

**The Association of the Friends of the Horniman Public Museum
& Public Park Trust**

CONSTITUTION

Name

1. The Association shall be the Friends of the Horniman Public Museum & Public Park Trust.

Hereinafter referred to as the Association, Horniman Museum, to imply the full name as above.

Objects and Powers

2. The object of the Association shall be the education and development of interest of members of the public by promotion, support, assistance and improvement of the Horniman Museum through the activities of a group of Friends.
3. In furtherance of its object the Association shall have power to:
 - a) encourage, promote and assist the formation and development of a group of Friends of the Horniman Museum;
 - b) generally further the charitable purpose of the Horniman Museum and encourage development of the facilities which it offers;
 - c) appoint delegates and representatives to any other bodies with whom the Friends of the Horniman Museum may be concerned;
 - d) engage in, support and co-ordinate research, publishing education, advertising and other charitable work for the furtherance of the above-stated object;
 - e) engage in any other lawful activities to promote the said object.
4. The Association shall not engage in any permanent trading activities in raising funds for charitable objects.

Membership

5. There shall be three classes of membership:
 - a) Individual
 - b) Associate
 - c) Corporate

6. Individual membership shall be open to any person aged 18 years and over.
7. Associate membership shall be open to those living abroad who are sympathetic to the objects of the Association but have no opportunity to take part in its activities.
8. Corporate membership shall be open to any formally constituted organisation, society or school or college (whether or not a body corporate). Where any of the following provisions of the Constitution refer to a member, in relation to corporate membership, the reference means a person nominated by a corporate member to act on its behalf.
9. All applications for membership shall be made to the Membership Secretary, and may be subject to approval by the Committee.

Committee Membership

10. The Committee shall consist of the following Officers who are also the Trustees, and other members:

Officers (4)

- a) Chairman
- b) Vice-Chairman
- c) Treasurer
- d) Secretary

The Chairman, Vice-Chairman, Treasurer and Secretary, as Executive Officers of the Committee, are the Friends of the Horniman Charity Trustees.

Ex Officio

- e) The Director
- f) Museum Liaison Officer
- g) Gardens Liaison Officer

Elected Members (9) including

- h) Membership Secretary
- i) Newsletter Editor

The Committee will consist of 16 members and may appoint from its number such other Officers and sub-committees as it thinks fit.

The Committee shall be elected annually at the Annual General Meeting, any members being eligible for re-election, subject to a maximum of 5 years' service after which a year should elapse before re-election.

An Officer may hold his/her elected position for a maximum of five years, being Re-elected annually at the Annual General Meeting.

11. Every member of the Committee must be a member of the Association for whom the current subscription due has been paid.
12. The Committee shall have the power to co-opt up to three additional members.
13. All elected members of the Committee shall each have one vote; in the event of a tie the Chairman will have a second, or casting, vote.

Committee – Powers and Duties

14. The Committee shall have the general management and direction of the affairs of the Association, and :
 - a) Nominate any member of the Association to serve as its representative on another body;
 - b) May pay the whole or part of reasonable expenses of any member of the Committee in or about the execution of any function or duty on behalf of the Association;
 - c) May make, and vary from time to time, rules for the Association provided that any such variations and rules are not inconsistent with this Constitution
 - d) May fill casual vacancies in its membership with additional co-options, without voting rights, which may only extend until the next occurring Annual General Meeting.
15. The Committee shall have the power to suspend any Officer or ordinary member who fails to attend three consecutive meetings of the Committee without apology or adequate reason.

Subscriptions

16. The rates of subscriptions for the different classes of membership of the Association shall be such sums as may be set by vote at the Annual General Meeting.
17. Members whose subscriptions are not paid by the start of the Annual General Meeting shall forfeit their right to attend. Members whose subscriptions are three months in arrears shall automatically be excluded from membership.

Finance

18. All funds and assets in the possession of the Association shall be held, paid out and applied as the Trustees may direct in furtherance of the objects of the Association. All funds shall be held in bank accounts, or building society accounts, in the name of the Association, as the Committee may from time to time determine.
19. All cheques drawn on such bankers or building societies shall be signed by any two of the Chairman, Vice-Chairman, Secretary or Treasurer. All documents requiring endorsement shall be regarded as sufficiently endorsed if signed by

any two of these four.

20. The Trustees shall have power to invest such funds as are not required to be immediately available for meeting the liabilities of the Association. Such investment may be on deposit with a bank, building society or in appropriate safeguarded securities.
21. An Auditor, who need not be a member of the Association, shall be elected at the Annual General Meeting. If this is not possible the Annual General Meeting shall authorise the Trustees to appoint such an Auditor.

Meetings

22. a) The **Annual General Meeting** of the Association, of which not less than 21 days' notice shall be given to all members, shall be held not more than 15 months after the previous Annual General Meeting.

The business of the Annual General Meeting shall be:

- i) to receive reports from the Chairman and Officers;
- ii) to receive and approve the annual accounts and to appoint an Auditor;
- iii) to elect Officers and ordinary members of the Committee;
- iv) to consider any matter or proposal of which due notice has been given in writing to the Chairman or Secretary, not less than ten days before the date of the meeting;
- v) to consider the activities of the Association within its outline aims and objects;
- vi) any other relevant business

b) **Other General Meetings**

The Committee may, and shall, within twenty-eight days of receiving a request in writing of any ten members, convene a Special General Meeting. Not less than 14 days' notice shall be given by the Secretary to each member, stating the business to be transacted, that business being the only business to be considered at that meeting.

c) **Committee Meetings**

Committee meetings shall be held not less frequently than once in each Quarter.

d) **Quorum**

A quorum shall consist of:

- i) at a General meeting (Annual or Special) of not less than thirty of the members;
- ii) at a Committee meeting five of the elected members providing at least two of the elected four Officers are present.

In the absence of the Chairman and Vice-Chairman, those attending shall

elect a Chairman for that meeting from amongst their number.

e) **Notice of Meetings**

Notices to Members shall be deemed sufficiently served if sent by ordinary pre-paid post or hand delivered by an authorised member of the Association to the address of the Member registered in the records of the Association.

23. Presidents and Vice-Presidents

The Committee shall have the power to appoint a President and up to two Vice-Presidents, these appointments to be confirmed at each Annual General Meeting, the re-elections to be subject to a maximum of three years.

24. Winding Up

On the winding up of the Friends of the Horniman the Committee shall pay the surplus funds of the Association to such other charitable institution or institutions as the Committee shall, with the approval of the Charities Commission for England and Wales, determine. The Association may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting summoned for that purpose and held in accordance with the above provisions of the Constitution.

25. Amendments

No alteration may be made to this Constitution except by, and with the authority of, a resolution of the members in an Annual General Meeting, such approved alteration to take effect from the Annual General Meeting of the following year.

Any proposal for an amendment to the Constitution must be made in writing to the Secretary to allow details of the proposal to be circulated to the Members with the notice of the meeting, and must be so circulated.

26. No alteration shall be made to this Constitution which would cause the Association to cease to be a charity in law.