



**Registered Office**  
Weardale Business Centre, The Old Co-op Building  
1 Martin Street, Stanhope  
Bishop Auckland  
County Durham DL13 2UY

## **FRIENDS OF THE NORTH PENNINES Section Agreement 2014**

This document constitutes a Membership Agreement between the FOTNP and your organisation:

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### **Introduction:**

The FOTNP is a Registered Charity and Company Limited by Guarantee, managed by a board of Trustees /Directors who give their time voluntarily to the organisation. Being a registered Charity the FOTNP has to operate to the standards required by the Charity Commission which regulates all charities and in addition the Trustees/Directors are ultimately responsible at law for the actions of all the sections\*.

\*A section is a paid up 'member group' operating by using the FOTNP Constitution and having all its funds administered through the bank account of the FOTNP.

To be fair to both the FOTNP board and section there has to be an agreement between the two parties as to how each is to behave, stating what each can and should expect from each other. This document comprises the agreement between FOTNP and its sections with the final paragraph (overleaf) specific to your group.

### **FOTNP Agrees to the following:**

Obtain member and public liability insurance for the activities of your section, provided that the activities fall within those acceptable to the FOTNP Constitution, Charity Law and to the insurers and that any requirements of the insurers are complied with by the section and provided that the FOTNP administers the funds of your 'group' (this is a requirement of the insurers). Please note that a proportional contribution to the insurance may be required if your activities incur an additional charge.

- Designate a named Trustee/Director of the Board as contact, support and liaison.
- Treat all funds of the section as funds for the sole use of the group in question.(Designated)
- Hold such funds in a bank account or accounts as it deems appropriate. (It may from time to time hold charity deposit accounts at the discretion of the trustees and any interest will be credited proportionally to the sections)
- To confirm in writing the amount of funds held on behalf of the section on a quarterly basis or at agreed times.
- Make reasonable efforts to provide such advice and assistance as the section may require from time to time, including through its contacts with professional staff in other organisations.
- In the event of the dissolution of any section, ensure that the section funds are, after paying any properly incurred debts or liabilities, passed to an organisation with similar aims to those of the group or to use them itself to fulfil the aims of the dissolved group.

Name of Organisation:

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On this day \_\_\_\_\_ agrees to become a section of the FOTNP and:

- To liaise with the Board's named contact.

- Act under and at all times within the Aims and Objectives of the FOTNP as listed in its Constitution, a copy of which has been provided to you and to have all your funds administered by the FOTNP.
- To agree and act upon all policies of the FOTNP and for all major activities, prepare risk assessments and provide copies to the board. All volunteers must be made aware of any likely risks involved.
- To pay an agreed annual membership fee.
- To report on section activities to the Board. (Agreement to be reached regarding method)
- Nominate two named people to act as contacts/cashiers in relation to deposits or withdrawals of the sections funds. These people must act in accordance with the accounting procedures of the FOTNP.
- Take responsibility for own budget arrangements accepting that no overspend of allocated finance will be allowed at any time, and reports to funders when requested
- Contribute such reasonable amounts as the FOTNP may require towards insurance and operating costs. (This to be agreed on a six monthly basis in case activities change significantly).
- Obtain prior written agreement from the FOTNP Board before applying for any grants, and wherever possible, to include within the application an amount to assist with the operating costs of the FOTNP if the grant is likely to increase the workload of the FOTNP administrator.

Outline of activities:

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Named contacts/cashiers:

Name	_____	Name	_____
Email	_____	Email	_____
Phone	_____	Phone	_____
Signed	_____	Signed	_____

On behalf of:

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Signed as an agreement with the Friends of the North Pennines Director/Trustee:

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Contact details:

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