

# THE SHROPSHIRE ASSOCIATION OF WOODTURNERS

## CONSTITUTION (revised)

The Club shall be called the 'Shropshire Woodturners Association', hereinafter referred to as the Club.

The Association was formed at an inaugural meeting on 26th November 1992.

This Constitution replaces the approved Constitution of 7<sup>th</sup> January 1993.

### 1. The Aims of the Association

- a. To foster a greater awareness of the woodturners' art and craft, providing news and views at branch meetings
- b. To act as a body representing the interests of woodturners, particularly in Shropshire and surrounding areas.
- c. To provide a forum for the exchange of views and development of skills among the woodturners by means of social meetings, exhibitions, demonstrations and information/news via newsletters, website and email where possible.

Where possible to promote the craft of woodturning within the local community and pass on skills to a wider audience and to promote links within the community, in particular involving support of charitable projects.

### **Membership** – Subject to the Clubs Data Protection Policy

Single or family Membership shall not be restrictive but open to anyone over the age of 18 on payment of an annual subscription.

Membership will be granted at the discretion of the Committee to anyone between the ages of 14 and 17. Vulnerable adults and Children must be accompanied by a parent or guardian at all Association functions Subject to the Associations Safeguarding policy

Membership includes the responsibility for maintaining the good name of the Association at all times and an interest in furthering the aims of the Association.

Resignation from the Association shall be by giving notice in writing after fulfilling all obligations to it or by defaulting on annual subscriptions following one written reminder. The Committee shall have, at its discretion, the power to remove the name of any individual from the list of members of the Association.

### **Subscriptions**

Subscriptions shall be recommended by the Committee, notified to all club members in advance of and confirmed at the Club's AGM meeting for the following year. Any Members under the age of 18 on the 1st of January shall pay 50% of the full members subscriptions.

Subscriptions shall be payable in advance and will be renewable following the annual AGM.

Membership covers the period 1 January to 31st December. Members joining after 30 June will pay 50% of that year's subs.

Guest will be granted temporary membership allowing for two attendances' before committing

Any member whose subscription remains unpaid following the February Meeting will have relinquished their membership. They may re-apply for membership at any time but may be subject to the application process.

### **Membership confers the following privileges:**

- attending Club meetings and participating in any activities organised by the Club for its members.
- receipt of the Club Newsletter by e-mail
- attending social activities organised by the Club (Associate members are welcome at these events)
- participation in competitions, exhibitions, and any external events where the Club participates.
- voting at Annual General Meetings and Extraordinary General Meetings. to vote upon constitutional and other matters and to serve, if elected, on the Executive Committee of the Club

### **Membership Responsibilities**

All members are responsible for their own safety, they should read and understand the Club's Health and Safety Policy, the AWGB guidance and the HSE document 5 steps to Risk Assessment, together with the operating instructions for all their equipment and tools. Members who identify any Health and Safety risk, or any act or omission, that could harm members or bring the Club into disrepute should rectify it and / or report it to a committee member immediately.

Providing up-to-date contact details including name, address, phone number and email address (these will only be available to the committee for administrative purposes and will not be provided to anyone else, including other club members, without individual's consent) subject to the Clubs Data protection policy

Abide by all of the rules of the Club and the reasonable directions of the committee and their organisers, including but not limited to the Clubs policy, which can be found on the Clubs web site, <https://www.shropshirewoodturners.co.uk/>

Conducting themselves in a courteous manner that positively promotes woodturning both as an individual and when representing the Club.

If a club member wishes to participate in certain Club events e.g., Club demonstrations, demonstrations to outside bodies or attending craft shows etc.

whilst representing the Club, they may be required to demonstrate to the Committee that they possess the necessary competent skills.

Where members intend to represent the Club at external events, they should provide relevant information to the Secretary at least 4 weeks in advance.

### **General rules**

All paid up members shall have the opportunity of entering into the corporate activities of the Association, to attend the Annual General Meeting (AGM) and to vote upon constitutional matters. They shall be eligible to serve on the Committee of the Association.

The affairs of the club shall be managed by a committee elected at an AGM.

The Committee shall consist of 3 officers plus up to 7 ordinary members.

- Chairman – who shall also chair meetings of the Association's Committee.
- Honorary Secretary – who shall conduct the everyday business of the Club as directed by the Committee and shall produce minutes of any meeting of the Club plus any Committee Meeting.
- Honorary Treasurer – who shall receive and distribute the Club's funds as directed by the Committee and produce annual accounts of receipts and expenditure at the AGM.
- Ordinary Members

The Chairman shall be elected by members of the Club at the AGM and shall be eligible for re- election. Unless the members agree that it is in the interests of the Club for him to remain in office, he should step down at the end of the third year. That agreement to be given by straight majority vote at the AGM before the election of officers.

