

## **Constitution of The Friends of Weaver Hall Museum.**

### **1. NAME**

1.1 The name of the Charity shall be "The Friends of Weaver Hall Museum" hereinafter referred to as "The Charity."

1.2 The Charity shall operate as an Unincorporated Association.

### **2. PURPOSE OF THE CHARITY**

2.1 The purpose of the Charity is the advancement of education of the public.

2.2 This shall be by, but not limited to, promotion, support, assistance and improvement of Weaver Hall Museum and Workhouse (hereinafter referred to as "the Museum") in co-operation with its management and staff.

### **3. TRUSTEES**

3.1 The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

3.2 Committee members may serve for up to three years, after which they must stand for re-election or retire.

3.3 Committee members may retire early providing there are sufficient committee members still in office, as required for the Charity to still operate as a charity in law.

3.4 The Curator of the Museum shall be, ex officio, a voting Member of the committee without the need for election.

3.5 All Members of the Committee shall have one vote. In the event of no majority, the Chairman shall have a second or casting vote.

3.6 A Member of the Committee may be removed if he/she is found to have acted in a manner which brings the charity into disrepute.

### **4. CARRYING OUT THE PURPOSE**

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

4.1.1 raise funds, receive grants and donations;

4.1.2 apply funds to carry out the work of the charity;

4.1.3 co-operate with and support other charities with similar purposes;

4.1.4 do anything which is lawful and necessary to achieve the purposes.

### **5. MEMBERSHIP**

5.1 The charity shall have a membership.

5.2 People and/or organisations who support the work of the charity and are aged 18 or over, can apply to the trustees to become a full member. Once accepted by the trustees, membership lasts to the end of the current membership year (i.e. from May through April of the following year) and may be renewed.

5.3 Membership classes shall be individual, family, joint, junior or corporate. Each member, or corporate representative, aged 18 or over at the time of joining shall have one vote at an AGM or General Meeting (GM).

5.3.1 Junior membership, for those under the age of 18 at the time of joining, shall not have any voting rights.

5.3.2 The Committee may admit to corporate membership any company or business. Where any of the following provisions of this Constitution refers to a member, in relation to corporate membership the reference means a person nominated by a corporate member to act on its behalf.

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5.4 The trustees will keep an up-to-date membership list.

5.5 Trustees may remove a member 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.

### **6 ANNUAL GENERAL MEETING – AGM**

6.1 The AGM must be held every year, with at least 14 days notice given to all members, telling them what is on the agenda. Minutes must be kept of the AGM.

6.2 There must be at least 3 voting members or 10 percent of all voting members, whichever is the greatest, present at the AGM.

6.3 The trustees shall present the annual report and accounts.

6.4 Any member may stand for election as a trustee provided a vacancy exists and the member is eligible.

6.5 Members shall elect trustees such that a minimum of 6 and a maximum of 10 will be serving for the next year.

### **7 TRUSTEE MEETINGS**

7.1 Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.

7.2 At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

7.3 If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

7.4 During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

7.5 The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law and must be available for members to see.

### **8 MONEY AND PROPERTY**

8.1 Money and property must only be used for the charity's purposes.

8.2 Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.

8.3 Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

8.4 Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

### **9 GENERAL MEETINGS**

9.1 If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. All members must be given at least 14 days notice and told the reason for the meeting. All decisions require a two thirds majority of those present. Minutes must be kept.

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9.2 **Winding Up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

9.3 **Changes to the Constitution** - can only be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

9.4 **General Meeting** – can be called on written request from 20 members, or 10 percent of all voting members, whichever is the least. Trustees may also call a General Meeting to consult the membership.

10 **ADOPTION OF THIS CONSTITUTION.**

10.1 This constitution replaces the previous one, when The Charity was known as “The Friends of The Salt Museum”, and was adopted on \_\_\_\_\_ 2010 by the people whose signatures appear below. They are the current trustees of the charity and will be the trustees until the AGM, which must be held within one year of this date, or until they retire or stand for re-election.

**Signed**

**Print name and address**
