



Friends of Nottinghamshire Archives

CONSTITUTION

1) **NAME:** The Friends of Nottinghamshire Archives; hereafter FONA.

2) **OBJECTS**

To support and promote the work of Nottinghamshire Archives (hereafter The Archives), through its activities in consultation with a Representative of The Archives and in line with its published Policies. Such activities include but are not limited to

- Volunteering.
- Advertising.
- Acquisition and deposit of historic documents.
- Give grants to The Archives to assist with the purchase of new acquisitions.
- Purchase of furniture and equipment.

To promote the development of FONA through events and activities appropriate to its membership, including but not limited to

- Research.
- Arranging talks and visits.
- Exhibitions and publishing.

3) **POWERS**

To further FONA's Objects, but for no other purpose, the Management Committee has the power to:

- (i) Raise money through Membership Fees, Grants, Sale of publications or from Donations.
- (ii) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- (iii) Employ staff and volunteers (who shall not be members of the Management Committee) necessary to conduct activities to meet the objects.
- (iv) Take any form of action that is lawful, which is necessary to achieve FONA's objectives.

4) **MEMBERSHIP**

- (i) Membership is open to anyone who has an interest in the work of The Archives and in assisting FONA to achieve its Objectives and is willing to adhere to its rules.
- (ii) Where it is considered that membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- (iii) Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the Committee.
- (iv) Any member of FONA may resign his/her membership by providing the Membership Secretary with written notice.



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5) THE COMMITTEE

- (i) FONA will be administered by a management committee of no less than three (3) people and no more than ten people (10), who must be at least 18 years of age and Members of FONA.
- (ii) Committee Members will be elected for a period of up to one year but may be re-elected at the AGM.

A Representative of The Archives will be an ex officio member.

- (iii) The Committee will comprise:

- The Chairperson
- The Treasurer
- The Secretary

and any additional officers the Group deems necessary at the meeting required to carry out the required activities.

- (iv) The Committee may invite an appropriate person to be FONA President. The appointment to be approved at the next Annual General Meeting.

6) COMMITTEE MEETINGS

- (i) The Committee will meet at least three times a year to discuss actions and monitor progress to date, and to consider future developments.
- (ii) All Committee members will be given at least fourteen (14) days' notice of when a meeting is due, unless it is deemed as an emergency.
- (iii) Two-thirds of committee members must be present in order for a meeting to take place and a minimum of FIVE members are needed to validate a decision or to conduct a vote.
- (iv) It is the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- (v) The AGM must be held no later than four months after the end of the financial year. Members must be given at least fourteen (14) days' notice that the AGM is to be held.
- (vi) All members are entitled to vote at the AGM. Voting will be by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy can make the final decision.

7) FINANCE

- (i) The Group's accounting year will run from 1 January to 31 December.
- (ii) Any money acquired by FONA including donations, contributions and bequests, is to be paid into an account operated by the Management Committee in FONA's name.
- (iii) All funds must be applied to the FONA's objects and for no other purpose.
- (iv) Any cheques or other financial documents must be signed by at least two members of the Committee.



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- (v) The Treasurer is responsible for ensuring that funds are used effectively and that FONA stays within budget.
- (vi) The Treasurer is responsible for keeping FONA's accounts and for presenting an annual financial report at the AGM. The Accounts must be examined annually by an independent examiner who is not a member of FONA.

8) **ALTERATION OF THE CONSTITUTION**

Any changes to this constitution must be agreed by a majority vote at a Special General Meeting or Annual General Meeting.

9) **DISSOLUTION**

FONA may be dissolved if deemed necessary by the members in a majority vote at a Special General Meeting. Any assets or remaining funds after debts have been paid to be transferred to Nottinghamshire Archives or other charitable institution with Objects similar to FONA.

Passed at AGM 18th March 2023



MANAGEMENT GUIDELINES

Conditions of Membership

1. Membership Categories are:
 - a. Individual.
 - b. Group e.g., families living at the same address.
 - c. Organisations e.g., companies, firms, societies, schools or other official bodies may name up to two representatives as Members of FONA.
2. The Membership year runs from 1 January to 31 December.
3. Membership Subscriptions for each category are agreed at the Annual General Meeting.
4. Subscriptions must be paid no later than 45 days after the start of the new Membership Year (that is 10 February each year).
5. New Members joining within 90 days of the end of the Membership Year (i.e., between September and December) will be classed as Members for the following full year and no additional Subscription will be requested.
6. The Committee may, at its discretion, offer Honorary Membership. Honorary Members are not entitled to vote.
7. The Membership Secretary will report all and any new members to the Committee at each Committee Meeting.

Agreed at AGM 18th March 2023



MANAGEMENT GUIDELINES

Committee Membership

1. Committee Members are elected for one year at the Annual General Meeting. There is no limit on the number of times they can be re-elected.
2. Any Member over 18 can be Nominated for election as a Committee member.
3. A Representative from Nottinghamshire Archives is an *ex officio* Committee Member.
4. Organisations can nominate up to two representatives as Committee Members. If the representative ceases to be a member of the Organisation, their Committee Membership is automatically terminated.
5. ALL Nominations must be sent in writing or by email to the Secretary or in the Absence of a Secretary, to the Treasurer, one week before the AGM.
6. The Committee may co-opt additional Committee Members as necessary.
7. If needed the Committee may appoint a Sub-Committee which will report formally to the Committee.

Election of Committee Members and Officers

- Committee Members must stand down at each AGM.
- The names of those willing to be elected/re-elected must be circulated to the membership in advance of the AGM.
- The Election of Committee Members and Officers is presided over by the *ex officio* Representative from Nottinghamshire Archives.
- Members attending the AGM can self-nominate for election as a Committee Member, subject to gaining support from at least two other Members present.
- The Election of Officers (Chairperson, Treasurer and Secretary) will follow immediately after the Election of Committee Members. Nominations for these officers should be circulated to the membership in advance of the AGM.
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MANAGEMENT GUIDELINES

Financial Management

1. All Financial Records to be held by the Treasurer who is responsible for managing the Bank Account, including on-line access for making electronic payments.
2. Two signatories are required for payments by cheque; signatories to be agreed by the Committee.
3. FONA Members can claim for expenses incurred in connection with FONA events.
4. Committee Members may spend up to £15 on goods or services related to FONA business. Expenditure over this amount must be agreed by the Treasurer and Chairperson.
5. The Chairperson has discretion to spend up to a limit of £150 without prior approval if necessary, for example, to purchase documents at auction. Whenever possible, Committee approval should be sought.
6. The Treasurer should ensure that FONA is properly insured.