

# North Devon Woodturners

## CONSTITUTION

### 1 NAME

The Club shall be known as **North Devon Woodturners** referred to hereafter as ‘the Club’.

### 2 OBJECTIVES

**2.1** The objectives of the Club shall include:

- a) The fostering of a greater awareness of the turner’s art and craft.
- b) The promotion of woodturning amongst woodturners as well as the general public.
- c) The provision of a centre for communication between all turners in North Devon.
- d) The arrangement of events designed to encourage the pursuit of the highest standards in turnery.

**2.2** The property and income of the Club shall be applied solely towards the Club’s objectives and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objectives.

### 3 MEMBERSHIP

**3.1** Membership shall be open to all persons paying the prescribed fee and who agree to abide by the Club’s Constitution.

**3.2** A copy of this Constitution shall be given to each new member as they join the Club.

**3.3** The Secretary shall keep and maintain an up-to-date register of the members of the Club to include each member’s contact details.

### 4 MANAGEMENT

The affairs of the Club shall be managed by a Committee elected annually at the Annual General Meeting (AGM).

**4.1** The Committee shall consist of three Officers, the Chairman, the Secretary, and the Treasurer, and up to seven other members.

**4.2** The Committee shall be empowered to co-opt members to fill any vacant Committee position prior to the elections at the next AGM.

**4.3** The Committee shall meet at intervals determined by the business of the Club.

**4.4** The Secretary shall keep minutes of each meeting sufficient to record, at least, any decisions taken by the Committee.

**4.4** At the Committee meeting prior to the AGM, the Committee shall decide the Club’s annual subscription fee for the ensuing year.

**4.5** Committee decisions may only be taken if a minimum quorum of five members is present which must include at least one of the Officers.

**4.6** The Committee shall be empowered to appoint a sub-Committee for specific purposes for an agreed limited duration which shall be chaired by a member of the Committee.

**4.7** The Officers and members of the Committee shall retire annually but shall be eligible for re-election.

**4.8** The Committee shall call an Annual General Meeting as soon as possible after the end of the Club’s financial year on the 31<sup>st</sup> December.

**4.9** The Secretary shall give notice of the AGM to all members of the Club at least thirty days before the appointed date, which notice shall include the following information:

- a) The date, time and venue of the AGM.
- b) Nominations for membership of the Committee for the following year, including the names of those Committee members willing to stand again for election.

c) Any motions to be debated by members at the AGM.

4.10 The Committee in its absolute discretion may call an Extraordinary General Meeting the date, time, venue and purpose of which must be notified to all members at least 30 days in advance.

4.11 The Committee may be required to call an EGM if requested to do so in writing to the Secretary by a minimum of 25% of the members.

## **5 THE ANNUAL GENERAL MEETING**

5.1 The AGM shall be open to all members of the Club who may vote on elections and any motions to be decided at that meeting.

5.2 The Officers and members of the Committee shall be elected at the Annual General Meeting.

5.3 Nominations for Committee membership including the Officers shall be submitted in writing to the Secretary with the names of the proposer and seconder, who, together with the nominee must be members of the Club. Nominations may be accepted up to the beginning of the AGM.

5.4 Any proposed alteration to the Club's Constitution may only be decided at an AGM or EGM at which at least 50% of the Club members are present, and must be approved by a majority in excess of 65% of members present.

5.5 At the AGM, the Chairman, Secretary and Treasurer shall each present their report of the previous year's events.

5.6 The appointment of a scrutineer of the Club's annual accounts for the following year shall be agreed at the AGM.

5.7 The members present at the AGM shall be invited to question, comment on and approve the accounts reported by the Treasurer.

## **6 FINANCIAL MATTERS**

6.1 All the club's monetary assets shall be held in a bank account held in the name of the club.

6.2 Cheques on the club's account may only be drawn on the signatures of either any two officers, or one Officer and a club member previously authorised to be a signatory.

6.3 No portion of the income or property shall be paid or transferred, by any means whatsoever to the members of the Club other than as provided in this Constitution.

6.4 No Member shall be paid expenses other than those agreed by the an Officer.

6.5 No Member is entitled to incur any debt on behalf of the Club without the express permission of an Officer. For a debt in excess of £100, such permission must be given in writing before the debt is incurred.

6.6 The Treasurer will arrange to collect all members' annual subscriptions when they fall due.

6.7 Subscriptions for part of a year's membership may be adjusted from the annual fee pro rata. A member who resigns during a year will be only entitled to a refund of part of their subscription at the Chairman's discretion.

6.8 The Treasurer will maintain an account of the Club's financial transactions, its assets, income and expenditure, and submit a provisional copy of the year's accounts at the AGM, the accounts will be checked by a scrutineer who has been approved by the committee.

6.9 Any resolution to dissolve the club shall only be decided at an AGM or EGM by at least 50% of the members of the club.

6.10 In the event of the dissolution of the Club, the Officers will, within two calendar months, sell the Club's tangible assets at a public auction to be notified in the local press at least 10 days in advance. The net funds accruing from the auction together with the Club's monetary assets after payment of any outstanding debts shall be donated to a charity to be chosen by the Committee and recorded in its minutes.

## **7 INTERPRETATION**

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

Accepted at the AGM 16<sup>th</sup> January 2015, amended Jan 2019 (para 6.8).