

HIGHLAND WOODTURNERS CLUB

CONSTITUTION

Title

The Club shall be called the Highland Woodturners Club.

Aims.

1. To foster greater awareness of the Art and Craft of Woodturning within the Highland Region.
2. To promote the Art and Craft of Woodturning amongst both wood turners and the general public.
3. To provide opportunities for all interested, to learn, practice and improve the skill of woodturning in the Highland Region and give special consideration to the young and the disabled.
4. To act as a body to provide information and communication and to improve understanding of woodturning.
5. To encourage the use of timber indigenous to Scotland.

Membership.

1. Membership of the club shall be open to all who reside in the Highland region, regardless of nationality, race or religion, following payment of an annual subscription as fixed by the Committee. The minimum age for membership will be 12 years of age.
2. In the interests of safety, comfort and wellbeing of members attending club meetings membership of the club shall be limited to 65 members. Any enquiries from individuals to join the club which would exceed the afore mentioned will be placed on a membership waiting list and considered by the Committee.
3. There shall be three classes of membership of the Highland Woodturners Club, here in after referred to as the Club or HWC, namely, Full member, Junior member and Family member.
4. Junior members, that is those between the ages of 12 to 16, will always be accompanied at meetings by a parent, guardian or ward.
5. Honorary Membership shall be granted at the discretion of the Committee and may be for a fixed duration or for life.
6. Members will be entitled to submit motions for General Meetings and to vote.
7. Members will be entitled to use the facilities of the Club, observing such rules as set by the Committee.
8. Membership entails acceptance of the responsibility for maintaining the good name of the club and an interest in furthering the aims of the club.
9. Where members notify the Secretary in writing of their resignation, or where they fail to respond to one reminder request for payment of subscription, their membership will be deemed to be terminated.

Management of the Club.

1. The Club office bearers , that is, the Chairman, Vice Chairman, Treasurer, Secretary and eight other Committee members shall be appointed at a General Meeting of the Club as specified below, usually at the Annual General Meeting.

The appointment of the Chairman, will be for a fixed term of 2 years. Vice Chairman and the eight Committee members will be re-elected or confirmed annually at the AGM.

The Vice Chairman will take up the position of Chairman in the event of the Chairman being absent on any occasion, reviewed annually at the AGM.

To maintain continuity in the financial and administrative affairs of the Club the Treasurer,

Secretary, will serve for an unspecified period or until notice is given that they wish to step down.

The remaining committee members can stand for re-election annually.

A new chairman can be elected from any current committee member, nominated and seconded by any committee member.

An out going chairman can then be called "The rear chair" this will retain their knowledge for the ongoing committee. They would have the right to attend any committee meetings, but not obligatory or be requested to attend any meeting by the then committee, in both events the "Rear chair" would only be there on an advisory position and would not have a vote.

2. The Committee, consisting of between six and twelve members shall manage the affairs of the Club.
3. The Committee shall have the power to co-opt additional members up to a total of ten.
4. The Committee shall meet as arranged by the Chairman and Secretary. The Committee shall meet at least six times a year. A Quorum of six members, including at least two office bearers shall be required to constitute a meeting.
5. The,Chairman or in his absence.a temporary replacement chosen of the meeting will have a casting vote where voting is otherwise equal.
6. Where a Committee member does not attend Committee meetings on three successive occasions that member at the discretion of the Committee be deemed to have resigned from the Committee.
7. The Committee shall set rules to further the interests of safety and order.
8. The Committee shall arrange an AGM not more than two months after the end of the Club's financial year which runs to the 31st December.
9. Any meeting may be held virtually or by attendance in person at a notified venue as arranged by the Chairman and Secretary. Attendance at any Committee Meeting, Annual General Meeting or Extraordinary General Meeting may be made in person, virtually or by signed letter. Any such signed letter shall be sent to the Secretary to be received at least 3 days prior to the date of the meeting. Where a Member is entitled to vote then the letter shall indicate their vote and nominate a Committee Member or any other Member of the Club who they wish to vote on their behalf.

Annual General Meeting.

1. Notice of the time, place and date of the Annual General Meeting will be sent to all members at least three weeks before the date of the meeting. Ten members shall constitute a quorum. The meeting will be conducted by the Chairman.
2. Nominations for the Committee should be submitted to the Secretary verbally or in writing at least two weeks before the AGM, with the agreement of the candidate. Any written nomination must be signed by the proposer, a seconder for the nomination will be requested at the AGM and the nominee will be asked for their agreement. Motions for the AGM meeting should be submitted in a similar manner.
3. The ordinary business to be transacted of the AGM shall be:-
 - a)- To receive and adopt the Chairman's report

- b). To receive and adopt the Minutes from the previous AGM.
 - c). To receive and adopt the Treasurer's report and annual accounts covering the affairs of the Club during the previous year.
 - d). To receive and decide on proposals for the appointment of Committee members.
 - e). To receive and decide on any other competent motions on the running of the Club.
 - f). Any other business that the Committee deem necessary.
4. Notification to the Secretary beforehand of intended motions to be put to the AGM would be appreciated. Its absence will not preclude a motion otherwise judged by the chairman to be competent.
 5. An Extraordinary General Meeting may be called by a resolution of the Committee or on receipt by the Secretary of the written request of at least ten members of the Club. The rules for the holding and conduct of an EGM will be that as for an AGM.

Changes to the Constitution.

The Constitution of the Club may be changed by a motion put to the AGM or an Extraordinary General Meeting. Any change considered by the Committee to be a material change will require a majority of at least two thirds of those attendees voting to be carried.

Finance

1. The Committee shall set up and operate such bank accounts as considered necessary for the business of the Club. All such accounts shall be in the name of the Highland Woodturners Club.
2. Cheques of the HWC shall be drawn on the signatures of the Treasurer and one other, either the Chairman or Secretary.
3. The Treasurer will conduct the Club's finances in an open and transparent manner and will prepare the Club's accounts for presentation and approval at the Annual General Meeting.

It is the opinion of the Committee that it is not necessary to engage an approved professional person to verify the accounts. Any member can ascertain the state of the Club's finances by submitting a request to the Treasurer. To ensure the integrity of the Club's accounts two members the Committee will liaise with the Treasurer to verify the accounts.

In the event that the HWC wish to submit an application for future funding the club will be required to provide verified accounts to the funding body.

4. No payment from the HWC's funds will be made to a member of the Committee or Club except to reimburse genuine expense incurred in the course of their duties on behalf of HWC.

Dissolution of the Highland Woodturners Club.

If the Committee decide that the HWC should be dissolved, then they shall arrange for all debts and liabilities to be settled. Club equipment shall be offered to any appropriate not-for-profit organisation in the Highland region or as close to that possible having similar aims to HWC. Any remaining equipment will be sold and the proceeds added to our cash balance. The cash will be used firstly to offer repayment of any grants the Club has received in the previous year and the residue donated to an above mentioned not-for-profit organisation.

Revised at the EGM dated 25th March 2021 (new paragraph 9 added to Management of the Club)