

Friends of Yardley Wood Library (FYWL)

Constitution

1. The Organisation

Name: Friends of Yardley Wood Library (FYWL).

Structure: Unincorporated Association.

Core Purpose: FYWL's core purpose is to support the library services within the existing library building, thus ensuring residents of Yardley Wood and the surrounding areas have access to the building and its resources - and can **read** in the library - for generations to come.

Side note: when FYWL say library and Yardley Wood Library it will always mean 'library service' in the existing library building.

2. FYWL's objectives are:

- a) To support a Library service within the existing Library building.
- b) To work with library staff, Birmingham City Council, and other partners to offer support for services provided by Yardley Wood Library.
- c) To ensure the FYWL values (detailed below) are taken into consideration when decision-making, planning and delivering activity or support.
- d) To assist Library staff in publicising Yardley Wood Library, to increase current usage and attract new users.
- e) To support, in practical ways, improvements to current activities and services provided by the Library where help is needed.
- f) Organising and promoting a programme of events and activities in support of the Library's objectives.
- g) To offer assistance to Yardley Wood Library in consulting and involving users in service developments.

- h) To develop a volunteer network to support Library services and to extend opening hours.
- i) To explore ways to support Yardley Wood Library services by applying for relevant funds.
- j) To liaise with other Library Friends' groups as they are formed across Birmingham to share resources and experiences, and coordinate activities.
- k) To maximise the social and financial value of the Library by encouraging the use of any under-used spaces on the site, back into other uses - approved by FYWL and BCC library services, adhering to FYWL values and aims as a priority.
- l) Should the Library service in the building be reduced further, relocated or cut completely by Birmingham City Council funding cuts, FYWL want the opportunity, support and enough time to be able to come up with alternative and realistic solutions.
- m) FYWL would like the opportunity to retain community use of the Library building should this happen.

3. Values

These are the core values of FYWL. FYWL strive to ensure the Library service is **Welcoming, Educational, Sustainable, Accessible and Inclusive**.

4. Membership

- a) Membership will be in two categories: **Individual Membership**, for individuals aged 18 and over; **Young Membership**, for individuals under 18 years of age.
- b) Membership is open to all, regardless of registration with Birmingham Libraries, subject to the completion of a membership application for FYWL.
- c) Membership runs annually from September to August.
- d) Members will receive a membership card, renewable each year.
- e) All members will receive a copy of this constitution.
- f) Each member is entitled to one vote at meetings.

- g) The Committee reserves the right to terminate a membership for good reason, through a unanimous vote. The individual affected has the right to appeal the decision and be accompanied by a friend during the appeal hearing before the Committee.
- h) Membership is open to all without discrimination based on gender, race, disability, ethnicity, nationality, sexual orientation, marital status, dependents, religion, trade union activity, political affiliation, or age.
- i) Members will be advocates for the Library.

5. Committee Duties and Powers

- a) FYWL will be governed by a Committee consisting of the Chair, Secretary, Treasurer, and up to six ordinary members, all of whom must be members of FYWL.
- b) Officers are elected at the AGM with posts held for one year. Officers from a previous year can stand for re-election to the same posts in a following year.
- c) Ordinary Committee members are elected annually at the AGM.
- d) The Committee has the authority to manage the funds and affairs of FYWL and may:
 - i) Nominate delegates to external bodies.
 - ii) Establish and amend rules, provided they do not conflict with this constitution.
 - iii) Form sub-committees as needed to carry out its functions.
- e) A Library employee will serve as a Liaison Officer, acting as a point of communication between Library staff and FYWL. In the event that the Chair is inactive, the Liaison Officer has the authority to call a meeting and facilitate the appointment of a new Chair, subject to Committee approval.

6. Meetings

a) Annual General Meeting (AGM)

An AGM will be held once every calendar year. The committee will give notice

of at least three weeks, stating the time, the place and the business to be transacted. Such notice will be given in writing (including email) to individual committee members.

The Chair (or in their absence, the secretary) shall conduct the AGM.

A statement of income and expenditure will be prepared annually by the Treasurer and presented at the AGM.

b) Special General Meeting (SGM):

An SGM may be called by the Committee, or upon written request from at least five members of FYWL.

The Committee will give notice of 14 days to all Members, specifying the business to be addressed.

c) Quorum:

For the AGM and SGM, the quorum necessary to transact business should be five members or one-tenth of the membership, whichever is greater.

d) Committee Meetings:

Committee Meetings will be held at least twice annually, with four members constituting a quorum. If the Chair is absent, the attending members will elect a temporary Chair for the meeting.

7. Finance

A bank account shall be opened and will be operated by the Treasurer. The Treasurer, Secretary and the Chair will be the three signatories for the account, any of whom can act as a single signatory to draw on the funds within the account at any one time.

8. Procedure

- a) Decisions at meetings will be determined by a simple majority of those present and eligible to vote. Each member present will have one vote. In case of a tie, the Chair has a second or casting vote.
- b) Minutes of all meetings and resolution will be recorded and maintained by the Secretary.

9. Alteration of Constitution

Alterations to the constitution require the assent of two-thirds of voting members at an AGM or SGM. Proposals must be submitted to the Secretary 21 days before the meeting, and members must receive 14 days' notice.

10. Dissolution

Dissolution requires a two-thirds majority at an SGM.

On dissolution of FYWL, any assets remaining after all debts and liabilities have been discharged shall not be distributed among the members but shall be handed to a voluntary organisation with similar objectives, to be administered in a manner which is exclusively charitable at law.

11. Data Protection

Members' personal data will only be used for FYWL and Library communications. Data will be held by the Chair, Secretary, and Treasurer, with mass mailings sent as BCC to maintain privacy.