

CONSTITUTION OF THE FRIENDS OF THE WILLIAM SALT LIBRARY

1. The Society shall be named THE FRIENDS OF THE WILLIAM SALT LIBRARY.
2. The objects of the Society shall be as follows:

The object of the Society shall be to apply its income and capital for the purpose of the repair, maintenance, improvement or preservation of the premises known as the William Salt Library, Eastgate Street, Stafford, or for the repair or binding of documents and books forming part of the said Library or for the purchase of additional books or documents for the use of the said Library or for any objects in furtherance of the work of the Library. In furtherance of this object but not otherwise the Society shall have power to obtain money for the benefit of the Library and to encourage public interest and publicize its work.
3. (a) Membership of the Society shall be open to all persons or institutions interested.

(b) Life members. For a fee to be determined by the Executive Committee.
4. The business of the Society shall be conducted by its officers and by its Executive Committee.
5. The officers of the Society shall consist of a Chairman of the Society and the Executive Committee, a Vice-Chairman, a Secretary (and if the Executive Committee wishes an Assistant Secretary), and a Treasurer. The officers shall be elected by the members at the Annual General Meeting.
6. The Executive Committee shall consist of the Chairman of the Executive Committee, the Vice-Chairman, the Treasurer and the Secretary, five members of the Society' and also up to six ordinary members of the Friends, of the William Salt Library. All of these shall be elected at the Annual General Meeting.
7. Nominations of the officers and for members of the Executive Committee shall be made at the Annual General Meeting, but nominees who are not present at the meeting must have been consulted and have consented previously.
8. An Annual General Meeting shall be held as near as possible to the beginning of May.
9. (a) The Executive Committee shall meet at least once in every year and have the power to appoint sub-committees consisting of members of the society if it feels this is desirable. Provided that the actions and proceedings of such subcommittees shall be fully and promptly reported to the Executive Committee.

(b) A Quorum of the Executive Committee shall be one-third.

10. (a) The accounts of the Society shall be made up to the 31st March each year and submitted to two auditors appointed at the Annual General Meeting.
(b) The income of the Society shall be applied solely towards the furtherance of the objects of the Society.
(c) All moneys payable to the Society shall be received by the Treasurer and deposited in a bank account in the name of the Society (unless invested in its name). No sum shall be withdrawn from this account except by cheque signed by such persons as the Executive Committee shall direct.
(d) The Executive Committee shall cause true accounts to be kept of all moneys received and disbursed on behalf of the Society and shall place before the members of the Society at each Annual General Meeting a properly audited Account and Balance Sheet audited up to the end of the financial year.
(e) The Executive Committee shall have power to disburse the moneys of the Society. If such disbursement is necessary in advance of a meeting of the Executive Committee the Chairman and Treasurer have power to authorise such disbursements, subject to confirmation at a subsequent meeting of the Executive Committee.
11. (a) The Executive Committee can call a Special General Meeting on not less than three weeks' notice to members.
(b) A Special General Meeting shall be called by the Secretary on receipt of a requisition for such a meeting, stating the purpose of same, signed by not less than four members of this Society.
12. The non-receipt of a notice by a member shall not invalidate the proceedings of any General Meeting or meeting of the Executive Committee.
13. Subject to provisions of Rule 16 below, a Quorum of any General Meeting shall be 5.
14. The majority of members present and voting shall be binding at an Executive Committee or at an Annual General Meeting; at a Special General Meeting the vote of two-thirds of the members present and voting shall be binding. The Chairman shall have the casting vote, at all General Meetings and at meetings of the Executive Committee.
15. (a) Subscriptions for members and for life-members shall be determined from time to time by an Annual General Meeting or by a Special General Meeting. On joining members shall pay such life or annual subscriptions as shall be decided from time to time by the Society in a General Meeting: and in respect of annual membership, subscriptions are due by the 31st May at the latest in each financial year of the Society.
(b) Where a subscription is in arrear by six months or more after 31st May in any year, membership may be deemed to have lapsed.

16. The rules of the Society can be altered only at an Annual General Meeting. The notice shall state the proposed change or changes. In order to effect an alteration of a rule at least two-thirds of the members present and actually voting shall vote in favour of the proposed change providing that the total number present at an Annual General Meeting is not less than 5. No amendment of any substance to any proposed alteration shall be allowed. No amendment shall be made which would cause the Society to cease to be a charity at law.
18. The Librarian of the William Salt Library for the time being shall be entitled to attend and speak at all general meetings of the Society, and meetings of its Executive Committee and any Special Committees.
19. The Friends of the William Salt Library will request representation on the Committee of the Trustees of the William Salt Library, and one member of the Executive will be elected to represent the aims and objectives of the Friends.
20. In the event of a dissolution of the Society any surplus funds of the Society shall be payable to the Trustees of the William Salt Library, for the time being.