

Constitution of the Friends of Osterley Park

1 NAME

The charity's name is Friends of Osterley Park

2 THE PURPOSES OF THE CHARITY ARE:-

To support the work of the National Trust and its programme of conservation and improvement at Osterley Park.

To organise fund-raising events to provide additional resources for this work.

To organise self-financing events to enable Members to meet socially and to develop their interest in the Property.

To promote among Members the need of the Trust for volunteers to work at the Property.

To foster the strong local interest in the Property, and to provide an additional channel for communication between the National Trust and those who regard the House, grounds, and surrounding open space as part of their heritage.

3 TRUSTEES

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 MEMBERSHIP

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years provided annual subscription is paid and may be renewed. The trustees will keep an up-to-date membership list.

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.

The committee of trustees may from time to time propose that a member is granted Honorary Membership in recognition of long or special service to the Association and may propose the appointment of an Honorary President (non-Trustee). These appointments to be ratified by the membership at the following AGM

6 BENEFITS

Regular newsletter, giving details of activities at the Property and Events organised by the "Friends". Talks on subjects of interest to Members, visits to National Trust and other heritage properties, and social events.

7 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 28 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 20 members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) The members will confirm the appointment of an Independent Examiner, who shall not be a Trustee
- (6) The members will confirm the amount of the Annual Subscription
- (7) Any member may stand for election as a trustee.
- (8) Members shall elect between 6 and 10 trustees, who must be members of the National Trust, to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least 6 meetings each year. At their first meeting after the AGM they will elect a chair, vice-chair, treasurer and hon. secretary (responsible for Minutes), membership secretary. Trustees may act by majority decision.
- (2) At least 50% of trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) The Financial Year shall run from 1st January to 31st December. The Hon Treasurer shall present the Accounts to the Independent Examiner as soon as possible after the end of the Financial Year.
- (4) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (5) Money must be held in the charity's bank account. Cheques drawn on that Account shall require the signatures of any two of three approved signatories who shall be Members of the Trustee Committee.

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from 20% of members or by the Regional Director of the National Trust.

All members must be given 28 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from 20% of members.
- (4) Trustees may also call a General Meeting to consult the membership

10 SETTING UP THE CHARITY

This constitution was adopted on 18th July 2012 by the people whose signatures appear below. They are members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address

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