The remaining Officers and Ordinary Members shall be elected by members of the Club at the AGM for a one-year term of office and shall be eligible for re-election for additional terms. In the event of more candidates than places, the candidates with the highest number of votes shall be elected.

The Committee shall have the power to co-opt other members from any date up the next AGM to fill vacancies which may arise and additionally to cover any specific requirements.

The Committee shall meet at intervals determined by the business of the Club. Meetings shall be convened by the Hon. 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...

If the Chairman cannot be present at a scheduled Committee meeting, then the Committee shall elect their own Chairman from amongst their number.

The Chairman of the meeting shall have the power to exercise a second or casting vote if any motion voted on at a Committee meeting results in an evenly split vote.

A quorum of the Committee shall consist of three members, at least one of whom must be an Officer.

The Committee shall be empowered to appoint sub-committees on its behalf. The Chairman of an appointed sub-committee shall be a member of the Committee of the Club.

The committee shall have the power to appoint working groups, that may include non-Club members, to address particular issues and report back the committee.

The committee shall have the authority to refuse membership or renewal; suspend or expel any member whose actions or omissions are considered a serious contravention of the rules of the Club or whose actions significantly offend or disrupt other members or are likely to bring the Club into disrepute.

Funds taken from the Club's accounts shall at the treasure's discretion, on how monies should be paid

Suitable Public Liability Insurance shall be arranged to cover the Club.

The AGM shall have the power to elect honorary members in recognition of outstanding contributions to woodworking and/or the Club. Notice of a proposal to submit the name of a candidate for election shall be given to the Hon. Secretary no later than 14 days prior to the AGM.

Any amendment to this Constitution shall require the affirmative vote of at least 75 per cent of those members present at the AGM or at an Extraordinary General Meeting (EGM) convened for that purpose.

### **Meetings of the Club**

The AGM shall be called during December and January of each year of the Association's operation. The close of the financial year shall be the end of the month before the AGM in order that the Hon. Treasurer can present accounts to the AGM. Subscriptions shall be due on the first day of January each year.

The statutory business to be conducted at each AGM shall be:

- To receive and adopt the Treasurer's report and audited statement of account covering the financial affairs of the Club for the previous financial year.
- To receive and adopt the Chairman's report on the previous year's work.
- To elect a Chairman, Officers and Ordinary Members to the Committee for the following 12 months.

Notice of the date, the time and the place of the AGM shall be circulated to all fully paid-up members no later than 21 days before the date agreed for the meeting.

The AGM shall fix the annual subscriptions for the forthcoming year following a submission of the Committee's recommendation.

An EGM may be called by resolution of the Committee or on receipt of a written request on behalf of at least seven members of the Association.

## **Standards and Trade Promotion**

The name of the Club for trade promotion may be used only if an approved Club's display motif is used.

The approved Club's display motif will be supplied to a member when a selection of the member's work is approved by the Committee or a Standards Sub-Committee.

## **Equality and Diversity**

Shropshire Woodturning Association is committed to encouraging equality, diversity and inclusion among our members, and eliminating unlawful discrimination.

Any member causing such problems will be given one warning, should further instances occur then action may be taken as outlined in the club's discipline policy, available on the club's web site <https://www.shropshirewoodturners.co.uk/>

## **Disciplinary and Grievance Procedures**

Details of the organisation's grievance and disciplinary policies and procedures can be found on the Clubs web site at <https://www.shropshirewoodturners.co.uk/>

## **Complaints**

Any complaints should be directed to any member of the Club committee. They will follow up the complaint as appropriate and inform the member of the outcome. Available on the club's web site <https://www.shropshirewoodturners.co.uk/>

## **Competitions**

Challenges or themes will be announced and published, it shall be the responsibility of the scrutineer to establish the suitability of the entry for the criteria, and their discretion of the judging procedure. <https://www.shropshirewoodturners.co.uk/>

## **Dissolution of Woodturners Branch**

If the Committee shall decide that the Club shall be dissolved then the Committee shall by issue of a notice to all Members of the Club arrange for debts, liabilities, taxes, and other dues to be paid in full.

If on the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities any assets or property, the same shall be paid to in equal shares to all paid up members at that time. [ or charitable institution to be agreed by the Committee.]

**Proposed and adopted at AGM 12<sup>th</sup> December 2025**

