

The Constitution of the Treknow Woodturners Club

1. Title

1.1 The club shall be known as "Treknow Woodturners Club" (the "Club").

1.2 The Club shall be affiliated to the Northern Federation of Woodturning Groups (the "NFWG") or any successor to that institution.

2. Objects of the Club

2.1 To promote the skill and enjoyment of woodturning, carving and woodcraft among members of the Club;

2.2 To provide facilities that meet the needs of members;

2.3 To provide coaching for members of all abilities;

2.4 To provide a safe environment in which woodturning, carving and woodcraft can take place; and

2.5 To promote woodturning, carving and woodcraft within North Cornwall and the surrounding area.

3. Club Night

3.1 The Club shall meet at such a time (the "Club Night") and at such premises (the "Premises") as the Committee may decide from time to time.

3.2 In the event that a Club Night is to be cancelled the Honorary Secretary shall notify the Members verbally or in writing during the Club Night immediately preceding the Club Night to be cancelled.

4. Membership

4.1 Membership of the Club is open to **anyone** interested in woodturning, carving and woodcraft.

4.2 Membership fees shall be determined each year by a majority vote of the Members present and voting at the Club's Annual General Meeting (AGM) and shall be paid annually in advance.

4.3 The Committee reserve the right to refuse, cancel or suspend a Member's membership with immediate effect without giving a reason.

4.4 All Members shall be:

- (a) Entitled to take part in competitions organised by the Club;
- (b) Entitled to vote on any resolution proposed at any AGM and/or Extraordinary General Meeting (EGM) of the Club; and
- (c) To stand for election to the Committee at any AGM and/or EGM of the Club.

4.6 A Member whose subscription remains unpaid for more than one month after the due date will be considered as having ceased to be a Member.

4.7 Visitors to the Club will be required to pay a fee on each Club Night that they attend, as determined by the Committee, and shall be treated as a temporary Member of the Club for the Club Night in question ("Visitors"). Visitors shall not be entitled to any of the Members' rights as set out in clause 4.4 above.

5. Committee

5.1 The affairs of the Club shall be administered by a committee consisting of no more than ten and no less than five Members (the "Committee").

5.2 The members of the Committee shall serve in the following posts: (a) Chairman; (b) Honorary Secretary; (c) Honorary Treasurer; (d) Safety Officer; and any other posts the Committee deem necessary from time to time.

6. Meetings of the Committee

6.1 Four Committee Members shall constitute a quorum.

6.2 All decisions of the Committee shall be resolved by a majority vote of those members of the Committee present. In the event of a tied vote the Chairman shall have a casting vote.

6.3 The Honorary Secretary shall keep a written record of all decisions passed or rejected by the Committee.

6.4 The Committee shall have the power to co-opt any persons, up to a maximum of four at any one time, to attend its meetings, but any such person so co-opted shall not have the power to vote at the Committee meeting.

6.5 The Committee shall have the power to fill any vacancy caused by any Committee member ceasing to be a member of the Committee for whatever reason.

6.6 The Committee Members shall serve from the date of their appointment until the next AGM of the Club at which point they may stand for re-election.

6.7 The Honorary Secretary shall give Committee Members no less than three working days notice of a Committee Meeting. Such notice may be verbal or in writing. In exceptional circumstances, provided that all Committee Members consent, a Committee Meeting may be held on such notice as is considered reasonable.

6.8 The Committee shall meet at regular intervals at least three times a year.

7. Elections

7.1 The Committee Members shall be elected at the AGM by a simple majority of those Members present and voting.

7.2 Any person wishing to stand for election to the Committee must be a Member of the Club nominated to the Honorary Secretary by at least two other Members of the Club and nominations must be accompanied by written consent of the person nominated to serve if elected.

8. Officers' Duties

8.1 The Chairman is responsible to the Members for the overall running of the Club (this includes ensuring that the Club meets its objectives, manages its financial affairs, convenes its meetings, and ensures that the other Officers and Committee members carry out the duties delegated to them).

