

# FRIENDS OF BURTON BRADSTOCK LIBRARY

## RULES

These rules are annexed to and form part of the Constitution

---

### 1. MEMBERSHIP

a) Full membership is open to all persons aged 18 and over who are resident within the political and geographical areas referred to in Clause 3 of the Constitution. They shall be known as full members and be required to pay an annual subscription of such sum as shall be determined by the Trustees and confirmed by the members in general meeting. Such subscription shall be reviewed annually by the Trustees and any amendment thereof confirmed by the members in annual general meeting.

b) Persons or corporations wishing to become Patrons of the Charity may do so on payment of an annual donation which shall not be less than the minimum sum determined by the Trustees and approved by the members in annual general meeting. Such annual donation shall be in lieu of the annual membership subscription but shall be subject to annual review as in Rule 1(a).

c) Membership is also open to persons under the age of 18 who shall be known as junior members but will not be required to pay a subscription.

d) The Treasurer shall be responsible for maintaining the record of members' names and addresses, including those of junior members.

### 2. MEMBERS' RESPONSIBILITIES

a) Both full and junior members are expected to treat the library premises and their contents with respect and failure to do so will result in the person concerned being held liable for the cost of making good any loss or damage that occurs. In respect of junior members a similar liability will attach to their parent or guardian.

b) Members and the parent or guardian of a junior member are required to pay in full to the Charity any outstanding payments within six months of them falling due.

### 3. GENERAL MEETINGS

a) No general meeting that is not quorate may proceed save in the circumstances set forth in Clause 11(5) of the Constitution.

b) In the event of a special general meeting being called at the request of the members, as provided in Clause 9(5) of the Constitution, no business shall be discussed other than those matters which the members state as their reason for calling the meeting.

c) The Trustees shall hold office for one year and shall be elected or re-elected at the annual general meeting next following.

d) The Secretary shall prepare the agenda for all general meetings and for meetings of the Trustees. Any member who wishes to raise a matter for discussion at any general meeting must give the Secretary at least 14 days' notice before the date proposed for the meeting.

e) The Secretary will take the minute at all general meetings and at Trustees' meetings. Arrangements for minute taking at Trustees' sub-committee meetings shall be on an *ad hoc* basis but the person taking the minute on such occasions shall make the record available to the Secretary within 7 days of the date of the sub-committee meeting.

f) The Secretary shall maintain and retain the Minute Book.

#### 4. USE OF LIBRARY PREMISES

The Trustees may on occasion set aside the whole or any part of the library premises for social events or such other use as the Trustees consider to be in the best interests of the Charity.

#### 5. BANK ACCOUNTS

- a) The Trustees may in accordance with the provisions of Clause 17. 1 (j) of the Constitution open a current account with Bank and such other accounts as the Trustees deem essential for the investment of the Charity's funds.
- b) The Trustees shall nominate three signatories who are authorised to sign cheques on behalf of the Charity. One such signatory shall be the Chair and another the Treasurer. All cheques must be signed by at least two of the three signatories.