

# **Axminster Woodturners' Club**

## **Constitution**

1. **Name:** The club shall be known as Axminster Woodturners' Club
2. **The aims of the club are:**

To provide a forum for local wood-turners for communication and sharing views;

To promote the awareness of safe working practice;

To encourage and promote the science, art and the craft of wood-turning generally.

To promote the development of good design and practical wood turning skills amongst its members.

### **THE CONSTITUTION**

#### **MEMBERSHIP RULES**

1. Membership shall be open to anyone on payment of an annual subscription. There shall be three categories of membership: Full, Junior and Honorary. Junior membership is defined as a member 16 years or under, who must be accompanied by an adult, who takes responsibility for them.
2. Membership fees are set at the Annual General Meeting and include an annual subscription to 'The Association of Wood-turners of Great Britain' (otherwise titled 'the AWGB').
3. Honorary membership either for a fixed term or for life shall be granted at the discretion of the Executive Committee.
4. All paid up members shall have the opportunity of entering into all the activities of the club, to attend Annual and Extraordinary General Meetings, to vote upon constitutional and other matters and to be nominated for election to serve on the Executive Committee of the club.
5. Membership entails the acceptance of responsibility for maintaining the good name of the club at all times and an interest in furthering the aims of the club.
6. The Club Constitution and Health and Safety Guidelines will be available on line on the Club's website; paper copy can be provided if required. All members by virtue of their membership agree to accept the constitution and guidance and be bound by them.
7. Members shall be entitled to use the name of the Club and such entitlement shall cease upon cessation of membership of the Club. No member shall be entitled to use the AWGB logo for any purpose.
8. Resignations from the Club shall be given by informing the Secretary, after fulfilling all obligations to it.

#### **CLUB RULES**

1. Any property of the club, or any income, howsoever gained, shall be used by the club for the benefit of the club.
2. The Executive Committee may authorise the use of club funds for social events, providing that all club members are able to benefit if they so wish. Such events will be advertised to all members through the standard methods used to promote club meetings.

3. No part of any club property or income shall be used in any way or form to benefit or profit any individual club member, except for items obtained by the club for such use; a list of such items will be kept by the club treasurer.
4. No expenses of any kind, however incurred shall be paid to any club member unless previously agreed by the Executive Committee.
5. All enrolled members will be eligible to attend all the club meetings, to use and enjoy the club facilities and to have the right to vote on any subject raised at club meetings.
6. The rights of club members are not transferable and will end when a member resigns from the club, or fails to renew their membership.
7. The Executive Committee, on behalf of the membership, retains the right to deny membership to any applicant without giving reason.
8. Potential members must provide any information on him/herself requested by the executive committee and will include that required for membership of the AWGB.
9. A new member may attend two consecutive meetings of the club free as a guest.
10. Membership subscriptions will be reviewed annually, during the AGM, for immediate implementation.
11. Subscriptions will be due by the October club meeting.
12. Any member not renewing their membership by the 7<sup>th</sup> December will be deemed to have left the club.
13. Members joining up to and including the May meeting shall pay the current full fee regardless of when they enrol and half the annual fee thereafter.
14. If a member decides to leave the club at any time there will be no refund of "unused" subscriptions.
15. Membership will be set at 60 members. If potential numbers exceed this then it will be reviewed by the Executive Committee and a waiting list implemented if appropriate.

#### **MANAGEMENT OF THE CLUB AND THE EXECUTIVE COMMITTEE.**

1. The general management of the Club shall be the responsibility of the Executive Committee.
2. The Executive Committee shall include four officers being a Chairman, Vice Chairman, Secretary and Treasurer, plus up to eight additional members. Proposals for the four officer posts may be made by any member of the club.
3. The Chairman, Vice-Chairman, Secretary and Treasurer shall each be elected annually by the members of The Club through the Annual General Meeting for a one year term of office and be eligible for re-election for additional terms. Any position left vacant at the AGM may be filled by a member of the committee, including co-opted members, subject to the majority approval of members at the following club meeting.
4. Additional members shall be elected at the Annual General Meeting to serve for one year. The Executive Committee may co-opt additional members not already considered for election, subject to the majority approval of members at the following club meeting.
5. The Executive Committee shall meet at intervals determined by the business of The Club, but not less than three times a year. Meetings shall be convened by the Secretary in consultation with the Chairman although a meeting can be convened at any time on the demand of three or more Executive Committee members.

