offer.

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- f. Aim to ensure the library offer constantly evolves to reflect best practice and links to national campaigns that encourage more people to read.
- g. Aim to ensure optimal staffing levels.
- h. To do all such other things as may be necessary to further the above aims and objectives.

#### MEMBERSHIP

1. Membership is open to any individual, group or corporate body who wish to promote the aims and objectives of FOPL. Membership will commence on submission of a signed application form to the Secretary. Application for membership by email may also be accepted at the discretion of the committee. FOPL is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
2. Membership fees (if necessary) shall be determined by the Committee and recommended by them for approval or otherwise at the Annual General Meeting who shall have sole authority and discretion to set Membership fees and when these are payable.
3. Membership shall cease if the Membership fee is unpaid six months after it is due or on receipt of a written resignation to the Secretary or by Committee decision.
4. GENERAL MEETINGS (Annual General Meetings and Extraordinary General Meetings). An Annual General Meeting shall be held each year at a date, time and place to be decided by the Committee. This meeting should be held not more than 18 months after the formation of FOPL and every 12 months thereafter. Not more than 15 months shall elapse between AGMs unless there are exceptional circumstances which prevent an AGM taking place. In the case of exceptional circumstances, the next AGM shall be held at a date, time and place to be decided by the Committee.
5. Notice of the AGM shall be given to all Members not less than 28 days prior to the AGM, together with a call for nominations to the Committee and motions for discussion. (Nominations and motions for discussion to be delivered to the Secretary not less than seven days before the AGM.) Non-receipt of notice by a member shall not invalidate the proceedings at that meeting.
6. An Extraordinary General Meeting can be called by the Committee, or required to be held within 30 days of written notice by 25% of the Membership, being sent to the Secretary. No business other than that notified shall be conducted.
7. A quorum for any General Meeting shall be five or one tenth of the Members, whichever is the greater. In the event of a quorum not being present the meeting shall be re-convened. If at that re-convened meeting no quorum is present, the business of the General Meeting shall be conducted by those present.

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8. Decisions may be reached by consensus to attempt to reach a solution satisfactory to all present. If a consensus cannot be reached, a vote shall be taken. For decisions reached by voting a simple majority shall decide the result. Each member shall have one vote. Group or corporate Members shall nominate one member to vote on their behalf. In the event of a tied vote, the Chair of the Meeting shall have a second casting vote.

#### OFFICERS

9. The Officers of FOPL shall be the Chair, Secretary and Treasurer. Additional Officers may also be appointed if required. e.g. Publicity officer, Fundraiser, Membership Secretary.
10. The Officers shall be elected at the AGM. All Committee Members and Officers shall serve for the term of one year and be eligible for re-election.
11. The Committee has power to fill any vacancy which exists or arises between AGMs by co-opting a new member who shall serve until the next AGM.

#### COMMITTEE

12. The Committee shall consist of the elected Officers, to be elected at the AGM, plus up to five further elected Members.
13. The Committee shall have the power to co-opt further Members up to a total of three.
14. The quorum for Committee meetings is three and the chair shall have a casting vote.
15. Members of the Library Staff may be Committee Members or Officers with the exception of the Chair.
16. In the event of a vacancy occurring among the Officers, the Committee shall have the power to appoint one of its own number to fill the vacancy.
17. The Committee shall be responsible for the day-to-day running of FOPL and will hold meetings as required for this purpose.

#### FINANCE

18. FOPL shall have the power to collect Membership fees and raise funds by appeal, grant, donations or other means, excluding loans.
19. The Committee shall have the power to open a bank account, with at least three signatories, on behalf of FOPL. Cheques issued on this account shall bear the signatures of two Officers.
20. The Treasurer shall be empowered to pay out-of-pocket or other expenses incurred on behalf of FOPL as agreed by the Committee. Receipts shall be required to be submitted to the Treasurer for any expenses claimed.

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21. In the event of it being agreed to wind up FOPL, any remaining funds to be donated to a charity chosen by the Committee. A simple majority vote on a motion at an AGM or EGM will be required to wind up FOPL.
22. The Treasurer shall keep accounts and present an annual statement at the AGM.
23. All money raised to be spent on furthering the aims laid out in this Constitution.

#### AMENDMENTS TO THE CONSTITUTION

24. Amendments to the Constitution may be adopted by a motion at the AGM or at an Extraordinary General Meeting on a vote of not less than two thirds of those present.
25. Notice of any proposed Amendment shall have been given to current Members not less than seven days before the Meeting.

**DATE OF CONSTITUTION BEING AGREED:**

**SIGNATURES OF OFFICERS:**