



The Friends of
**Cannizaro
Park**

RULES

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.

Rule	Relevant clause of the Constitution
The membership subscription rate is set per individual, household or organisation. It is payable when joining and, except for Life membership, thereafter annually. Any change in the annual or Life rate is announced at an AGM, to apply from the beginning of the next financial year.	8(1)
Honorary membership may be granted in recognition of exceptional service to the FoCP's work.	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 (Chair, Treasurer and one other trustee).	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
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.	27
The trustees take out forms of insurance that it considers are necessary in addition to the minimum requirements set out in the Constitution.	30, 4(1)(b)
A non-trustee may be invited to attend a committee meeting if he/she can help with a specific matter.	17(1)