

CONSTITUTION OF THE NORTH WILTSHIRE WOODTURNERS ASSOCIATION

1. NAME

The club shall be known as "North Wiltshire Woodturners Association".

2. AIMS

- To foster a greater awareness of the art and craft of woodturning.
- To hold private and public meetings for discussion, display of work, and instruction (by lecture, display, demonstration or otherwise).
- To assist, support and encourage local woodturners at all levels.
- To hold, and to participate in the holding by others, of private and public exhibitions.

3. CLUB NOT FOR PROFIT

- The income and property of the Club, however derived, shall be applied towards the promotion of the aims of the club as set forth in this constitution, the committee may also use club funds to subsidise social events providing that such events are open to all members whether on payment or not.
- Members will be permitted to sell turned work produced by themselves and with their own materials at events where the club provides work for sale. Individual members may keep the proceeds of the sale of their own work.
- No portion of the income or property shall be paid or transferred, by way of dividend, bonus, or by any other way of profit to the members of the club other than as provided in this constitution.
- No member shall be paid expenses other than those agreed by the committee.
- No member is entitled to incur any debt on behalf of the club without the express permission of the committee.

4. MEMBERSHIP

- Membership shall be open to all (unless otherwise excluded by the terms of this constitution) upon acceptance of this constitution and payment of the annual subscription fee. Under-18s must be accompanied by a responsible adult.
- There shall be one category of membership.
- Members shall be entitled to use the name of the club to indicate said membership, but such entitlement shall cease upon cessation of membership of the club.
- Upon the failure of any member to pay their subscription by the due date their membership shall be deemed to have ceased, except at the discretion of the committee in special circumstances. Any member, whose membership has lapsed as above, shall be eligible for re-admission upon the payment of the appropriate subscription fee.
- Membership subscriptions are due on the date of the first meeting in each calendar year.
- Membership fees will consist of a "Subscription component" and an "Insurance Component" which will be used to purchase suitable Public Liability Insurance for the club. The actual figure of both components will be set at the Annual General Meeting each year.
- Members wishing to join the club part way through the year will pay a pro-rata membership fee based on the number of complete months remaining in the year, however the "Insurance Component" of the membership fee will **not** be reduced for part-year membership in line with the rest of the membership fee. For example, the subscription fee for a full year may be £12.00 (i.e. £1.00 per month for 12 months) plus £5.00 contribution to the club's public liability insurance. Someone who joins part way through the year with six full months remaining will pay £6.00 (i.e. £1.00 per month for 6 months) plus £5.00 insurance contribution. The figures quoted are for illustration purposes only.

- A candidate for membership may attend two club meetings as a guest or visitor without subscription but will be required to apply for membership before attending further meetings. This does **not** mean that a current member may lapse his/her membership for two meetings and then rejoin having had two "free" months.
- A candidate shall become a member of the club upon being issued with a membership card.
- The club, through the committee, reserves the right to refuse membership without giving reason.
- All paid-up members shall have the opportunity of entering into the activities of the club, to attend Annual General meetings or Extraordinary General meetings, to vote upon any constitutional matters and to serve on the committee of the North Wiltshire Woodturners Association.
- A copy of this constitution shall be given to each candidate for membership of the club prior to them becoming a member. By acceptance of membership of the club each member agrees to be bound by this constitution.
- All those who attend club meetings and any other events connected with the club do so at their own risk. All personal property (including turned products) is brought to the club (or club-related events) at the risk of the owner of the property. The club cannot be held responsible for loss or damage to personal property.

5. CONDUCT OF MEMBERS

All members are required to behave in a manner in keeping with the stated aims of the club at all times. The following will not be tolerated:

- Disrespectful attitudes and bullying (either physical or verbal).
- Violent behaviour.
- Discriminatory behaviour. All members of the club should be treated with the same level of respect regardless of religion, gender, ethnicity, sexual orientation, disability or technical competence.
- Knowingly participating in unsafe practices, particularly when operating machinery or using tools.

