

Burcot Woodturners Club Rules & Constitution

1 Rules & Constitution

- 1.1 Branch rules as laid down from time to time by the Executive Committee of the Association of Woodturners of Great Britain (AWGB) shall apply to Burcot Woodturners Club so long as it shall remain affiliated to the AWGB.
- 1.2 The Burcot Woodturners Club is fully affiliated to the Association of Woodturners of Great Britain
- 1.3 The Club shall reserve the right to withdraw from its affiliation to the AWGB if this is deemed in the best interests of its members. In the event of the Club wishing to withdraw from such affiliation such action shall only be agreed following approval at an Extraordinary General Meeting by two third of the members present.
- 1.4 If it should be deemed appropriate that the club should be wound up approval to such action shall be obtained at an Extraordinary General Meeting of the Club and shall require a majority vote of two thirds of the members present.
- 1.5 In the event of the winding up of the Club, the Committee shall be at liberty to arrange for any funds standing to the credit of the Club, after payment of all outstanding debts, to be donated to one or more appropriate charitable institutions.

2. Purpose of the Club

- 2.1 To foster greater awareness of the woodturner's art and craft
- 2.2 To provide a forum to encourage communication and an exchange of views amongst woodturners of all nations
- 2.3 To promote the art of woodturning amongst both woodturners and the general public
- 2.4 To act as a body to provide regular communication in the interest of woodturners locally
- 2.5 To promote membership of the AWGB
- 2.6 To arrange meetings and exhibitions which encourage all to produce and aim for high quality turnery.
- 2.7 To support a nominated local charity with the sale of members' woodturnings etc.

3 Membership

- 3.1 Membership shall be open to all accepted applicants of all ages, sexes and abilities following payment of a subscription which shall also include the annual subscription to the AWGB, but subject to the restrictions on the maximum number of members which may be set by the Committee of the Club.
- 3.2 Renewal subscriptions: Renewal of any subscriptions to Burcot Woodturners if such be levied and renewal of the annual subscription to the AWGB shall be due and payable by 31st December of the year prior to that which the subscription covers.
- 3.3 Members shall only be entitled to use the name of the Club with the prior approval of the Committee and such entitlement shall cease upon cessation of the membership of the Club. Members shall not be entitled to use the logo of the Club for any purpose.

4. Constitution

- 4.1 All paid up members shall have the opportunity of entering into the activities of the Club, to attend General Meetings, to vote upon constitutional matters and to serve on the Committee of the Club.
- 4.2 The affairs of the Club shall be managed by a Committee elected annually at the Annual General Meeting.
- 4.3 The Committee shall consist of a Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Events Organiser and up to four ordinary Committee members.
- 4.4 The Club shall at their discretion appoint a President who will be eligible to attend and vote at Committee meetings.
- 4.5 The Committee members shall be elected by the member of the Club at the Annual General Meeting for a one year term of office and shall be eligible for re-election for additional terms
- 4.6 The elected Vice-Chairman will become Chairman elect for the following year.
- 4.7 The Committee shall have the power to co-opt other members to fill vacancies which may arise in their numbers or to offer guidance on specific matters. Co-opted members shall have the same voting rights as committee members.
- 4.8 The Committee shall meet at intervals determined by the Business of the Club. Meetings shall be convened by the Secretary acting in consultation with the Chairman although a meeting shall be convened at any time on the demand of three of more committee members.
- 4.9 The Chairman of the meeting shall exercise a second casting vote if any voting at a committee meeting shall otherwise be equal
- 4.10 If the Chairman of the Club be not present the Vice- Chairman shall preside at the meeting
- 4.11 A quorum of the Committee shall be five members ito include two officers
- 4.12 The Committee shall be empowered to appoint sub-committees to act on its behalf. The Chairman of each sub-committee shall be a member or a co-opted member of the Committee
- 4.13 The Club shall maintain a bank account and cheques drawn against the signatures of any two if the Chairman, Hon Secretary, Hon Treasurer, Events Organiser and Committee Member. However, for the purpose of internet banking, the dual signature requirement can be delegated to the Hon. Treasurer as a sole approver
- 4.14 Funds maintained in the name of the Club may be used for the acquisition of fixed assets, tools and equipment to further the art of woodturning within its membership. The Committee may commit funds held in the name of the Club for the purpose save for the sum of £200 (two hundred pounds) which is to be retained as a residual balance. Expenditure which will reduce the Clubs funds below £200 (two hundred pounds) shall only be incurred with the approval of a majority vote of the members present at an extraordinary general meeting or at the Annual General Meeting
- 4.15 Annual accounts including income and expenditure and a balance sheet shall be prepared for each full year and these will be presented to the members at the annual General Meeting

5. Meetings of the Club

- 5.1 An Annual General Meeting shall be called as soon as possible after the close of Club's financial year on the last day of December
- 5.2 The ordinary business to be transacted at each Annual General Meeting shall be:-
 - 5.2.1 To receive and adopt the Chairman's report of the previous year's activities
 - 5.2.2 To receive and adopt the Treasurer's report and the annual accounts covering the financial affairs of the previous year.
 - 5.2.3 To receive the Secretary's report
 - 5.2.4 To receive the Events Organiser's report and the programme for the coming year.
 - 5.2.5 To elect Chairman, officers and members of the Committee for the following year
 - 5.2.6 Any other business which the Chairman of the Annual General Meeting may deem fit to discuss.
- 5.3 If a vote is required on any matter this will be carried out by a show of hands of those members present. A simple majority only is required.
- 5.4 Notice of the place, date and time of the Annual General Meeting shall be given to members not less than thirty days before the date of the meeting with such notice displayed at club meetings
- 5.5 An extraordinary general meeting may be called by a resolution of the Committee or on receipt of the written request of at least 5 members of the Club
- 5.6 Proposals and motions for the Annual General Meeting must be submitted in writing to the Honorary Secretary a minimum of 14 days before the date of the meeting and must be signed by both the proposer and seconder, both of whom must be fully paid up members. Agreement to serve if elected must have been obtained from the nominee before the nomination.
- 5.7 Nominations for all officers and ordinary committee members shall be submitted to the Honorary Secretary a minimum of fourteen days before the date of the Annual General Meeting. These should be signed by both the proposer and seconder both of whom must be fully paid up members. Agreement to serve if elected must have been obtained from the nominee before the nomination.
- 5.8 Regular meetings of the club are held at Burcot Village Hall on the first Thursday of each month at 7.15pm.
- 5.9 Fees for the monthly meetings and demonstrations shall be set by the Committee.
- 5.10 Proposal of amendments to these rules and constitution shall be made by notice of a motion in writing to the Honorary Secretary of the Club to be submitted a minimum of fourteen days prior to the Annual General Meeting. Any amendment shall require a majority vote of two thirds of members present.