

# Constitution of the Friends Of Bishops' House



## 1) Name

The name of the group shall be the Friends Of Bishops' House

## 2) Aim

The aims of the Friends Of Bishops' House shall be to:-

- a) Ensure appropriate upkeep and maintenance of the fabric of the building.
- b) Work to ensure continued access to the House.
- c) Promote and publicise the House locally, nationally and globally.
- d) Continue and extend existing historical research of the House and it's environs.
- e) Work towards establishing the House as an integral part of the neighbourhood.
- f) Organise events to promote and highlight the building.
- g) Raise funds to support our work in the above aims.
- h) Liase closely with the agency managing the House in order to ensure its future use and development.

This to be achieved without distinction of sex, or of political, religious, racial or other opinions.

## 3) Powers

In order to achieve it's aim, the Friends Of Bishops' House may:

- a) Raise Money.
- b) Open bank accounts.
- c) Acquire and run premises.
- d) Take on insurance.
- e) Organise courses and events.
- f) Work with similar groups and exchange information and advice with them.
- g) Do anything that is lawful which will help fulfil its aim.

## 4) Membership

- a) Membership of the Friends Of Bishops' House shall be open to anybody without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:
  - interested in helping the Friends Of Bishops' House achieve its aim
  - willing to abide by the rules of the group.
  - willing to pay any subscription agreed by the Management Committee
- b) The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion, his/her conduct is prejudicial to the interests and objectives of the Friends Of Bishops' House, provided that the individual shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement. Pending the appeal, membership for the individual will be suspended.
- c) Membership shall be in one of three categories:
  - Ordinary
  - Concessionary
  - Family

## 5) Management

- a) the Friends Of Bishops' House shall be administered by a Management Committee of not less than 5 and not more than 10 individuals.
- b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- c) The Management Committee may also co-opt individuals with specific skills or representing suitable local bodies, to attend meetings as appropriate and be part of the internal mailing list.
- d) The Management Committee will meet at least four times a year, giving 14 days notice.
- e) At least four Management Committee members must be present for a Management Committee meeting for a vote to be taken, two of whom must be an officer.

- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Management Committee will have the power to remove any member of the Committee for good and proper reason, after a majority vote. The removed Committee member will have the right to appeal to an independent arbitrator appointed by mutual agreement. Pending the appeal, membership for the individual will be suspended.
- h) The Management Committee may appoint any other member of the Friends Of Bishops' House, as a Committee member to fill a vacancy, provided the maximum prescribed is not exceeded.
- i) All Committee Members are to stand for re-election each year.

#### 6) The Duties of the Officers

##### a) The duties of the Chairperson shall be to:

- Chair meetings of the Committee of the Friends Of Bishops' House.

##### b) The duties of the Secretary shall be to:

- Keep a membership list
- Prepare in consultation with the Chairperson the agenda for meetings of the Committee of the Friends Of Bishops' House.
- Take and keep minutes of all meetings.
- Collect and circulate any relevant information within the Friends Of Bishops' House .
- Deal with correspondence
- Arrange meeting venues.
- Co-ordinate and produce the annual report

##### c) The duties of the Treasurer shall be to:

- Supervise the financial affairs of the Friends Of Bishops' House.
- Keep proper accounts that show all monies received and paid out by the Friends Of Bishops' House.
- Present independently examined accounts and present future audit arrangements for the approval of the membership at an AGM.
- To collect and manage subscriptions
- To report the financial situation at each Management Committee meeting if required.

##### d) The duties of all members of the committee shall be to:

- Represent the Friends Of Bishops' House at functions/meetings as appropriate.
- Act as spokesperson of the Friends Of Bishops' House when necessary.
- Attend meetings and contribute ideas and enthusiasm

#### 7) Finance

- a) All monies received by or on behalf of the Friends Of Bishops' House shall be applied to further the aim of the Friends Of Bishops' House and for no other purpose.
- b) Any bank accounts opened for the Friends Of Bishops' House shall be in the name of the Friends Of Bishops' House .
- c) Any cheques issued shall be signed by the Treasurer and any one of two other nominated members of the Management Committee.
- d) the Friends Of Bishops' House shall ensure that its accounts are audited or independently examined every year.
- e) the Friends Of Bishops' House may pay reasonable out of pocket expenses including travel, childcare and meal costs to members or Management Committee members.

#### 8) Annual General Meeting

- a) the Friends Of Bishops' House shall hold an Annual General Meeting (A.G.M) in the month of (to be decided) or 15 months from initiation of constituted group.
- b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meeting in at least three public places giving at least twenty-one days notice of the AGM.
- c) The business of the AGM. shall include:
  - Receiving a report from the Chairperson on the Friends Of Bishops' House activities over the year.
  - Receiving a report from the Treasurer on the finances of the Friends Of Bishops' House.
  - Electing a new Management Committee.
  - Considering any other matter as may be decided.

- Approve any changes to membership fees.
- Present minutes of previous AGM. and accept as true record.
- Attendees may join at the AGM, but will not be entitled to vote on the night.

**9) General Meetings**

- a) There shall be at least 1 General Meeting (excluding the A.G.M.) each year.
- b) All members shall be entitled to attend and vote

**10) Special General Meeting**

To discuss urgent matters, the majority of the Management Committee may call a Special General Meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

**11) Alterations to the Constitution**

Any alterations to the constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting. Any such alterations need to be adopted at the next AGM.

**12) Dissolution**

the Friends Of Bishops’ House may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining shall be returned to their providers, if they require it, or shall be passed to another Forum/Group with similar aims.

**13) Adoption of the Constitution**

Until the first A.G.M. takes place the persons whose names addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was adopted on \_\_\_\_\_ by \_\_\_\_\_

Name.....

Address.....

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Signed.....

Name.....

Address.....

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Signed.....