

# SURREY ASSOCIATION OF WOODTURNERS

## RULES AND CONSTITUTION

**Glossary of Terms:** Where the following words and initials appear within this document they shall have the following meaning unless otherwise stated

**AGM** – Annual General Meeting

**EGM** – Extraordinary General Meeting

**S.A.W.** – The Surrey Association of Woodturners

**Association** – The Surrey Association of Woodturners

### 1. TITLE

The organisation shall be called: **THE SURREY ASSOCIATION OF WOODTURNERS.**

### 2. OBJECTIVES

- 2.1 To foster a greater awareness of the woodturners craft.
- 2.2 To promote woodturning amongst woodturners and the general public.
- 2.3 To provide a forum for communication, exchange of views and information relevant to woodturning.
- 2.4 To provide a members' Newsletter at regular intervals.
- 2.5 Encourage improvement in quality of members work through competitions, critiques and commentaries and learning opportunities.
- 2.6 Encourage members to use wood from sustainable sources.
- 2.7 To encourage young people to take up woodturning.

### 3. MEMBERSHIP

- 3.1 The Association shall consist of Members of the following categories:
  - 3.1.1 **Full.** - Adult Members over 18 years of age.
  - 3.1.2 **Young people under the age of 18 years** (at the time of application for membership or when subscription renewal is due) and in full time education may be members with the written consent of a parent or guardian and will pay a subscription at the rate of half of the adult subscription.
- 3.2 Application for membership of S.A.W. shall be open to all those with an interest in woodturning.
- 3.3 Members of S.A.W. shall not use the name of S.A.W. for any trade or promotion purposes.
- 3.4 After making application to join and having paid the first subscription of the Association, the Committee shall *bring* The Rules and Constitution of S.A.W., *the Health and Safety Policy and the Privacy Policy to the Members attention.*
- 3.5 Every Member shall inform the Committee in writing of any change of address (postal or E-mail) and or telephone number and all notices posted to such address shall be considered as being duly served.
- 3.6 Membership of the Association confers the following privileges on Members:
  - 3.6.1 Participation in the monthly meetings of the Association, take part in any raffle, make purchases from the club shop and enter into any other activities taking place during the evening.
  - 3.6.2 Freedom to take part in any social activities, bus trips or seminars organised by the Association after payment of any fees due.
  - 3.6.3 Participation in competitions, exhibitions and outside events.
  - 3.6.4 Voting at Annual General Meetings and Extraordinary General Meetings (Full Members only).
- 3.7 Members shall conduct themselves in a safe and responsible manner during all S.A.W. events in which they take part.

## **4. MANAGEMENT**

4.1 The Management of the Association shall be in the hands of the Committee who shall have responsibility for the purchase and disposal of its assets, the general conduct of the Association, the finances of the association and the transactions of any business relating to the Association.

## **5. OFFICERS**

5.1 The Officers of the Association shall be:

5.1.1 President

5.1.2 Vice President

5.1.3 Chair

5.1.4 Secretary

5.1.5 Treasurer

5.2 The Association President shall be a Life Member.

5.3 The retiring Chair shall become Vice President.

5.4 The Officers shall be elected at the AGM to serve for one year save the President (Life Member), Vice President, whose term will mirror the incumbent Chair

5.5 The Chair may serve for a maximum of three consecutive years but may serve again one year or more after retirement.

5.6 Nominations for candidates for the Officers duly proposed and seconded by individual Members and countersigned by the Candidate consenting to serve if elected, shall be sent to the Chair by the last day of the month prior to the date of the AGM. A list of nominees within each Office shall be available to the Members at the AGM. Forms can be found as Appendix A

## **6. THE COMMITTEE**

6.1 The Committee shall be constituted as follows:

6.1.1 The Officers of the Association.

6.1.2 A maximum of twelve other elected Members who serve for one year. Retiring Committee Members who are willing to serve may stand for re-election.

6.2 Nominations in respect of each candidate for membership of the Committee duly proposed and seconded by individual Members and countersigned by the Candidate consenting to serve if elected shall be sent to the Chair by the last day of the month prior to the date of the AGM. A list of the nominees shall be available to the Members at the AGM. Forms can be found as Appendix A

6.3 Vacancies on the Committee shall be filled by ballot at the AGM from the list of Nominees.

6.3.1 Should there be more vacancies than nominees the Committee shall fill the remaining vacancies from Members eligible to serve on the Committee.

