



## **CLUB CONSTITUTION (Review 2019)**

### ***North Lincolnshire Woodturners Association Constitution***

#### **1) Name of the Organisation**

- a) The organisation shall be known as the North Lincolnshire Woodturners Association, which may be abbreviated to the NLWA.

#### **2) Objectives**

- a) The objectives of the NLWA are as follows:
  - i) to promote woodturning as a craft and art form amongst turners and the local community;
  - ii) to develop the knowledge and skills of members of the NLWA;
  - iii) to promote membership of NLWA;
  - iv) to facilitate the aforementioned objectives through monthly meetings and an annual seminar, at
- b) which professional or highly competent amateur turners demonstrate turning and finishing techniques;
- c) to contribute to the local community through public woodturning demonstrations and charitable fund-raising initiatives;
- d) to promote awareness of the Association of Woodturners Great Britain (AWGB) and the benefits of both corporate and individual membership.

#### **3) Affiliation**

- a) The NLWA is an associate member of AWGB.

#### **4) Management and Administration**

- a) Committee. The NLWA will be managed and its administration undertaken by a committee elected in accordance with this constitution. The composition of the committee and an outline of their main responsibilities is below:
  - i) Chairman Active head of the club. Chairs all meetings. Signs off all minutes and Record of Decisions (ROD).
  - ii) Vice-Chairman Deputy to the Chairman. Oversees the day-to-day running of the club. Main Point of contact (POC) for committee members.
  - iii) Secretary Main POC for the Club. Produce agendas, calling notices and minutes/ROD for committee meetings and the AGM. Maintain the membership database. Book demonstrators. Maintain and publish the constitution. All AWGB business.
  - iv) Treasurer All matters financial: accounts (e.g. bank, investment), audits, subscriptions, insurance. Invoices and payments.
  - v) Webmaster Maintenance and updating of the website.
  - vi) Property Property Ledger. Property checks (every 4 months). Loan log. Purchasing, maintenance and disposal. PAT testing
  - vii) Merchandise/Shop. Stock ordering, pricing and sales.
  - viii) Competitions Competition categories, formats and marking criteria. Cup(s) and shields(s).

- ix) General                                  No specific responsibilities. General support to the rest of the committee.
- b) The Committee authorises all merchandising and retail opportunities undertaken within the Club. Prior permission must be obtained from the Committee before any selling activity is commenced.

## **5) Election to the Committee.**

- a) Election to the committee will take place annually at the AGM. Prospective candidates will require a proposer and a seconder and a majority 'in favour' vote from the floor. Committee members will serve for 12 months but may remain in post subject to re-election. Individuals may hold more than one role from the table above.

## **6) Temporary Committee Members.**

- a) Individuals may be seconded as temporary members of the committee to assist with short-term specific projects at the discretion of the committee.

## **7) Release or Dismissal from the Committee.**

- a) Individuals may be released or dismissed from the committee under the following circumstances:
  - (1) submits their resignation;
  - (2) the individual is no longer fit to serve because of personal circumstances, in which case resignation
  - (3) or a six-month absence will trigger their release;
  - (4) the individual fails to fulfil their obligations as a committee member;
  - (5) conduct of the individual contravenes the spirit of the NLWA and this constitution.

## **8) Roles and Responsibilities.**

- a) Committee members will carry out their duties in accordance with a concise and simple document detailing roles and responsibilities. This will add clarity and transparency and aid the handover/takeover of each post.
- b) Committee Meetings. The committee will meet biannually in April and again in October (being one month before the AGM to be held in November). Meetings must be chaired by the Chairman or in his/her absence, the Vice Chairman. The Treasurer and Secretary must always be in attendance, generating a quorum of three members in the absence of the Chairman. Extraordinary meetings may be called as required.

## **9) Agenda for Committee Meetings.**

- a) The agenda will comprise the standing items listed below, in addition to new items requiring the committee's attention:
  - i) Chairman's welcome (Chairman).
  - ii) Apologies (Secretary).
  - iii) Matters arising from the previous meeting (Vice Chairman).
  - iv) Statement of account (Treasurer).
  - v) Secretary's update (Secretary).
  - vi) Forecast of events. (Secretary).
  - vii) Any other business (Chairman).
  - viii) Date of next meeting (Secretary).
- b) 2 weeks before meeting
  - i) Secretary to send out calling notice to committee members and request topics/points for the agenda.

