



## RULES

**June 2020**

These were made by the trustees of The Friends of Cannizaro Park (FoCP) for the conduct of business in accordance with clause 32 (Rules) of the Constitution.

<b>Rule</b>	<b>Relevant clause of the Constitution</b>
The membership subscription rate is set per category (Individual, Other adult in the same household and Corporate). It is payable when joining and thereafter annually. The trustees can amend the rates, and set their effective date, which would only apply to existing members after notification and with a notice period of at least one month.	8(1)
Honorary membership may be granted in recognition of exceptional service to the FoCP's work. Honorary members are deemed to have paid the annual subscription.	8(1)
Volunteer membership does not provide membership rights under the Constitution. The same benefits as paid members can be granted in other matters, for example lower prices for events.	8(1)
Accounting records may be kept in electronic form.	27(1)(a)
Cheques/online payments require two signatories/authorities from three registered with the bank (Treasurer and two other trustees).	19(1)(j)
Expenditure budgets are agreed in advance for each project and annually for ongoing costs. In addition, a limit is set above which any payment must be agreed in advance.	19(1)(i)
Prospective trustees are briefed on the FoCP (purpose, Constitution, activities/plans, finances, other trustees etc) and directed to the relevant briefing material of the Charity Commission, including its guidance on the public benefit. They should provide a short cv.	18(2)
Risk assessment: each volunteer is required to sign the FoCP's H&S form.	30

<p>An independent examination of the annual financial statements is to be carried out in advance of the AGM. Currently the FoCP is under the threshold requiring an examination in accordance with any external regulations. Therefore at present it is an examination of the statements to confirm that they have been correctly prepared and are in accordance with the books and records by a person who is not a trustee or otherwise involved in the charity's administration. The independent examiner is appointed/re-appointed at each AGM.</p>	<p>27</p>
<p>The trustees take out forms of insurance that it considers are necessary in addition to the minimum requirements set out in the Constitution.</p>	<p>30, 4(1)(b)</p>
<p>A non-trustee may be invited to attend a committee meeting if he/she can help with a specific matter.</p>	<p>17(1)</p>