

Friends of Folkestone Museum

Constitution

1. NAME.

The charity's name is Friends of Folkestone Museum.

2. THE PURPOSES OF THE CHARITY ARE:

- To support the work of the Folkestone Museum, its maintenance and development.
- To assist the Folkestone Museum in promoting and publicising its collections
- To help in raising funds for the Museum for special projects, for the purchase of new items and for general maintenance of the collections

3. TRUSTEES

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

4. CARRYING OUT THE PURPOSES

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

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5. MEMBERSHIP

There shall be two classes of membership

- i. Individual
- ii. Couple/family

membership lasts for 1 year and may be renewed. The membership year starts on 1 January, but those joining on or after 1 October will be entitled to 3 months free membership. The trustees will keep an up-to-date membership list.

6. ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

- (2) There must be at least 12 members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect up to 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.
- (7) Any paid up member of the Friends may propose the election of any other member to a place on the Committee. Such proposals shall be in writing and be accompanied by a signed statement from the individual proposed for election, to confirm that he or she is willing to accept nomination. The proposal may either be signed by a seconder, being also a member, or a seconder may be called for at the meeting. Any proposals must be addressed to the Secretary of the Friends of Folkestone Museum so as to arrive not later than 14 days before the AGM.
- (8) Only if sufficient names to fill existing vacancies have not been received by the due date, the Chair may invite further proposals at the AGM.
Such proposals must be seconded and may only be of members present at that AGM and who, on being proposed, signify their willingness to accept nomination.

7. TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer, secretary and membership secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8. MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.

- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.
- (5) Annual subscriptions shall become due on the first day of January each year.
Members whose subscriptions are six months in arrears shall be automatically removed from the membership list but will be entitled to rejoin on payment of the outstanding subscription.

9. GENERAL MEETINGS

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. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership