

## General Operating Procedures

As agreed at the final meeting of Curdridge Reading Room Charitable Trust Managers' Committee, 23<sup>rd</sup> July 2013

### **Previous decisions made by Managers of CRR Charitable Trust:**

The new Curdridge Reading Room and Recreation Ground Trustee Committee (CRR CIO) will act to uphold decisions previously made by the Managers of Curdridge Reading Room Charitable Trust where such decisions continue to be considered in the best interests of the CIO and its beneficiaries. Changes to previous policies would need to be voted in at a General Meeting

### **Membership:**

Membership of the CRR CIO will be free of charge and applications will be in writing stating name, address, telephone number and email address where applicable along with a declaration of eligibility to membership. Forms will be designed for this purpose. Members can be individuals who wish to support the work of CRR CIO or representatives of an organisation/club/society who meet regularly at Curdridge Reading Room and Recreation Ground. There will be only one formal representative membership per organisation. Decisions on creating other forms of non-voting membership would have to be made at an AGM or EGM

### **Register of Members:**

The CIO Trustee Committee will maintain a register of Members of the CRR CIO. The CRR CIO Trustee Committee will notify Members of the dates and times of Annual and Extraordinary General Meetings using the data held in the register of Members. Each Member will be required to notify the CRR CIO Trustee Committee of change of address or other pertinent contact details as they arise. The CRR CIO will not be responsible for chasing members for this information

### **Director/ Trustee Committee Meetings:**

The CRR CIO Trustees Committee will meet on the first Monday of each month or where this is not possible or practical for reasons such as public holidays, advance notice of absence, or extreme circumstances, as soon as possible after that date. These meetings will take place in the Reading Room or if that is not possible, at another public building nearby. Trustee Committee Meetings will be advised by all reasonable means, eg. On CRR CIO noticeboard(s), in Curdridge Parish News, on the [www.curdridgereadingroom.co.uk](http://www.curdridgereadingroom.co.uk) website. Members will also be notified by email.

Quorum at Trustee meetings will be a minimum of 3 or 50% or the total number of Trustees, whichever is higher.

Up to 30 minutes at the start of each Trustee Committee meeting will be set aside for members of the public, CRR CIO Members or any other interested party (Visitor) to raise any concerns, comments or requests they may have with the CRR CIO Trustees. These discussions will be minuted as appropriate. Visitors may remain but not contribute for the rest of the meeting. A Visitor may ask for written correspondence relating to their concern, comment or request which the CRR CIO

Trustee Committee will provide within an agreed period of time.

The Trustees reserve the right to exclude Visitors and continue the meeting in private when necessary.

**Voting at Trustee Meetings:**

Voting is to be in person at the meeting or by group email where a decision is beneficial between meetings as was formerly the case amongst CRR Charitable Trust Officers.

**Annual and Extraordinary General Meetings:**

Annual and Extraordinary General Meetings will take place in the Reading Room or if that is not possible, at another public building nearby. AGMs and EGMs will be advertised by all reasonable means, eg. On CRR CIO noticeboard(s), in Curdrige Parish News, on the [www.curdrigereadingroom.co.uk](http://www.curdrigereadingroom.co.uk) website. Where possible, Members will also be notified by email.

The first AGM of the new CIO will be held on 15 April 2014

**Voting at AGM or EGM:**

Voting is to be in person at the meeting initially. Changes to include postal, proxy or email voting would only be made at a future AGM or EGM

**Minutes:**

Approved minutes of all meetings will be published on our website, [www.curdrigereadingroom.co.uk](http://www.curdrigereadingroom.co.uk) and copies will be made available on request