6.3.2 Vacancies occurring during the year shall be filled by the Committee from Members eligible to serve

6.3.2 Any Member so appointed shall retain office until the next AGM when he or she shall be eligible for election.

6.4 The Chair or their nominee shall be chair of the Committee. The Chair shall have a casting vote in the event of a drawn vote.

6.5 The Committee shall be empowered to appoint sub-committees and co-opt Members as may be required from time to time for any special purpose or purposes.

6.6 The Committee shall meet at intervals determined by the business of the Association and a quorum shall be more than half of the current Committee (all serving Officers plus all serving Committee Members) on the day the meeting is held of whom at least two shall be Officers of the Association. Any committee meeting which is not quorate may not transact any business.

6.7 All committee members will abide by the SAW privacy Policy with regard to members information.

## **7. SUBSCRIPTIONS**

- 7.1 The appropriate subscription for each category of membership shall be determined by the Committee and confirmed at the AGM. After such confirmation a notice will be placed in the next Newsletter showing the rate for the year.
- 7.2 Subscriptions shall be payable in advance and will be renewable at the close of the AGM without demand, the year end for membership shall be on 31<sup>st</sup> January of each year. A Member having paid his or her subscription shall be deemed to have committed themselves to the Rules of the Association.
- 7.3 Any Member whose subscription is unpaid by 31<sup>st</sup> March shall cease to exercise any of the privileges of membership.
- 7.4 Any Member, whose membership has lapsed as above, shall be eligible for re-admission upon payment of the appropriate subscription fee.
- 7.5 All members must fill in a membership renewal form every year on re-joining the club to determine choices about the management of their personal data.

## **8. DUTIES OF CHAIR**

- 8.1 The Chair shall be responsible for the day to day running of the Association. This responsibility shall include ensuring safe custody of the books and records of the Association, ensuring that full and accurate records of meetings are kept and that all association correspondence is attended to.
- 8.2 The Chair, Treasurer and Secretary will be the Data Controller for the Association and give due regard to the SAW Privacy Policy at all times.

## **9. DUTIES OF TREASURER**

- 9.1 The Treasurer shall be responsible for the proper accounting of all monies received on behalf of the Association, and for the payment of all bills. The Treasurer shall keep the accounts of the Association and together with the Auditor compile the Annual Statement of Accounts and Balance Sheet as at the 31<sup>st</sup> December in each year. An abridged version of the accounts shall be available to the Members at the AGM.
- 9.2 The Treasurer shall be responsible for producing a budget for each year and reporting to the committee on the actual performance at each committee meeting.
- 9.3 The Treasurer shall be responsible for the reconciliation of the Association's Bank Accounts.
- 9.4 The Authorised Signatories to the Association's Bank Accounts shall be the Treasurer, the Chair and the Secretary for the time they are in office
- 9.5 Cheques, up to the value of £500, shall normally be signed by the Treasurer, however in the absence of the Treasurer, the Chair or Secretary may sign and report details to the Treasurer at a later date. Cheques over £500 must be signed by two of the authorised signatories
- 9.6 The Chair, Treasurer and Secretary will be the Data Controller for the Association and give due regard to the SAW Privacy Policy at all times.

## **10. DUTIES OF SECRETARY**

- 10.1 The Secretary shall be responsible for taking and recording the Minutes of the AGM, EGM and Committee meetings. The Secretary shall also be responsible for attending to any correspondence as may be directed by the Chair from time to time.
- 10.2 The Chair, Treasurer and Secretary will be the Data Controller for the Association and give due regard to the SAW Privacy Policy at all times.

## **11. ANNUAL GENERAL MEETING**

- 11.1 The Annual General Meeting (AGM) shall be held in each year as soon as practicable after the close of the Association's financial year on 31<sup>st</sup> December at such time, date and place as may be decided by the Committee. At least 28 days prior to the Annual General Meeting a notice shall be sent to each Member together with an Agenda of the business to be transacted which shall include the following:

- 11.1.1 Apologies for absence.
  - 11.1.2 Acceptance of minutes of last years meeting.
  - 11.1.3 Matters arising.
  - 11.1.4 Receive and adopt the Chair's report for the previous year.
  - 11.1.5 To consider and if approved pass the Association statement of accounts for the previous year.
  - 11.1.6 Consider Committee's proposed annual subscription fee and if approved, confirm it for the coming year.
  - 11.1.7 Elect the Officers for the coming year.
  - 11.1.8 Elect the other members of the Committee for the coming year.
  - 11.1.9 To consider any resolution submitted by a member. Any such Resolution shall be sent to the Chair duly proposed and seconded at least 14 days before the date of the AGM. Any such Resolution shall be included in a notice available to Members at the AGM.
- 11.2 The Chair or their nominee shall act as Chair. He or she shall have a casting vote in addition to their own vote which casting vote shall in all cases be for the status quo.
- 11.3 A quorum for the AGM shall be 20% of the membership. The number constituting a quorum for an AGM shall be calculated based on membership at the date of the notice calling the meeting. In cases resulting in part of a member (eg.25.72 members), then in all cases the part shall be rounded up to a full member.
- 11.4 Only full Members shall vote at the AGM. Each adult Member shall have one vote.

## **12. EXTRAORDINARY GENERAL MEETING**

- 12.1 An Extraordinary General Meeting (EGM) may be convened at any time by the Committee or upon the requisition of any twenty Members signed by the said Members and made in writing to the Chair. Upon receipt of such requisition the Chair shall fix a time, date and place for the meeting and at least 14 days prior to such date shall send notice to all Members of the business to be transacted and a copy of the requisition. A quorum shall be 25% of the membership. Only adult Members shall vote at an EGM. Each adult Member shall have one vote. The number constituting a quorum for an EGM shall be calculated based on membership at the date of the notice calling the meeting. In cases resulting in part of a member (e.g. 25.72 members), then in all cases the part shall be rounded up to a full member.

## **13. ALTERATION TO THE RULES**

- 13.1 No new rule shall be made nor shall any rule be altered, amended or repealed except at the AGM or an EGM of the Association.
- 13.2 Notice of any Resolution proposing such new rule, alteration, amendment or repeal shall be included in the notice sent to each Member when calling the said AGM or EGM. Notice of any amendment to any such resolution must be submitted in writing, duly signed by the Proposer and Seconder, to reach the Chair not less than 14 days prior to the date of the said AGM or 7 days prior to the date of the said EGM as the case may be. Details of any such proposed amendment to a resolution shall be available in the notice to the Members at the AGM or EGM at which it is to be considered.
- 13.3 It is the responsibility of Members to ensure that no new rule or amendment to an existing rule shall conflict with other existing rules.
- 13.4 No new rule, nor any alteration, amendment nor the repeal of any existing rule may be given effect without the approval of at least 60% of those present and voting at an AGM or EGM. Subject always to that meeting being quorate.

## **14. COMPLAINTS**

- 14.1 Any complaints shall be made in writing to the Chair. All complaints will then be dealt in accordance with the procedures defined in the "Complaints Manual" a copy of which is available on request from the Chair.

14.2 Any complaints shall be made in writing to the Chair who will acknowledge the complaint in writing / by email and then bring the complaint to the attention of the committee at the next committee meeting. The chairman will then respond to the complainant to resolve the complaint.

## **15. ASSETS**

15.1 If upon winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property or assets whatsoever, these shall be disposed of as the Committee deem to be appropriate, and may be given or transferred to The Association of Woodturners of Great Britain, or in the event that that organisation has been wound up or dissolved to a charitable organisation.

## **16. INSURANCE**

16.1 The Committee shall be responsible for arranging an Insurance Policy suitable to cover the activities and assets of the Association.

## **17. SALES**

17.1 The Association may run a club shop selling woodturning sundries for the benefit of members. The stock held by the shop will be the property of the Association. Stock will be sold at near to cost price with the aim of covering the necessary expenses of running the shop. The member(s) delegated by the committee to run the shop will decide, in liaison with the Treasurer, on what stock is required, keep accounts and report to the committee as required by the Chairman.

17.2 Any other sales at S.A.W. events will be at the discretion of the committee. The aim will be to give members opportunities to purchase goods not on sale in the club shop, at various times throughout the year. However, the club will not sell electrical items (either new or second-hand). Invited professional turners and traders may sell electrical goods at club nights or at Open Day. Electrical items may be advertised in the newsletter, but the club accepts no responsibility for such sales. Any sale of electrical goods is between the buyer and seller.

## **18. HEALTH and SAFETY**

18.1 Health and Safety is addressed in a separate document, a copy of which may be obtained from the Secretary.

Approved 11.01.2019 at the AGM