- ii) 2 days before meeting
- iii) Committee members to have submitted topics/points for the agenda to the Secretary.
- iv) Meeting
- c) Agenda issued. Meeting chaired. ROD notes taken by the Secretary.
  - i) 1 week after the meeting
  - ii) ROD published by the Secretary.

## **10) Annual General Meeting (AGM)**

- a) The AGM will be held in November – its purpose to report to the membership and to elect/re-elect individuals to serve on the committee. The Chairman will preside and the agenda will comprise the following standing items in addition to new business raised by or for the attention of the membership:
  - i) Chairmen’s welcome (Chairman).
  - ii) Apologies (Secretary).
  - iii) Minutes of the last meeting (Vice-Chairman).
  - iv) Matters arising from the previous meeting (Vice Chairman).
  - v) Secretary’s update (Secretary).
  - vi) Annual Statement of Account (Treasurer).
  - vii) Election/re-election of committee members (Vice Chairman).
  - viii) Forecast of events. (Secretary).
  - ix) Any other business (Chairman).
  - x) Date of next meeting (Secretary).
- b) 2 weeks before meeting
  - i) Secretary to send out calling notice to all NLWA members requesting topics/points for the agenda and nominations/volunteers to serve on the committee.
  - ii) 2 days before meeting
  - iii) NLWA members to have submitted topics/points for the agenda to the Secretary.
  - iv) Meeting Agenda issued. Meeting chaired. ROD notes taken by the Secretary.
  - v) 1 week after the meeting
  - vi) ROD published by the Secretary

## **11) Funding and Accounts**

- a) The NLWA funds will be managed by the Treasurer in accordance with his/her Role and
- b) Responsibilities which will include:
  - i) Bank and investment accounts.
  - ii) The petty cash account.
  - iii) Preparing accounts for audit.
  - iv) Subscriptions.
  - v) Invoices, receipts and payments (payment and filing).
  - vi) Statement of Account. The Treasurer will produce a Statement of Account for committee meetings and the AGM and at other times as required.
- c) Expenditure. Funds are to be used for the good and benefit of the NLWA in accordance with the following principles:
  - i) Purchase of equipment as authorised by the committee.
  - ii) Payment for goods and services (e.g. venue hire, demonstrators, insurance, buffets for events etc.).
  - iii) General running costs (e.g. stationery, postage etc.).
- d) Spending Cap. The Treasurer is authorised to spend up to £250 in a single transaction. Payment may be made from petty cash, by debit card or by cheque.

- e) Authority for Expenditure Exceeding the Spending Cap is to be authorised by the committee. In such cases where a cheque is used to make payment, two signatures are required.
- f) Petty Cash. The treasurer is authorised to hold up to £250 in petty cash, determined as being the maximum sum required to pay any one demonstrator. All other monies should be paid into the NLWA bank/investment account without undue delay as they accrue e.g. after collection of subscriptions at monthly demonstration evenings.
- g) Debit Card and or Chequebook Signatories. The Vice Chairman or Secretary will act as Debit card/and or chequebook signatory for authorised expenditure exceeding £250.
- h) Insurance Cover. The NLWA is covered by Zurich in partnership with the AWGB as follows:
  - i) Public Liability - £5M for any one event.
  - j) Products Liability - £5M for all claims in the aggregate during and one period of insurance.
  - k) Pollution Liability - £5M for all claims in the aggregate during and one period of insurance.
  - l) Period. The policy is for 12 months and runs 1 January - 31 December.

## 12) Contributing to the Local Community

- a) Public Woodturning Demonstrations. The NLWA will seek opportunities to provide woodturning
- b) demonstrations at local community events such as the annual Christmas Fair in Scunthorpe and village fates.
- c) Charitable Fundraising. The NLWA will seek opportunities to support local charities through woodturning ventures and in keeping with the spirit of the organisation for example, auctioning off wood turned Christmas tree decorations.

## 13) Amendments to this Constitution

- a) This constitution may be amended at the AGM. To do so requires a majority vote from those in attendance.

## 14) Dissolution

- a) Should the committee deem it necessary or be advised to dissolve the NLWA, an extraordinary meeting of the membership will be called to vote on the motion. A majority vote from those in attendance will empower the committee to dissolve the NLWA, which will entail the disposal of all assets and payment of any outstanding invoices.
- b) Following dissolution, each paid up member will receive an equal share any remaining monies.

## 15) Adoption

- a) This document was signed and adopted by those officials nominated so to do on the date shown.

Barrie Hunsley, Chairman

Mel Bailey, Vice Chairman

Christine English, Secretary

Date: 20<sup>th</sup> September 2019