8.2 The Honorary Secretary shall be responsible for day-to-day administration, drafting and circulating agendas and minutes (subject to the Chairman's approval) and convening meetings of the Committee and of the Members.

8.3 The Honorary Treasurer shall be responsible for collecting subscriptions and shall keep the books and accounts of the Club and shall produce all documents relating to the finances of the Club whenever requested to do so by the Committee. It shall also be his duty to collect all subscriptions and to present at the AGM a statement of the Club's accounts.

8.4 The Safety Officer shall be responsible for maintaining the Club's safety procedures, for bringing to the attention of the Committee ways to improve safety and to present at the AGM a statement of the Club's safety record.

8.5 The Committee may delegate various duties to the other members of the Committee as the circumstances may dictate.

9. Annual General Meeting

9.1 The Club shall hold an Annual General Meeting ("AGM") once every calendar year at which the Club's audited accounts shall be presented, Officers' reports shall be presented, Committee Members for the following year shall be elected and any changes to the Constitution shall be dealt with.

9.2 The Honorary Secretary shall call the AGM and must notify the Members of the AGM at the Club Night immediately before the date of the AGM. The notice must specify any changes that are proposed to amend the Constitution.

9.3 An Extraordinary General Meeting ("EGM") may be called at any time by the Committee and must be called if the Honorary Secretary receives a written request from five members. The Honorary Secretary must notify the

Members of the EGM at the Club Night immediately preceding the date of the EGM stating the business to be conducted at the EGM and no other business may take place at that meeting.

9.4 All resolutions at the AGM and/or EGM shall be passed by a simple majority of those Members present and voting. In the event of a tied vote the Chairman shall have the casting vote.

9.5 15 Members shall form a quorum at the AGM and/or EGM.

10. Bank Account and Financial Year

10.1 The Club shall have at least one account at one of the recognised clearing banks or recognised building societies into which all subscriptions and other monies received by the Club shall be paid (the "Account").

10.2 All expenditure from the Account shall bear the signature of the Honorary Treasurer and one other Committee Member.

10.3 The Club's financial year shall run from 1 March in any year to the last day in February in the following year.

10.4 The Accounts shall be audited by persons or persons appointed by the Committee at the end of each financial year.

11. Equipment

11.1 All the property of the Club shall be vested in the Committee who shall have sole and full powers of control and disposal.

11.2 The Committee shall keep an account of all items of equipment, their whereabouts and state.

11.3 Any broken or damaged Club (or loaned) equipment must be reported immediately to a Committee Member. The Member responsible may, at the Committee's discretion, be required to pay for the damage.

11.4 No Member shall work at the Club unless the equipment he is using complies with the Club's Safety Policy.

12. Club Rules

12.1 In addition to the Constitution, the Committee may, from time to time, make and notify to the Members such rules as are, in the Committee's discretion, reasonably necessary for the smooth running of the Club (the "Rules").

12.2 All Members shall be responsible for acquainting themselves with this Constitution and the Rules and agree to abide by them.

13. Complaints

13.1 Any Member wishing to make a complaint about the operation of the Club or the actions of the Committee or any Club matter must do so in writing and forward it to the Honorary Secretary and this must be dealt with at the next meeting of the Committee.

13.2 The Committee has the right to interpret this Constitution and to settle any question not provided for.

14. Changes to the Constitution

14.1 Any alteration, amendment or addition to the Constitution shall require the approval of two thirds of those present and eligible to vote at an AGM and/or an EGM called for that purpose.

14.2 If at any EGM and/or AGM a resolution is passed calling for the dissolution of the Club, then, after discharging all the debts and liabilities of the Club, the remaining assets shall be paid out or distributed amongst the Members of the Club, as at that date, on a pro rata basis.

Revised March 2006 - Approved by the Committee 27 March 2006 and by the Members 3^d April 2006.

.....Chairman.Date