

Friends of Lytham Institute and Library

Constitution

I. Name

Friends of Lytham Institute and Library [Friends]

II. Objectives

The Friends is a community organization whose aims are to see the return of the Lytham Library to the Lytham Institute, and to promote the continued operation of the Lytham Institute in service of the social and cultural needs of the Lytham community.

III. Activities

The activities of the Friends will include all measures aimed at promoting the organizations' objectives, which include: community outreach, press outreach, lobbying, fundraising, mobilizing.

IV. Membership

Membership is open to anyone who embraces the objectives and activities of the organization and joins the Friends' email list. To be considered a member with voting rights any interested party needs to join the Friends' email list and attend at least one public meeting a year. A voluntary contribution of £ 5-10 is also encouraged.

1. Membership public meetings: The membership will be called to a public meeting on a regular basis, as deemed necessary by the Steering Committee, but at least every six months. The Steering Committee will draft an agenda for the public meeting, together with any supporting materials, and will disseminate it via the email list at least one week in advance of the meeting. In order to carry out official business there must be at least two officers present and ten general members.

2. Voting: The public meetings will aim at decision-making through consensus. Any member may request a vote on any decision, which will be carried by a majority of the members present.

V. Steering Committee

The Steering Committee will be responsible for drafting programmatic plans aimed at promoting the objectives of the organization to present to the membership, and for putting into effect the programmatic plans endorsed by the organization. In these efforts the Steering Committee will be supported by an Advisory Committee (see section VI).

1. The Steering Committee will be composed of three officers:

a. Chair: The Chair will have the primary responsibility of being the spokesperson for the organization. The Chair will also chair Steering Committee and public meetings.

b. Secretary: The Secretary will be responsible for communicating with the membership, to include emailing updates and newsletters and public meeting agendas. The Secretary will also have the primary responsibility of sending out press releases and announcements of Friends' activities. The Secretary will keep action and decision focused minutes of Steering Committee and public meetings and will disseminate these to the membership.

c. Outreach Coordinator: The Outreach Coordinator's primary responsibility will be to draft materials for public release, to include: newsletters, press releases, official correspondence, lobbying materials, etc.

2. Meetings of the Steering Committee: The Steering Committee will meet on a regular basis as needed. Meetings may be in person or electronically. For decisions to be made all three members must be in agreement. Any member of the organization may request to meet with the Steering Committee to address concerns or proposals pertinent to the objectives by emailing any Steering Committee member.

3. Selection of Steering Committee Members: Steering Committee members will be selected annually at a public meeting through a majority vote of the members present. The existing Steering Committee will propose a slate of officers, which will be announced in the agenda sent in advance of the meeting. Any two members may also nominate additional candidates for one or more of the positions. In case a vacancy occurs in the composition of the Steering Committee, the Steering Committee will select an officer to fill the vacancy for the remainder of the term. Elected public officials are not eligible to be officers.

VI. Advisory Committee

The Advisory Committee will work with the Steering Committee to help draft the programmatic plans and objectives of the organization, and to advise on means of implementation. The Advisory Committee will consist of three to six members of the organization. They will be selected by the Steering Committee to provide expertise in areas of community outreach, fundraising, lobbying, and organizational activities. The composition of the Advisory Committee will be made public to the membership and updated as needed. Any member who wishes to form part of the Advisory Committee may approach the Steering Committee for selection.

VII. Interpretation of Constitution

In cases of uncertain wording or application of this Constitution, the decision of the Chair shall be final.

VIII. Constitution Approval and Amendments

This constitution is to be approved by a majority of the members present at the first public meeting after it is disseminated. Any amendments to the Constitution must be approved by a majority of the members present at a public meeting.