



Cheam Woodturners Association

www.cheamturners.co.uk

CONSTITUTION

THE NAME OF THE ASSOCIATION

The name of the Association shall be Cheam Woodturners Association

PURPOSE OF THE ASSOCIATION:

- A. To arrange meetings and exhibitions that encourage all to produce and aim for a higher quality of turning
- B. To provide a forum for members at whatever level to exchange ideas and with other turners
- C. To promote the art and craft of Woodturning regularly amongst the general public and other woodturners
- D. To promote membership of the AWGB and/or any other woodturning association

WHO CAN JOIN

The Association is open to all persons with an interest in any and all aspects of wood turning or related crafts or arts.

MEMBER ENTITLEMENT

All members shall have the opportunity of entering into the activities of the Association, to attend Annual General Meetings, Ordinary General Meetings or Extraordinary General meetings, to vote upon any constitutional matters and to serve on the Committee of the Cheam Woodturners Association.

Membership shall be open to all following payment of an annual subscription as set by the Committee and put to the members at a duly convened Ordinary General Meeting prior to the Association year-end. The subscription proposal shall be the rates applicable for the ensuing year from 1st January.

Members shall be entitled to use the name of the Association to indicate said membership, but such entitlement shall cease upon cessation of membership of the Association. Members shall not be entitled to use the logo of the Association for any purpose.

MEMBERSHIP

There shall be the following categories of membership:

- Individual
- Junior – under 18 years of age
- Corporate

SUBSCRIPTIONS

There shall be an annual subscription payable for the year 1st January to 31st December inclusive at the rates announced by the Treasurer and publicised to all.

Upon the failure of any member to pay their subscription by the date of the AGM 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, may re-apply for membership at the discretion of the Committee

MANAGEMENT OF THE ASSOCIATION

The affairs of the Association shall be managed by a Committee, elected annually at the Annual General Meeting.

The Committee shall consist of three Officers: A Chairperson, an Honorary Secretary, an Honorary Treasurer, plus three ordinary members.

The Officers and Members of the Committee shall be elected by the members of the association at the Annual General Meeting for a one (1) year term of office and shall be eligible for re-election for additional terms.

The committee shall have the power to co-opt other members to fill casual vacancies or provide specialist advice. 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 Association. Meetings shall be convened by the Secretary acting in consultation with the Chairperson, although a meeting shall be convened at any time on the demand of three or more Committee members.

The Chairperson of the meeting shall exercise a second casting vote if any voting at a Committee meeting shall otherwise be equal.

If the Chairperson of the Association is not present at a meeting, then the Committee shall elect a Chairperson 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 Chairperson of any Sub-Committee shall be a member of the Committee.

Cheques of the Association shall only be drawn on any two signatures from amongst the three Officers. The recipient of a cheque may not also be a signatory of that cheque. If the Association utilises electronic banking facilities then the Treasurer shall be authorised to operate the account

The Committee shall have the power to appoint from outside its number a President to be re-appointed annually.

MEETINGS OF THE ASSOCIATION

- A. An **Annual General meeting** shall be called as soon as possible after the close of the Association's financial year on the last day of December.

The ordinary business to be transacted at each Annual General meeting shall be:

1. To receive and adopt the Chairperson's report of the previous year's working.
2. To receive and adopt the Secretary's report for the previous year.
3. To receive and adopt the Treasurer's report and the statement of accounts covering the financial affairs of the previous year.
4. To elect a Chairperson, a Secretary, a Treasurer and three Committee members for the following year.
5. Any other business

If a vote is required, this will be carried out by a show of hands of those members attending the Annual General meeting. A simple majority of those present and entitled to vote only is required. The Chairperson shall have a casting vote should the result of the vote be equal.

Notice of the place, time and date of the Annual General meeting shall be circulated to all paid up members not less than twenty-one (21) days before the date of the meeting.

A quorum for the Annual General Meeting shall be 30 members, to include at least 2 of the 3 officers.

Motions for the Annual General meeting must be submitted in writing to the Honorary Secretary no later than fourteen days prior to the date of the meeting.

Nominations for all Committee positions and replacements for retiring Members shall be submitted in writing to the Honorary Secretary no later than fourteen days prior to the date of the meeting.

All nominations, proposals or motions for the Annual General Meeting must be signed by both a Proposer and a Secunder, both of whom must be paid up members of the Association.

- B. An **Extraordinary General Meeting** may be called by a resolution of the Committee or on the receipt of a written request signed by at least five members of the Association.

Notice of the place, time and date of the Extraordinary General Meeting shall be circulated to all paid up members not less than fourteen days before the date of the meeting.

If a vote is required this will be carried out by a show of hands of those members attending the EGM. A simple majority of those present and entitled to vote only is required. The Chairperson shall not have a casting vote.

Should the result of the vote be equal as to for and against, then the motion being voted upon shall fail. A quorum for the Extraordinary General Meeting shall be 30 members, to include at least 2 of the 3 officers.

- C. An **Ordinary General Meeting** may be called by a resolution of the Committee in order to consider a proposal from the Committee for the subscription rates to apply from 1st January following. No other matters shall be discussed at an Ordinary General Meeting.

Notice of the place, time and date of the Ordinary General Meeting shall be circulated to all paid up members not less than fourteen days before the date of the meeting.

If a vote is required this will be carried out by a show of hands of those members attending the Ordinary

General Meeting. A simple majority of those present and entitled to vote only is required. The Chairperson shall not have a casting vote.

Should the result of the vote be equal as to for and against, then the motion being voted upon shall fail. A quorum for the Ordinary General Meeting shall be 30 members, to include at least 2 of the 3 officers.

PROXY VOTES

Members shall be entitled to cast a vote by proxy at all Annual General Meetings, Ordinary General Meetings and Extraordinary General Meetings of the Association. A Proxy may be given to the Chairman of the Meeting or another member of the Association who is attending the meeting. A proxy vote will not be counted if the proxy holder does not attend the relevant meeting.

HEALTH AND SAFETY REQUIREMENTS

The Association hires various venues and we have to comply with the terms of the hire agreement in all circumstances. Our current venue requires us to undertake a full Fire Drill once per annum and all members, guests and visitors present must immediately act upon all instructions given to them by the Association's Fire Officer and or members of the Committee and evacuate the building as soon as possible.

Failure to evacuate the building within a time satisfactory to the Halls Management may jeopardise our hire agreement.

The Association takes due care and attention of all health and safety issues. A First Aid kit is available and any and all accidents must be reported to a committee member as soon as possible. All members are required to take common sense precautions to prevent any accidents or incidents. The Association does not accept any liability for any accident or injury caused on the premises as we endeavour to prevent accidents by having risk assessment and taking reasonable precautions to prevent them.

AMENDMENTS TO THIS CONSTITUTION

Amendments to this Constitution shall be by notice of motion, in writing, to the Secretary fourteen days prior to the Annual General Meeting or by a motion duly passed at an Extraordinary General Meeting.

DISSOLUTION OF THE ASSOCIATION

If the Committee shall decide that The Association shall be dissolved then the Committee shall by the issue of a notice to all Members of the Association arrange for all debts, liabilities, taxes and other dues to be paid in full. The assets shall be sold, and any funds remaining shall be donated to a charity or charities of the committee's choosing.

The same arrangements shall apply if a motion for dissolution is proposed at an EGM and duly passed.

DATE OF COMMENCEMENT

This Constitution shall come into effect as from 16th January 2013.