Anyone who indulges in such behaviour (or any other behaviour at odds with the stated aims of the club) will be deemed to have forfeited their membership with immediate effect. This will be confirmed in writing by the chairman should the occasion arise and they will be refunded the balance of their subscription for the current year.

6. MANAGEMENT

- The affairs of the club shall be managed by a committee, elected as appropriate at the Annual General Meeting.
- The committee shall consist of three officers: A chairman, an honorary secretary, an honorary treasurer, plus four members. Of the four members who are not officers, one shall be responsible for the club library, one for the club website and one for the club raffle with the remaining person having no specific area of responsibility.
- The officers and members of the committee shall be elected by the members of the club at the Annual General Meeting for a three year term of office. One-third of the committee (i.e. 2 members of a seven-person committee) will stand down each year on a rotating basis although those standing down shall be eligible for re-election for additional terms.
- The committee shall have the power to co-opt other members to fill vacancies which may arise in their number. Co-opted members shall have the same voting rights as an ordinary member of the committee.
- The committee shall meet at intervals determined by the business of the club. Meetings shall be convened by the secretary acting in consultation with the chairman, although a meeting may be convened at any time on the demand of three or more committee members.

- The chairman of the meeting shall exercise a second casting vote if any voting at a Committee meeting shall otherwise be equal.
- If the chairman of the club is not present at a meeting, then the committee shall elect a chairman from amongst their number.
- A quorum of the committee shall be three members, to include two officers.
- Committee members who do not attend committee meetings on three consecutive occasions shall, at the discretion of the committee, be deemed to have retired from the committee.
- The committee shall be empowered to appoint sub-committees to act on its behalf. The chairman of any sub-committee shall be a member of the committee.
- The committee shall meet at least every six months.
- The committee shall have the power of filling, by invitation, any vacancy which may occur during the current year.
- Officers and committee members shall be elected at the Annual General Meeting. If at the Annual General Meeting it is seen that there is only one proposed member for a post, then the meeting chairman may ask the membership to accept the candidate as elected. Where there is more than one proposed candidate for any post then election will take place by secret ballot and will be decided by a simple majority. All candidates and their proposers must be members of the club.
- This constitution may only be amended at an Annual General Meeting or Extraordinary General Meeting at which at least 50% of the membership must be present. Amendments to the constitution may be made on the basis of a simple majority vote.

7. ANNUAL GENERAL MEETINGS / EXTRAORDINARY GENERAL MEETINGS

- An Annual General Meeting shall be called as soon as possible after the last day of October (i.e. at the November meeting or as soon as possible thereafter should a November meeting not take place for any reason). The club's year (for financial and other purposes) will run from January to December.
- The ordinary business to be transacted at each Annual General meeting shall be:
 - To receive and adopt the chairman's report of the previous year's working.
 - To receive and adopt the secretary's report for the previous year.
 - To receive and adopt the treasurer's report and the statement of accounts covering the financial affairs of the previous year.
 - To elect two/three new committee members for the following year.
 - To fix the annual subscription for the coming year, following submission of a committee recommendation.
 - Any other business.
- If a vote is required, this will be carried out by a paper ballot of those members attending the Annual General meeting. A simple majority only is required.
- Notice of the place, time and date of the Annual General meeting shall be circulated to all paid up members not less than thirty days before the date of the meeting.
- The committee may, at its discretion, call for an Extraordinary General Meeting at any time. The committee shall call an Extraordinary General Meeting within twenty one days of being served notice signed by more than five Members. Notice of an Extraordinary General Meeting, together with the agenda, shall be posted to all members prior to such meeting.

8. FINANCE

- The treasurer shall maintain an accurate record of the income, expenses, and assets of the club.
- Cheques of the club shall only be drawn on any two signatures from the three officers.
- In the event of dissolution of the club then any tangible assets will be sold by the committee within three months of the dissolution and, together with remaining funds, after all debts have been paid, be donated to a local charity to be decided by the remaining members of the club.