

CHARITY COMMISSION FOR ENGLAND & WALES

Small Charity Constitution

Suitable for small charities with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.

1. Name

The charity's name is: **Biddenden Community Library**

2. The purposes of the charity are:-

1. To promote the reading and exchange of literature
2. To encourage and develop child literacy skills and enjoyment
3. To promote community fellowship
4. To promote local literature

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: - 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. Association:

The charity shall have a membership of library users. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list. The trustees may remove a person's membership if they believe it is in the best interests of the charity (for example if antisocial behaviour is exhibited in the library). The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend. The library members may also become volunteer members who run the library and have other responsibilities. The trustees are elected from and by the volunteer members.

6. Annual General Meeting - AGM

1. The AGM must be held every year, with 14 days' notice given to all volunteer members telling them what is on the agenda. Minutes must be kept of the AGM.
2. There must be at least 6 volunteer members present at the AGM.
3. Every volunteer member has one vote.
4. The trustees shall present the annual report and accounts.
5. Any volunteer member may stand for election as a trustee.
6. Volunteer members shall elect at least 3 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7. Trustee meetings

1. Trustees must hold at least 3 meetings each year and an AGM. At their first meeting after the AGM they will elect a chair, treasurer and 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. They will stand down at the next AGM.
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.

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 volunteer membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of volunteer members. All volunteer 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 volunteer members.
4. Trustees may also call a General Meeting to consult the volunteer membership.

10. Setting up the Charity

This constitution was adopted on 20 by the people whose signatures appear below. They are the first volunteer members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address

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