

South Downs Woodturners - Serving woodturning in Sussex

Constitution - All previous Constitutions are rescinded

The Club shall be called the 'South Downs Woodturners', hereinafter referred to as the Club.

1. Objectives

1.1 The objectives of the Club are to:

- 1.1.1 promote the Art & Craft of woodturning and related activities in all their forms throughout Sussex and beyond
- 1.1.2 provide a forum for members to meet; to encourage communication, and exchange of views, ideas, tips, skills and techniques related to woodturning
- 1.1.3 encourage participation in the sharing of practical skills to both young people and adults through demonstrations and 'hands on' sessions to experience the art and craft of woodturning
- 1.1.4 provide, via members activities, opportunities to demonstrate, promote woodturning and sell woodturned items.

2. Membership

2.1 The Club shall be limited to 150 Full members. All prospective members shall complete an application form and, if membership is fully subscribed, they will be placed on a waiting list in order of date of application. As membership places become available they will be offered to the next person on this list subject to approval by the Committee. Junior members may be admitted immediately on application. Junior members must be accompanied by an adult until the age of 18. Any accompanying adult will not be counted towards the total for membership purposes, unless they are a woodturner.

2.2 The following types of membership are available:

Full - turning member

Junior - turning member under the age of 18 years (not included in the 150)

Associate - non turning partner, carer, parent or guardian (not included in the 150)

Honorary - with complimentary subscription (not included in the 150).

2.3 Membership (Full, Junior and Honorary) confers the following privileges:

- 2.3.1 attending Club meetings, and participating in any activities organised by the Club for its members
- 2.3.2 receipt of the Club Newsletter by e-mail
- 2.3.3 attending social activities organised by the Club (Associate members are welcome at these events)
- 2.3.4 participation in competitions, exhibitions and any external events where the Club participates (Associate members are welcome at external events)
- 2.3.5 voting at Annual General Meetings and Extraordinary General Meetings.

- 2.4 Partners of members, carers, and the parents or guardian of Junior members are Associate Members and are covered by Club insurance. Associate members typically only attend social events unless accompanying a junior member.
- 2.5 The Committee may confer Honorary Member status, with complimentary subscription for a defined period or life, to any person for their contributions to woodturning benefiting the Club or the art and craft of woodturning.
- 2.6 Guests and prospective members are welcome by prior arrangement with the Secretary and may attend one meeting prior to applying for membership.
- 2.7 Any competitions organised by the Club are governed by rules set by the Committee. These will be available in advance of the competition.

3. Members Responsibilities

- 3.1 All members are responsible for their own safety, they should read and understand the Club 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.
- 3.2 Members should satisfy themselves that they have adequate insurance to cover themselves for their personal injury and liabilities when undertaking their personal woodturning activities as this cover is not provided by Club insurance. Details of Club insurance are available on request.
- 3.3 Membership of the Club is conditional upon:
 - 3.3.1 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)
 - 3.3.2 abiding 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 Health & Safety policy, competition rules etc.
 - 3.3.3 conducting themselves in a courteous manner that positively promotes woodturning both as an individual and when representing the Club
 - 3.3.4 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 possesses the necessary competent skills.
 - 3.3.5 Where members intend to represent the Club at external events, they should provide relevant information to the Secretary at least 4 weeks in advance.

4. Health and Safety

4.1 The Club has a Health and Safety Policy, together with a Risk Assessment Form. A risk assessment is required for the following:

Club meetings	} To be completed by a Club member
Club Craft Shows	} nominated by the committee on behalf of the Club
Members wishing to buddy / mentor others in their workshop	
Members attending any woodturning related event where they require cover under the Club insurance	

4.2 For Members' activities (where they wish to take advantage of the Club insurance) the individual member must complete and sign the Risk Assessment, or Notice of Intent where it is impractical to conduct the Risk Assessment prior to the event.

4.3 Risk Assessment forms are valid for one year unless there are significant changes to the circumstances assessed, in which case the assessment should be updated.

4.4 All Risk Assessment and Notice of Intent forms must be lodged with the Secretary as custodian in order for them to be effective. The forms are a self declaration and the Secretary is not responsible for checking or otherwise validating them.

4.5 The Club Health & Safety Policy and Risk Assessment Form etc., which may be amended by the committee as necessary, will be published on the Club website, and in the Club newsletter whenever there are significant changes.

5. Safeguarding Policy

5.1 Any person who is under the age of 18, or is a vulnerable person, must be accompanied at all times by an adult/carer who takes full responsibility for the safety and actions of the junior member or vulnerable person whilst participating in Club activities. As such there is no need for members to undertake a CRB check.

5.2 Members must immediately stop, and report to a committee member, any action or activity that they think may be inappropriate, or potentially harmful, for a junior member or a vulnerable person.

6. Annual General Meeting (AGM)

6.1 The AGM will be held each year as soon as practicable after the end of the Club financial year on 31st of January. This will typically be at the April Club meeting. At least 14 days prior to the AGM a notice will be sent to all members together with an agenda for the meeting.

