

Constitution

FRIENDS OF SOUTH WEST POLICE HERITAGE TRUST

*Supporting
Devon and Cornwall Police Heritage*

1. NAME

The name of the association shall be FRIENDS OF SOUTH WEST POLICE HERITAGE TRUST. (FSWPHT) It is herein referred to as *The Friends*.

2. OBJECTS OF THE FRIENDS

The object of the Friends is the education of the public by promotion, support and assistance of the South West Police Heritage Trust (The Trust) through the activity of a group of Friends.

The Friends shall have the power to;

1. Encourage promote and assist the formation and development of a group of Friends of the SWPHT.
2. Support and feed into any aims and objectives of the Curator and The Trust.
3. Generally further the charitable and educational purposes of The Trust and encourage the development of the facilities afforded by it.
4. Appoint representatives and delegates to any other bodies with whom the Friends of the Trust may be concerned.
5. Raise funds to support The Trust. In doing so the Friends must not undertake any substantial trading activity and must comply with relevant statutory regulations.
6. Acquire or make grants towards the acquisition of such objects or archives for The Trust as have the approval of the Curator.
7. Make such payments for loans for exhibitions and the sponsoring of lectures ad meetings as the Committee shall agree.
8. Arrange a programme of events, visits and other activities for its members.
9. Take any other lawful action to promote the said object.

3. TRUSTEES

The business of the Friends shall be managed by a committee of trustees who are appointed at The Annual general meeting (AGM) of the charity.

4. ADVISER

The Curator of The Trust shall be the Honorary adviser to the Friends, entitled to attend all meetings of the Committee but not eligible to vote or hold office.

5. MEMBERSHIP

- 5.1. The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to become a member. Once accepted by the trustees, membership lasts for one year and may be renewed. The trustees will keep an up to date membership list.
- 5.2. Membership fees will be reviewed annually at the AGM
- 5.3. The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend.
- 5.4. **FAMILY MEMBERSHIP:** This category to be granted to members of the same family living in the same household.
- 5.5. **HONORARY LIFE MEMBERSHIP:** This category to be granted at the discretion of the committee for such actions as large donations or contribution of personal time, involvement etc
- 5.6. **CORPORATE MEMBERSHIP:** This category to be granted at the discretion of the committee for groups of people, ie. DCC Joint Branch Board. Corporate membership to be entitled to one vote per meeting.
- 5.7. **HONORARY MEMBERSHIP:** This category be granted at the discretion of the committee for a 12 month membership period as a thank you to persons donating or contributing at certain events

6. ANNUAL GENERAL MEETING - (AGM)

- 6.1. The AGM of the Association, of which at least 14 days' notice shall be given to all members by the Secretary, shall be held during the month of May each year. Minutes must be taken at an AGM.
- 6.2. The business of the AGM shall be to receive a report from the committee and the Curator or a representative; to receive the annual accounts and to appoint auditors; and to consider any proposal of which due notice has been given. The business shall also include the election of officers and members of the committee as necessary, pursuant to article 3 and 5.
- 6.3. There must be at least 4 members present at the AGM.
- 6.4. Every member has a vote. (see corporate membership)
- 6.5. The trustees shall present the annual report and accounts
- 6.6. Any member may stand for election as a trustee

6.7. Members shall elect between three and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7. GENERAL MEETINGS

The Committee may at any time, and shall within 14 days after receiving a request in writing of any 10 Friends, summon a special General Meeting of which not less than 14 days' notice shall be given by the Secretary to each Friend, specifying the business to be transacted. Trustees must also call a General meeting if they receive a written request from the majority of members. All decisions require a 2/3rds majority of those present (who have a vote). Minutes must be kept.

Trustees may also call a General Meeting to consult members.

8. COMMITTEE MEETINGS

8.1. Trustees must hold at least three meetings a year. Trustees may act by majority decision.

8.2. At least three Trustees must be present at the meeting to be able to take decisions.

8.3. Minutes shall be kept for every meeting.

8.4. If Trustees have a conflict of interest they must declare it and leave the meeting whilst this matter is being discussed or decided.

8.5. During the year the trustees may appoint up to two further trustees. They will stand down at the next AGM.

8.6. The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or law.

9. MONEY AND PROPERTY

9.1. Money and property must only be used for the charity's purposes.

9.2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.

9.3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

9.4. Money must be held in the charities bank account. All cheques must be signed by 2 trustees.

10. AMENDMENTS TO CONSTITUTION OR DECISION TO WIND UP THE ASSOCIATION

If the Committee considers it necessary to change the constitution or wind up the association, they must call a general meeting so the membership can make the decision. No change can be made to the constitution that would make the organization no longer a charity. All decisions require 2/3rds majority vote of those present (who have a vote). Minutes must be kept.

The Committee shall on winding up of the Association pay the surplus funds of the Association to the SWPHT or, in the event that the SWPHT no longer in existence, to some other charity or charitable institution with the same or similar purposes.

11. POLICY

Membership of The Friends is open to all, irrespective of gender, age, ethnic or national origin, disability, sexual preference, religion, marital status or social class.

The Friends believe that all children, young people and vulnerable adults have the right to be safe, happy and healthy and deserve protection from abuse. The Collection is committed to safeguarding from harm all children, young people and vulnerable adults who are involved in its activities.

Constitution Adopted

Chairman	Signed	Date
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Secretary	Signed	Date
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