

Charter of Friends of Minerva

Approved by BMI Committee 30 March 2009

Friends of Minerva is a group established by and under the authority of The Ballarat Mechanics' Institute (BMI) Committee. The statue of Minerva on the BMI building is emblematic of the Institute and provides the name for the group.

Objectives

Objectives of the *Friends of Minerva* are to:

- Provide an alternative or additional form of affiliation with the BMI for persons interested in and supportive of the BMI
- Enable people interested in and supportive of the BMI to meet with like-minded people in social and special event settings
- Assist in raising funds for BMI purposes

Membership

Membership of *Friends of Minerva* is open to any person who supports the Objectives of the group and who pays the membership fee set by the BMI Committee.

Operation of Friends of Minerva

(i) Convenor and Committee of *Friends of Minerva*:

A Convenor who is a current member of the BMI Committee will be nominated by the BMI Committee at the BMI Annual General Meeting. Within four weeks of that AGM, the Convenor will convene a meeting of the *Friends of Minerva* at which a committee of up to eight persons, including the Convenor, will be nominated by and from *Friends of Minerva*.

(ii) Committee meetings and office-holders

The *Friends of Minerva* Committee shall determine its own schedule of meetings and appoint its own office-holders. The Convenor will report on meetings and proposed activities to the subsequent meeting of the BMI Committee.

(iii) Finance

All membership fees and money raised by or donated through *Friends of Minerva* will be passed to the Treasurer of the BMI for banking in a BMI bank account and will be identified separately in BMI financial reports. Payments and transfers will be solely for BMI purposes as approved by the BMI Committee. Moneys raised will normally be spent in the financial year in which they are raised. The BMI Committee may approve longer term accumulation of identified purpose target funds.

(iv) Approval for *Friends* Proposed Activities and Events

Activities and events organised by *Friends of Minerva*, other than those associated with the group's normal meetings, will have the approval of the BMI Committee prior to public notice of such activities or events. When a proposed activity or event requires more urgent approval, the BMI President may give approval at her/his discretion.