

Barlby Library Volunteer Group

Constitution

May 2014 Version 7

(amended 19 May 2016)



Barlby Library Volunteers Constitution

1.0 Name of Group

1.1 Barlby Library Volunteers (BLV)

2.0 Aims And Objectives

2.1 To provide (with professional assistance from NYCC) a Library Service for the benefit of local residents and other Library users.

2.2 To provide family history and IT services in the Library for the benefit of local residents and other Library users.

2.3 To apply (where appropriate) for grant funding to achieve the above objectives.

2.4 To liaise with other interested groups and partner organisations.

2.5 To offer assistance, guidance and support where required.

3.0 Responsibilities

3.1 To provide a volunteer workforce to achieve the above objectives.

3.2 To comply with the terms and conditions of the Town Council for use of part of the Town Council building as a Community Library.

3.3 To raise funds and receive contributions to assist the Town Council in the running of the building.

3.4 To organise activities, events, and meetings.

3.5 To consult the public and other interested parties.

3.6 To produce publicity material where required.

3.7 To co-operate with other groups and organisations to exchange information and advice.

3.8 To develop new initiatives in liaison with North Yorkshire Library Service (NYLS) to achieve the aims and objectives of the group.

4.0 Membership Of The Group

4.1 Membership shall be open to any suitable qualified individual, with a minimum age of 16 years and a maximum age of 85 years. The Management Committee (see 5.0 below) may, if there be good reason, reject an application or terminate the membership of any individual, subject to the right of reply.

5.0 Management Committee

- 5.1 The Group shall be managed by a Management Committee elected at its first meeting and thereafter annually at the Annual General Meeting in June of each year. (See 7.3 below).
- 5.2 The Management Committee shall comprise a Chairperson, a Secretary, a Treasurer, a Volunteer Co-ordinator and a Publicity Officer, all being Electors of Barlby and Osgodby Parish.
- 5.3 If a vacancy occurs the Management Committee shall have the power to fill the vacancy from the members.
- 5.4 All members of the Management Committee may subsequently be re-elected or re-appointed.

6.0 **Management Committee Meetings**

- 6.1 There shall be at least 2 ordinary meetings of the Management Committee plus an Annual General Meeting (see General Meetings below) each year. The Management Committee shall present the Annual Report and Accounts for the preceding year at the AGM.
- 6.2 A quorum shall constitute 3 members of the Management Committee.
- 6.3 All matters shall be determined by a majority of those members present and voting. The Chairman shall have a casting vote.
- 6.4 Minutes of meetings shall be kept as a record of proceedings.
- 6.5 The Management Committee may appoint one or more sub-committees to assist in the discharge of its functions. Any sub-committee must have at least one member of the Management Committee and may in addition co-opt up to 3 members of the Barlby Library Volunteers Group.

7.0 **General Meetings**

- 7.1 General Meetings may be called by the Management Committee as required.
- 7.2 Special General Meetings may also be called by the Management Committee as required, stating the business to be discussed, on receipt of written requests from 4 members.
- 7.3 An Annual General Meeting of all members shall be held in June of each year. Agenda items must be submitted to the Secretary 7 days before the meeting.

8.0 **Finances**

- 8.1 The funds of the group shall be paid into an account opened for this purpose by the Management Committee in the name of the Group. Alternatively the Management Committee may request that the Town Council be the Responsible Financial Body for the Group.

8.2 All cheques drawn of the BLV account must be signed by 2 members of the Management Committee and approved by the Management Committee.

8.3 All funds raised by the Group shall be used to further the aims and objectives of the Group and for no other purpose.

8.4 The Management Committee shall ensure that

- Accounting records shall be kept in compliance with good practice
- That an Annual Statement of Accounts is made and presented to the AGM and that
- The Accounts are independently audited

9.0 **Miscellaneous**

9.1 Any amendments to this constitution shall require the approval of a two thirds majority of those present and voting at the Annual General Meeting and must be passed by resolution received by the Secretary in writing 7 days before the meeting.

9.2 The Group may be dissolved at a Special General Meeting called expressly for that purpose. This proposal may only take effect if agreed by a two thirds majority of members present and voting.

9.3 Surplus funds from the Group shall be transferred to the Town Council or by agreement to other voluntary or charitable organisations having similar objectives.