

Constitution - Friends of the Tees Transporter Bridge

Group Name

The name of the Friends group will be the 'Friends of the Tees Transporter Bridge' (FoTTTB) and will be utilised across any outputs from the organisation and not deviated from.

Group Objectives

The overall goal of the group is to help promote and enhance the Tees Transporter Bridge as a heritage site and visitor attraction by supporting and building upon the developments facilitated by the Transporter Bridge Visitor Experience Project Heritage Lottery Fund Project. This will include, but not be limited to:

- Organising and staging exhibitions at the Transporter Bridge Visitor Centre as well as at any external locations
- Support Tees Transporter Bridge staff in providing guided tours of the Transporter Bridge site where appropriate
- Purchase additions to the Visitor Centre's collections and exhibits, in agreement with Middlesbrough Council as the authority responsible for the management of the Tees Transporter Bridge
- Researching the history of the Tees Transporter Bridge and the area and making this information available for utilisation within the wider Transporter Bridge Visitor Experience Project and ensuing activity
- Recording memories of the Tees Transporter Bridge
- Working on funding bids to raise money for Friends led activities
- Planning general meetings of the group and other activities at the Bridge
- Passing on the views of members to people responsible for the Bridge such as the Bridge Master, Transporter Bridge Board, councillors or other cognitive organisations
- Managing the finances and publicity of the group.

Members will be encouraged to get actively involved in the work of the Friends group. Anyone acting on behalf of the Friends will be expected to act in an appropriate manner, and to follow the general policies agreed by the members at the General Meetings and not in conflict with the ongoing Middlesbrough Council managed activities and operation of the Bridge. Working groups and officers can meet in between the general meetings in order to manage the affairs of the Friends.

Membership

Membership of the FoTTTB will be open to anybody with an interest in the Tees Transporter Bridge who is in agreement with the aims and principles of the group and has paid the appropriate subscription. Membership does not require active

involvement in a voluntary activity capacity at the Bridge although this is encouraged. Each member will receive an annual copy of the Friends of the Tees Transporter Bridge Journal and Friends of the Tees Transporter Bridge Newsletter (frequency to be agreed). A nominated representative of the Tees Transporter Bridge will be made to the committee by Middlesbrough Council.

Annual General Meeting and Report

Every year there will be an Annual General Meeting. Quorate will be 10% of members in attendance. In the event the quorum is not met, the meeting shall be rescheduled. All members will have a right to attend and to vote. Everybody on the membership list will receive at least 21 days' notice of the Annual General Meeting by a mailing to the addresses on the membership list and by putting up notices at the Tees Transporter Bridge and across the Middlesbrough Council run www.teestransporterbridge.com webpage and social media.

At this meeting, the members will:

- Report on the Friends of the Tees Transporter Bridge finances, prepared by the elected Treasurer
- Report on the activities of the Friends of the Tees Transporter Bridge during the preceding 12 months
- Decide subscription fees for the forthcoming year
- Identify and discuss matters of particular importance for the forthcoming year
- Discuss the details of any ongoing projects and upcoming activities in the upcoming years
- Elect two members to be Chair, Secretary and Treasurer
- Conduct any other relevant business the meeting so decides, giving 1 week's notice of items to be included on the agenda, to be prepared by the Secretary
- Everybody on the membership list will receive at least 21 days' notice of the Annual General Meeting by a mailing to the addresses on the membership list and by putting up notices at the Tees Transporter Bridge and across the Middlesbrough Council run www.teestransporterbridge.com webpage and social media
- Members will be notified of opportunities to become active in the Friends' activities and join any working groups.

General Meetings

At least two other General Meetings for members and other Bridge users will be organised during the year. All members will have a right to attend and to vote. These meetings will be publicised in good time to members and users. A quorate of 5% attendance is required. At these meetings, members of working groups will:

- Collect the views of members and other users to inform ongoing and future activities
- Keep members up to date with ongoing projects related to the Tees Transporter Bridge
- Conduct any other relevant business the meeting so decides, giving 1 weeks' notice of items to be included on the agenda, to be prepared by the Secretary

Procedure at All General Meetings

Decisions shall be by consensus where possible, or by a simple majority vote where necessary. except for amendments to the Constitution which require a two-thirds majority at the AGM. A quorum shall be 4 members except at the AGM where it will be 6. If there isn't a quorum, any decisions made regarding policy must be ratified at the following meeting. General Meetings may decide to set up working groups, or to delegate any relevant tasks to individual members.

Amending the Constitution

The amendment of the Constitution can only be undertaken after a special meeting has taken place to discuss the potential adjustments. In such case, any member who wishes to propose an amendment must put this into writing to a committee member. The Secretary will then give all members 14 days' notice on the special meeting. The suggested amendments will be discussed in this meeting and a decision made based on a simple majority vote to the proposed adjustments. The amended Constitution must then be distributed to all members to sign.

Committee Elections

The election of Committee members will take place at AGMs.

For the first election, the terms of the Committee will stagger to allow at least one preceding Committee member to remain in the newly elected Committee. The Chair will run for three years, the Treasurer will run for two years and the Secretary will run for one year.

After the first terms are served, the Chair, Treasurer and Secretary will run for two years thereafter.

However, in the event where a Committee member is unopposed at the AGM, they are automatically elected into a new term.

Finances

A bank account will be set up in the name of the Friends of the Tees Transporter Bridge. All money received in the form of donations, subscriptions or any other

contributions will be put into the bank account and will be used to further the aims of the group. There will be three signatories: the Chair, the Treasurer and the Secretary. Two signatures will be required on all cheques. The annual accounts shall be independently verified, and the books shall be made available for inspection on at the AGM.

Powers

The Friends of the Tees Transporter Bridge has the power to raise funds, to employ such staff as are necessary utilising FoTTB funds, and to enter into any transactions necessary to further the promotion and enhancement of the Tees Transporter Bridge as a heritage site and visitor attraction. It has the power to appoint trustees, and to take out trustee liability insurance cover.

Dissolution

If, at a General Meeting, 10% or more members wish to dissolve the Friends of the Tees Transporter Bridge, they should give to all members at least 14 days' notice of a Special General Meeting to discuss this. If such a decision is agreed at that meeting, by a simple majority of those members present and voting, the assets will be disposed of to a Group(s) with like-minded objectives. Such beneficiary/ies would be agreed upon at the Dissolution Special Meeting.

Signature of Member