



## **FRIENDS OF PITTVILLE RULES**

**2 September 2015**

### **1. Purpose of these rules**

1.1 The constitution provides the formal basis for the charity called Friends of Pittville. These rules (also called bye-laws in the constitution) record matters which are determined by the trustees for the efficient and effective operation of the charity. They may be amended by the trustees from time to time provided they do not conflict with the constitution.

1.2 These rules are written in the context of the constitution dated 2 September 2015.

### **2. Trustees**

2.1 Trustees may be elected for a maximum of two terms of three years. After a person has ceased to be a trustee for a minimum of one year they will be eligible for re-election.

2.2 The trustees will appoint, at their first meeting after the annual general meeting, a chair, a secretary and a treasurer. They may also allocate any other role as deemed necessary.

2.3 There is no requirement to serve a minimum term as a trustee before being eligible for appointment to an officer position.

2.4 If there are vacancies on the committee, the trustees may appoint additional trustees during the year to bring the total number of trustees up to a maximum of twelve.

2.5 These appointed trustees may then stand for election at the next annual general meeting for a maximum of two terms of three years.

2.6 A temporary system for ensuring continuity will be devised by the trustees to avoid existing trustees reaching the end of their terms at the same time.

### **3. Duties of the trustees**

3.1 Specimen job descriptions for the chair, secretary and treasurer are included in an annex.

3.2 The trustees allocate the various duties needed for the effective operation of the charity. For example, the membership secretary maintains a register of the charity's members and reminds members to renew their subscriptions.

### **4. Trustee meetings in committee**

4.1 The trustees meet in committee from time to time, currently every six weeks.

4.2 Should the need arise for immediate action or decision-making, an electronic means of communication will be used.

## **5. Non-voting representatives of other organisations**

5.1 Pittville Ward and Pittville and Prestbury Division Councillors and a Pittville Park Watch representative will be invited to attend committee meetings and to receive the minutes if they wish. Significant local organisations or institutions may be invited on the same terms.

## **6. Activities**

6.1 In furtherance of its objects and without prejudice to the generality thereof, the charity can organise and promote events, talks, walks, working parties, whether of members of the charity or of the public, as will encourage greater community involvement in the enjoyment, protection, future restoration and renewal of Pittville Park and Estate, or which will provide money for the charity.

## **7. Delegation**

7.1 The trustees may set up sub-committees to manage specific projects (or manage the charity's involvement in projects run by other organisations). Membership of a sub-committee should include two or more trustees. It may also include other members and volunteers (who need not be members) with relevant skills and interests. For 2015/16 these are:

- Pittville Gates Restoration Project
- Pittville History Works
- Green Space Volunteers
- Green Heritage Site Accreditation
- Pittville Play Area redevelopment project
- Pittville Park Rockery redevelopment project

7.2 The sub-committee will appoint a chair or a project leader.

## **8. Membership classes**

8.1 The charity has the following membership classes:

- ordinary members
- corporate members

8.2 The classes are defined as follows:

- ordinary membership is open to any person aged 18 or over.
- corporate membership is open to any school or college, company, society, association or other (constituted) body as agreed by the trustees.

## **9. Membership rates**

9.1 The membership year starts on 1 October.

9.2 The rates of subscription are determined by the trustees from time to time.

9.3 Joint membership is open to any two people eligible for ordinary membership. Joint members have the rights and privileges of ordinary members except that they receive only a single copy of hardcopy mailings.

9.4 Membership rates as at 1 October 2015:

- individual - £5
- joint - £7.50
- corporate – by negotiation

9.5 A new member who joins within six months of the end of a membership year is given membership to the end of the next membership year.

9.6 If a member's subscription is overdue by six months (and he or she has not responded after two attempts by the membership secretary to contact them at their given street or e-mail address, within that six months), their membership is terminated.

## **10. Data protection**

10.1 Access to information about other members will be governed by the Charity Commission guidance, viz. the trustees must ensure that they handle personal data in accordance with the requirements of the Data Protection Act 1998.

## **11. Bank account**

11.1 Cheques drawn on the charity's bank account are to be signed by two trustees from a list determined by the trustees.

## **12. Indemnity insurance**

12.1 The trustees will obtain indemnity insurance for events organised by the charity.

## **13. Dissolution**

13.1 Should Friends of Pittville be dissolved, the trustees will ensure that minutes of meetings of the executive committee and all sub-committees be offered to the borough council's archives.

## **14. Annex: Specimen job descriptions for the chair, secretary and treasurer**

[Based on templates available at [www.governancepages.org.uk](http://www.governancepages.org.uk) in February 2015.]

## **15. Job description: chair**

- Lead the trustees and the charity in fulfilling its purpose.
- Ensure an effective relationship between the charity and its members, stakeholders, and the local community.
- Act as a spokesperson and figurehead for the charity as appropriate.
- Plan and prepare trustee meetings and the annual general meeting with the secretary.

- Chair trustee meetings, ensuring that a balance is struck between time-keeping and space for discussions; that business is dealt with and decisions made; that decisions, actions and deliberations are adequately minuted; and that the implementation of decisions is clearly assigned and monitored.

**16. Job description: secretary**

- Ensure that trustee meetings (and other meetings including the annual general meeting) are properly planned and administered in accordance with the constitution.
- Plan meeting dates, book rooms, draw up agendas in consultation with the chair, and send out notifications, minutes and other papers.
- Minute trustee meetings or ensure that another minute taker is available.
- Accurately record decisions and actions in the minutes, monitor trustee action points, and report to trustee meetings on the progress of actions and the result of decisions.
- Deal with correspondence, write letters/emails as agreed, and summarise letters/emails received at trustee meetings.
- Ensure that fellow trustees aware of their obligations under charity legislation
- Make arrangements for any necessary official reporting to be done, including the annual report to the Charity Commission.

**17. Job description: treasurer**

- Oversee the financial affairs of the charity and ensure that they are legal, constitutional and consistent with accepted accounting practice.
- Ensure that proper financial records are kept and effective financial procedures and controls are in place.
- Produce all necessary financial reports/returns, accounts and audits.
- Appoint/liaise with auditors or the independent examiner.
- Ensure that fellow trustees aware of their financial obligations and interpret financial data to them.
- Produce reports on the charity's financial position for trustee meetings (including balance sheet, cash flow, fundraising performance etc.).
- Produce an annual budget and propose its adoption at the last meeting of the previous financial year (if required).
- Appraise the financial viability of plans and proposals put forward by the trustees.
- Carry out regular reconciliations.
- Arrange payments to creditors.
- Collect payments from debtors and bank all payments promptly.