

Friends of Stirchley Library Constitution

Name: Friends of Stirchley Library (FOSL).

Structure: Unincorporated Association.

FOSL's core purpose is to support the library services within the existing library building, thus ensuring residents of Stirchley and the surrounding areas have access to the building and its resources - and can read in the library - for generations to come.

Side note: when FOSL say library and Stirchley Library it will always mean the 'library service' in the existing library building.

FOSL objectives are:

- To support a Library service within the existing Library building.
- To work with library staff, Birmingham City Council, and other partners to offer support for services provided by Stirchley Library.
- To ensure the FOSL values (detailed below) are taken into consideration when decision-making, planning and delivering activity or support.
- To assist Library staff in publicising Stirchley Library to increase current usage and attract new users.
- To support in practical ways improvements to current activities and services provided by the Library where help is needed.
- To develop a programme of events for FOSL, with the core values in mind.
- To offer assistance to Stirchley Library in consulting and involving users in service developments.
- To develop a volunteer network to support - not deliver - Library services and to extend opening hours.
- To support the Library in the endeavours to become a 'Greener' Library.
- To explore ways to support Stirchley Library services by applying for relevant funds.
- To liaise with other Library Friends' groups as they are formed across Birmingham to share resources and experiences.
- To maximise the social and financial value of the Library by encouraging the use of currently unused spaces on the site back into other uses - approved by FOSL and BCC library services adhering to FOSL values and aims as a priority.
- Should the Library service in the building be reduced further, relocated or cut completely by Birmingham City Council funding cuts, FOSL want the opportunity, support and enough time to be able to come up with alternative and realistic solutions. FOSL would like the opportunity to retain community use of the Library building should this happen.

Values: Our core values are to ensure that Stirchley Library is: welcoming, educational, sustainable, accessible & inclusive

Membership:

- Members must be registered users of Birmingham Library Services.
- Members must be interested in promoting the activities of FOSL.
- Members will be advocates for the Library.

Committee Roles & responsibilities:

Chair:

- Leads public meetings, the AGM and committee meetings
- Writes agendas and circulates them prior to meetings
- Has an overview of the strategic direction of FOSL by working closely with the committee
- Communicates with other committee members and any potential and existing project partners
- Acts as the lead point of contact and shares responsibility for staying up to date with communications at friendsofstirchleylibrary@gmail.com
- Is a signatory on the FOSL bank account
- Acts as the safeguarding lead for FOSL

Secretary

- Takes minutes at the meetings and AGM
- Stays abreast of upcoming tasks
- Circulates minutes
- Supports the Chair with keeping up to date with the general FOSL email account
- Is a signatory on the FOSL bank account

Treasurer

- Keeps an accurate record of finances
- Keeps up to date budgets
- Produces end-of-year reports
- Pays any arising fees / outgoings
- Looks after any cash float
- Is a signatory on the FOSL bank account

Website Coordinator

- Updates the website
- Sends regular updates to the FOSL mailing list

Volunteer Coordinator

- Manages the Volunteer Rota
- Oversees volunteer policies and documentation, ensuring they are regularly updated
- Supports the Chair with safeguarding
- Recruits and trains new volunteers
- Acts as the liaison between volunteers, library staff and the committee
- Is the first point of contact for volunteers
- Monitors and evaluates the volunteer programme; particularly regarding funder requirements

- Manages and promotes an events programme
- Manages FoSL Social Media presence on Instagram and facebook
- Supports the website coordinator
- Providing the committee with regular updates on volunteer activity

All committee officers will perform any such lawful duties as necessary to the attainment of the above objectives.

Officers are elected at the AGM with posts held for one year. Officers from a previous year can stand for re-election to the same posts in a following year.

The committee will consist of no less than three but no more than ten members.

The quorum necessary to transact business at a committee meeting is a minimum of three committee members present.

A bank account shall be opened and will be operated by the Treasurer. The Treasurer, Secretary and the Chair will be the three signatories for the account, two of whom will be required signatories to draw on the funds within the account at any one time.

Data Protection

Any personal data held by FOSL will have the owner's permission and will be for internal communication purposes only; this will not be shared with any third parties without the owner's permission.

Equality

FOSL shall not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

Annual General Meeting (AGM)

- An AGM will be held once every calendar year
- The committee will give notice of at least two weeks, stating the time, the place and the business to be transacted
- Such notice will be given to committee members
- The Chair (or in their absence, the secretary) shall conduct the AGM
- The quorum necessary to transact business should be not less than three members present
- A statement of income and expenditure will be prepared annually by the Treasurer and presented at the AGM
- Elections Officers and (if necessary) Committee Members will be elected to their positions at the AGM
- Vacancies will be declared in the notice of the AGM and nominations of candidates may be given verbally at the AGM
- Each member present shall have one vote, and issues arising at the AGM shall be decided by a simple majority of the votes cast. The Chair's declaration as to the result of voting and their decision regarding procedure shall be final.

Alteration of Constitution

- Alteration of the constitution can only be agreed at a Committee Meeting, with a minimum of three members.
- Intention to discuss alterations to the constitution with an indication of the areas of discussion should be included in the agenda for the meeting concerned.

Dissolution

On dissolution of FOSL, any assets remaining after all debts and liabilities discharged shall not be distributed among the members but shall be handed to a voluntary organisation with similar objectives, to be administered in a manner which is exclusively charitable at law.

Agreement

This updated version of the constitution was agreed via zoom on 11.05.2025.

Those present witnessed and agreed the constitution.

Chair - Theresa Summerfield

Treasurer – Daniel Shakespeare

Secretary / Stirchley Art Room - Nicki Allen

Volunteer Coordinator – Jen Dixon

Website / Coordinator – Rebecca Shales

Birmingham Loves Libraries / Stirchley Art Room – Sarah Barton

Jessie Cape

Mark Summerfield

Kate Bennett