6. The Chairman shall exercise a casting vote if any voting at an Executive Committee meeting shall otherwise be equal.
7. If the Chairman, or Vice Chairman, of The Club is not present at a meeting, then the Executive Committee shall elect its own Chairman from among their number for that meeting. The Executive Committee shall have the power to make such rules and regulations as they deem to be necessary for the well being of the club, provided such rules and regulations are not inconsistent with the articles of the constitution.
8. A quorum of the Executive Committee shall be five members to include two officers.
9. Executive Committee members who do not attend committee meetings on three consecutive occasions shall, at the discretion of the Executive Committee, be deemed to have retired from the Executive Committee.
10. The Executive Committee shall have the power to appoint sub-committees to act on its behalf. The Chairman of each sub-committee shall be a member or a co-opted member of the Executive Committee.
11. The Executive Committee shall have the power to hold and maintain such Bank Accounts, Building Society Accounts and other Savings Accounts as are deemed necessary for the business of The Club. All such accounts shall be in the name of the Club.
12. Cheques of The Club shall only be drawn on the signatures of the Treasurer and one other from two nominated Executive Committee Members.
13. The Treasurer shall arrange for annual accounts to be put to the Annual General Meeting and such accounts shall be scrutinised by at least one other member of the Executive Committee who is not a signatory (see 2 above).

### **MEETINGS OF THE CLUB**

1. We meet monthly at Woodbury Community Hall, Axminster, usually on the first Saturday of each month at 10.00 am.
2. Because of the geographical location of the club and the wide catchment area of the membership, no specific date shall be set for the annual general meeting (AGM). Instead, the October club meeting shall be ordinarily set aside for this purpose.
3. All members must follow the club Health and Safety guidance during practical sessions.
4. The ordinary business to be transacted at each Annual General Meeting shall be:
  - e) To receive the draft minutes from the previous meeting.
  - f) To receive and adopt the Executive Committee Chairman's report.
  - g) To receive and adopt the Treasurer's report and annual accounts covering the financial affairs of the previous year.
  - h) The election of officers and other members of the Executive Committee.
  - i) To set the annual subscription fee.
  - j) To discuss the programme for the next club year.
  - k) To discuss any other business notified to the Secretary in advance of the meeting.
  - l) To discuss any other business the Executive Committee sees fit.
5. An Extraordinary General Meeting may be called by a resolution of the Executive Committee or on the receipt by the Secretary of the written request of at least 10 members of The Club. The rules for the holding and conduct of the Annual General Meeting otherwise apply.
6. Only fully paid up members of The Club shall be entitled to attend and vote at the Annual General Meeting and an Extraordinary General Meeting.

7. Nominations, Proposals and Motions put to the Annual General Meeting shall be carried by a simple majority of votes cast except where material change to the Constitution is proposed.
8. Minor changes to the Constitution of the club may be made following a motion put to an Annual General Meeting or an Extraordinary General Meeting, subject to a simple majority vote of those present. Any motion considered by the Executive Committee to call for a material change in the Constitution shall require advance notice and a majority of at least two thirds of the votes cast in order to be carried.

#### **THE TREASURER'S OFFICE.**

1. The treasurer shall be responsible for the maintaining of an accurate record of the club's financial income, assets and expenses.
2. The treasurer will present an audited statement of accounts and a report on the clubs financial position for the annual general meeting. The Treasurer can call an additional meeting of the executive committee to discuss club finances at any time should the need arise.

#### **THE DISSOLUTION OF THE CLUB.**

If the membership decides that the club be dissolved, then an extraordinary general meeting would be called in line with the guidelines laid out in the constitution. At that meeting it would be decided how the vote would take place and when, what majority would be needed and what type of voting would be allowed(proxy, postal, electronic etc).If it is decided the club is to be dissolved the Executive Committee would be charged by the membership to arrange for all debts and liabilities, taxes and dues to be paid in full. The assets shall be sold, and any funds remaining shall be paid in equal sums to all paid up members at such time of such notice. Priority of purchase (at market prices) of such assets could be given to a group existing members who were capable of operating a wood turning club after Axminster woodturners' had been dissolved if they so desired and the members voted in favour..

#### **DATA PROTECTION ACT**

To facilitate the administration of the Club, the Executive Committee shall be empowered to maintain a computerised data base of membership details. By accepting membership of the Club, each member agrees that their details may be so held, and further agrees that their name, address, telephone number and email address will be passed to the A.W.G.B. Information will not be passed on to any other third parties without the consent of the member.

#### **PROTECTION OF THE CLUB**

Should the Executive Committee decide that the conduct of a member is prejudicial to the interests of the Club, then a special Members' meeting shall be convened to decide the case for expulsion of that member, by giving no less than twenty one days notice in writing. Any expulsion shall be carried by a vote of more than two thirds of the members present.

The Executive Committee shall be sole authority for the interpretation of the Constitution, and the decision of the Executive Committee, upon any question of interpretation or upon any other matter not provided for by the Constitution, shall be final.

Adopted.7/10/2017.

