

FRIENDS OF UNITY HALL, NELSON.

CONSTITUTION.

NAME OF THE GROUP: FRIENDS OF UNITY HALL ,
NELSON.

REPORTING: The group will report to the Unity Hall Management Committee of Nelson Town Council.

AIMS OF THE GROUP:

1. To assist the Unity Hall Management Committee in making the Unity Hall a centre for the whole community and accessible to all.
2. To organise and promote activities to take place within the Unity Hall that will appeal to all sections of the local community and assist with promoting social cohesion.
3. To promote the history of the Unity Hall and to bring this heritage to as wide an audience as possible.
4. To organise fundraising activities and explore funding schemes designed to raise funds for the benefit of the Unity Hall.

5. To continue with research into the history and heritage of the Unity Hall and other associated local history projects.

MEMBERSHIP:

Membership of the Friends group is open to anyone who supports the aims of the Friends of Unity Hall , Nelson.

No membership fee will be payable although donations from members are welcome.

New members will be asked to complete a membership form when joining the group.

OFFICERS OF THE GROUP:

CHAIR: who shall Chair all meetings of the Friends group and present a report on the activities of the Friends group to meetings of the Unity Hall Management Committee.

SECRETARY: who shall be responsible for the production of Agenda's and Minutes and the distribution of all papers.

TREASURER: who shall be responsible for the Friends bank account and keeping accounts.

MEMBERSHIP SECRETARY: who shall be responsible for promoting the Friends group and keeping membership records.

FUNDRAISING OFFICER; who will be responsible for the organisation of activities designed to raise funds for the Friends group.

These officers will be elected at the Annual General meeting for a one year period.

FRIENDS GROUP MEETINGS.

This group will meet as and when required and not less than four times a year. Meetings will be scheduled by the Chair and the Secretary. Members will be given two weeks notice of all meetings. Meetings will be open to all members.

ANNUAL GENERAL MEETING.

These will be held once yearly, in January. Nominations for any of the officer positions may be made to the Secretary prior to the meeting, or at the meeting.

At the AGM:

The Chair will present a report on the work of the Friends Group over the period since the last AGM.

The Treasurer will report on the Friends Group accounts.

The Membership Secretary will report on the changes in membership since the previous AGM.

Officers of the Friends group will be elected for the forthcoming year.

RULES OF PROCEDURE FOR MEETINGS.

All questions that arise in any meeting will be discussed openly and the meeting will seek to find general agreement. If a consensus cannot be reached a vote will be taken and a decision reached by a simple majority of the members present. If the number of votes cast on each side is equal the Chair of the meeting shall have a casting vote.

FINANCES.

A bank account will be maintained on behalf of the Friends Group by the Treasurer.

Three cheque signatories will be nominated (one to be the Treasurer). Two signatures will be required to authorise any payment.

The signatories must not be related or come from the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial meeting given to each meeting.

All monies raised by or on behalf of the Friends of Unity Hall, Nelson will be used to further the aims of the group.

EQUAL OPPORTUNITIES.

The Friends Of Unity Hall, Nelson will not discriminate on the grounds of gender, race (including colour , ethnic or national origin) , sexual orientation, disability gender re-assignment, religious or political belief, pregnancy or maternity ,marital status or age.