6.2 The business of the annual general meeting shall be:

Apologies for absence

Acceptance of the minutes of the previous AGM

Matters arising

To receive the Chairman's review

To receive and approve the accounts for the last financial year

To elect the Chairman of the club

To elect a Treasurer and Secretary

To transact any other general business of the Club included in the notice convening the meeting. No other business will be discussed unless notice in writing is given to the Secretary no less than 10 days prior to the Annual General Meeting, such items will be notified to members by email where practical or will be presented to members at the AGM. Only exceptionally will items be introduced at the AGM at the discretion of the Chairman.

7. Extraordinary General Meeting (EGM)

7.1 An EGM shall be convened either upon the order of the Committee or upon a written request signed by not less than 10% of the members, stating the purpose for which the meeting is to be convened, sent to the Secretary. At least 14 days prior to the EGM a notice will be sent to every member's email address, specifying the type of meeting, stating the time date and place thereof and the nature of the business for which it is convened. This meeting shall not normally transact any business that is not mentioned in the notice convening the meeting.

8. Voting for resolutions at an AGM or EGM

8.1 A quorum for an AGM or EGM will be 25% of the Club's membership. Only Full, Junior and Honorary members may vote at an AGM or EGM.

8.2 The Club Constitution may only be altered, amended or repealed at an AGM or EGM.

8.3 Subject to the provisions of this Constitution a resolution put to the vote at an AGM or EGM shall be decided upon by a show of hands, or paper ballot. Any resolutions must be agreed by a majority of members present. In the case of equality of votes the Chairman's vote will decide the matter.

8.4 Proxy votes will be allowed only on specific issues notified in advance, where the member who is unable to attend has given their written instructions to the Secretary (possibly via another member) prior to the commencement of the meeting.

9. Management Committee

9.1 The Club shall have a management committee (in this constitution referred to as 'the committee') who shall oversee the running of all of the activities of the Club on behalf of the members.

9.2 The committee shall have as its Officers, the Chairman of the Club, the Secretary and the Treasurer.

- 9.3 Other key functions of the Club may be performed by members who may be invited to committee meetings as necessary.
- 9.4 Officers will be elected annually at the AGM. Nominations shall be proposed and seconded by members, with the candidate's consent, and sent to the Secretary not less than 10 days prior to the AGM. Exceptionally nominations may be taken from members at the AGM at the Chairman's discretion.
- 9.5 The committee shall have the option to invite others to individual committee meetings, or co-opt members onto the committee as required.
- 9.6 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.
- 9.7 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.
- 9.8 The committee may approve expenditure up to £1000 on any one item. Sums in excess of £1000 for any one item shall be approved by the members at a Club meeting by a majority of those members present.
- 9.9 The committee will meet monthly, or when directed by the Chairman.
- 9.10 A quorum will comprise a minimum of 2 committee members. In the case of equality of votes the Chairman's vote will decide the matter.
- 9.11 The Chairman shall provide strategic direction to the Club, and act as a figurehead.
- 9.12 The Secretary will ensure safe custody of the records of the Club and ensure that full and accurate records of Committee meetings are kept, and that all Club correspondence is attended to promptly.
- 9.13 The Treasurer will be responsible for the proper accounting of all monies received on behalf of the Club, for the payment of all duly authorised bills, and will arrange for production of independently examined annual Accounts.

10. Finance

- 10.1 The financial year of the Club will run from 1 February to 31 January.
- 10.2 The income and property of the Club, however derived, shall be applied solely towards the objects of the Club and the benefit of the majority of the members.
- 10.3 All income and expenditure will be accounted for as appropriate and all monies shall be lodged in a bank account (or accounts) in the name of the Club. There shall be three signatories to the account who will be the Officers of the Club as in 9.2 above. Two signatures are required for any withdrawal.

11. Subscriptions

- 11.1 Subscriptions shall be recommended by the Committee, notified to all club members in advance of and confirmed at a Club meeting for the following year. Junior subscriptions will be half the full subscriptions.
- 11.2 Subscriptions shall be payable in advance and will be renewable on the 1st of February without demand (i.e. no reminders will be sent). Membership covers the period 1 February to 31 January. Members joining after 31 July will pay 50% of that year's subs. Members joining after 31 October will pay full subs, at the prevailing rate, for which they will benefit from membership for the following year irrespective of any increase in subs.
- 11.3 Any member whose subscription remains unpaid following the April Meeting will have relinquished their membership. They may re-apply for membership at any time, but will be subject to the application process.

12. Sales

- 12.1 The Club may run a Club shop selling woodturning related items for the benefit of members. The stock held by the shop will be the property of the Club. The objective of the shop will be to make items available to members at an advantageous price e.g. by taking advantage of bulk buys or sourcing items from trade suppliers. Shop sales should cover all related expenses and make a small profit overall. The cost of Stock held by the shop shall not exceed £1000 at any one time.
- 12.2 Any vendor wishing to sell goods at the Club must be approved by the committee.
- 12.3 A facility will be provided to members wishing to sell their tools, materials or other items; with the prior agreement of the Secretary.

13. Complaints

- 13.1 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.

14. Dissolution

- 14.1 Subject to rule 14.2 the Club may be dissolved by the consent of three quarters of the members who testify by their signatures to the dissolution.
- 14.2 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 not be paid to or distributed among the members of the Club, but shall be given or transferred to some other organisation having objects similar to the objects of the Club determined by the members of the club at or before the time of the dissolution.

Adopted at the South Downs Woodturners AGM held on 3 April 2014