



# CONSTITUTION

## Unincorporated Association – working for the public benefit

### 1. NAME

The name of the Organisation shall be HOWLS - Hay-on-Wye Library Supporters.

### 2. PURPOSE

HOWLS will defend, support and encourage the delivery and development of the library service within the local community of Hay-on-Wye. It will work in partnership with other community groups and businesses and in consultation with Hay Town Council, Powys Library Service and Powys County Council.

### 3. AIMS

- to campaign to retain guaranteed local authority funding for a professionally-staffed library facility in Hay-on-Wye
- to defend the library against cuts by Powys County Council in the immediate and longer term
- to promote the library service by raising awareness of its facilities and its use across all age groups and sectors of the community
- to develop a longer term vision for the library service in Hay-on-Wye
- to encourage and support new activities and events to complement and develop the existing library service
- to act as a link between Hay Town Council, Powys County Council and Powys Library Service

### 4. POWERS

To further these aims the Organisation shall have the power to:

- a. Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Organisation.
- b. Associate local authorities, voluntary organisations and residents of Hay on Wye and the surrounding area in a common effort to carry out the aims of the Organisation.
- c. Do all such lawful things as will further the aims of the Organisation.

### 5. MEMBERSHIP

- a. Voting membership is open to all who sign up to abide by the Constitution. All members shall have a copy of the Constitution.
- b. The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the management committee before a final decision is made.
- c. Every member shall have one vote at general meetings.

## **6. EQUAL OPPORTUNITIES**

HOWLS will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **7. MANAGEMENT**

- a) A Management Committee elected annually at the Annual General Meeting shall manage the Organisation.
- b) The Management Committee will consist of a Chair, Secretary, Treasurer and Vice Chair plus up to a maximum of 8 other members.
- c) The Management Committee will meet a minimum of four times per year.
- d) A proper record will be recorded of all transactions and meetings shall be kept and be made available to all members.

## **8. MEETINGS**

### **8.1 Annual General Meetings**

- a) An Annual General Meeting (AGM) will be held within fifteen months of the adoption of the Constitution and thereafter annually.
- b) All members will be notified in writing and/or email at least 3 weeks before the date of the meeting, giving the venue, date and time.
- c) Nominations for the committee may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater.
- d) Proposals to change the constitution must be given in writing to the secretary at least 28 days before an AGM and approved by a two thirds majority of those present and entitled to vote.

At the AGM:

- The Committee will present a report of the work of HOWLS.
- The Committee will present the accounts for the previous year.
- The Officers and Committee for the next year will be elected.
- Proposals submitted to the Secretary at least 7 days in advance of the meeting will be discussed

### **8.2 Special General Meetings**

- a) The Secretary will call a Special General Meeting at the request of the majority of the committee or one quarter of the membership or at least ten other members whichever is the greater giving a written request to the Chair or Secretary stating the reason for their request.
- b) The meeting will take place within twenty-one days of the request. All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- c) The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

### **8.3 General Meetings**

General Meetings are open to all members and will be held at least once every 6 months or more often if necessary. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for a General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

#### 8.4 Management Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The quorum for these meetings will be 5 Committee members.

#### 9. Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

#### 10. FINANCES

- a) The funds of the Organisation including all donations, grants and bequests shall be paid into an account agreed and operated by the Management Committee.
- b) All cheques drawn on the account will have two nominated signatories. Three cheque signatories will be nominated by the Committee one of which will be the Treasurer.
- c) For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.
- d) Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each management meeting. All money raised by or on behalf of HOWLS is only to be used to further the aims of the Organisation, as specified in item 3 of this constitution.
- e) The Annual Accounts must be independently verified and the Accounts presented at the following AGM.

#### 11. DISSOLUTION

- a) The Organisation may be dissolved by a resolution passed by a two thirds majority of those present and by voting at an Annual General Meeting or a Special General Meeting.
- b) If it is agreed to dissolve the Organisation, the Management Committee shall distribute any assets remaining. These will go to other local charitable/voluntary groups giving priority to those with similar aims once all outstanding debts and liabilities have been settled.

#### 12. ADOPTION OF THE CONSTITUTION

This Constitution was agreed at the Inaugural General Meeting of the Organisation:  
Hay-on-Wye Library Supporters, HOWLS on Monday 6<sup>th</sup> March 2017.

Name .....Signed .....Chair

Name .....Signed .....Secretary

Name .....Signed .....Treasurer

Name .....Signed .....Vice-Chair

Name .....Signed .....Committee Member

Name .....Signed .....Committee Member

Name .....Signed .....Committee Member

Name .....Signed .....Committee Member

Name .....Signed .....Committee Member

Name .....Signed .....Committee Member

Name .....Signed .....Committee Member

Name .....Signed .....Committee Member

Members also present at the Inaugural Meeting of the Organisation Hay-on-Wye Library Supporters, HOWLs on Monday  
6<sup>th</sup> March 2017