



Constitution of The Friends of the Lancaster Judges' Lodgings

Adopted on the 16th June 2016

Amended 11th February 2019

Amended 20th February 2024

1 Name:

The name of the Group shall be The Friends of the Lancaster Judges' Lodgings.

2 Aim:

To support the Lancaster Judges' Lodgings as a viable community based Museum

3 Administration:

Subject to the matters set out below, the Group and its property shall be administered and managed in accordance with this Constitution by the Officers and Ordinary Committee Members elected annually at the AGM by the Friends' Group.

4 Objectives:

a) To support

- the Lancaster Judges' Lodgings Museum, Gardens and Collections
- the work with educational establishments
- the Lancaster Judges' Lodgings as a museum for the benefit of the public in order to promote education and awareness of the Gillow collections within the specific context of Lancaster
- the preservation and conservation of the historic Lancaster Judges' Lodgings building
- the development of the garden as a recreational and teaching area with clear reference to the 17th Century gardens and as an event area for fundraising and cultural events
- the work of both local and national museums, galleries, libraries and historic institutes

- using information media and the developing digital technology in relation to the above

b) The Friends of the Lancaster Judges' Lodgings shall not distribute profits and shall apply all of its income to the furtherance of the aim above.

5 Powers:

In order to achieve its aim the Group may

- raise money
- open a bank account
- take out insurance
- organise activities and events
- work with similar groups and exchange information and advice
- do anything that is lawful which will help it to fulfil its aim

6 Membership:

- Membership of the Group shall be open to any individual over eighteen without regards to ability, political or religious affiliation, race, gender or sexual orientation who is interested in helping the Group to achieve its aim and willing to abide by the rules of the Group
- Four members shall be a quorum for meetings
- The Officers shall include a Chair, Vice-Chair, Secretary and Treasurer
- Each member aged eighteen or over shall have one vote, and if the vote is tied the Chair shall have a second vote
- Individual membership may be terminated by the Group if notice and good reason is given, and once the person has had a chance to put their case to a meeting of the Executive Committee which will be convened within a week of notice
- The annual cost of membership will be reviewed, agreed and due annually at the AGM
- A copy of this Constitution shall be given to all members, and shall be available on The Friends of the Lancaster Judges' Lodgings website (<https://lancasterjudgeslodgings.org.uk/>)

7 The duties of the Officers:

The duties of the Chairperson are to

- Chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to
- act as a spokesperson for the Group when necessary

The duties of the Vice-Chairperson are to

- deputise for and support the Chairperson as required

The duties of the Secretary are to

- keep a membership list in line with GDPR Policy
- prepare in consultation with the Chairperson the Agenda for meetings
- take and keep Minutes of all meetings
- collect and circulate any relevant information within the Group

The duties of the Treasurer are to

- supervise the financial affairs of the Group
- keep proper accounts which show all monies received and paid out by the Group

8 Executive Committee:

- The Executive Committee shall consist of not less than five members, nor more than nine members, and include the Chair, Vice-Chair, Secretary and Treasurer. The Executive Committee shall have the power to co-opt further members or specialists who may not have a vote
- The duties of Officers may be delegated among other members of the Committee
- All members of the Executive Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed
- The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure or any defect in the appointment or qualification of a member
- Nobody shall be appointed as a voting member of the Executive Committee who is aged under eighteen, or is not a paid-up member of the Friends
- Four members shall be a quorum
- The Group shall meet not less than three times a year, and a formal record of meetings shall be kept

9 Annual General Meeting (AGM):

- The AGM shall be annually on the date of inauguration or as soon as possible afterwards. The end of the organisation's year shall be 31st December
- A report of the year's activities shall be presented
- Nominations for Officers shall be made at the AGM
- Officers will be elected on a show of hands and serve from the end of the AGM to the end of the following AGM

10 Special General Meeting:

- A Special General Meeting may be called at any time
- If four members request such a meeting in writing, the Secretary must call one within the next twenty one days

11 Finance:

- The Treasurer shall keep an account of all income and expenditure and shall present the accounts at the AGM
- The accounts shall be inspected on an annual basis before the relevant AGM
- There shall be a bank account in the name of the Group. Cheques must be signed by a minimum of two members of the Executive Committee, one of whom must be either the Chair, Vice-Chair, Treasurer or Secretary, who must not be related
- Members may claim reasonable, out of pocket expenses, on terms previously agreed by the Executive Committee and approved by the AGM. No other payments shall be made to members of the Group

12 Amendments:

The Constitution may be amended by a two thirds majority of members present at a General Meeting, provided that twenty one days’ notice of the proposed amendments has been sent to all members

13 Dissolution:

- A resolution to dissolve the Group must be approved by a majority of members (who have paid the appropriate membership fee during the current year) at a General Meeting provided that twenty one days’ notice of the proposed dissolution has been sent to all members
- In the event of dissolution, the Officers will remain in Office and be responsible for winding up the affairs of the Group.
- After settling any debts or liabilities, the Officers must transfer any remaining assets or money to The Lancaster Judges’ Lodgings Museum Trust

-----The Constitution amended 20th February 2024 supersedes all previous versions-----

Signature of Chair

Catherine Fatkin

Print Name

20th February 2024

Date