

**HIGHLAND WOODTURNERS CLUB****CONSTITUTION****Title**

The Club shall be called the Highland Woodturners Club, here in after referred to as the Club or HWC.

**Aims**

1. To foster greater awareness of the Art and Craft of Woodturning within the Highlands.
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 Highlands and give special consideration to the young and people with physical and learning difficulties.
4. To act as a body to improve understanding of woodturning through the provision of equipment, information, and communication.
5. To encourage the use of timber from sustainable sources.
6. To promote healthy and safe working practices for woodturning.

**Membership**

1. Membership of the club shall be open to all who reside in the Highlands, regardless of nationality, race, gender or religion, following payment of the annual subscription. 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 60 members. Any enquiries for membership to join the club which would exceed the afore mentioned number will be placed on a membership waiting list.
3. There shall be four classes of membership of the Highland Woodturners Club, namely, Honourary, Full member, Junior member and Family member.
4. Junior members aged 12 to 16, shall 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. All Members shall be entitled to submit motions to any 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. Membership of the club shall be from the date of the AGM ( usually the beginning of February in each year ) until the AGM on the following year. For any member who has NOT paid by the end of February - then their membership will be deemed to be terminated.
10. Members shall adhere to Club policies including Health and Safety.
11. The Secretary of the Club shall keep a record of name and contact details of each member. These details shall only be used for the Club's business.

**Management of the Club**

1. The Chairperson and up to eleven other Committee members will be elected at the Annual General Meeting (AGM).
2. The Chairman and Committee shall be elected from the Club's membership, having been nominated by one member and seconded by another member.
3. The other office bearers, that is the Treasurer and Secretary, shall be selected by the Committee from the members of the Committee.
4. The Committee, consisting of between six and twelve members shall manage the affairs of the Club.
5. The Committee shall have the power to co-opt additional members up to a maximum total Committee of twelve members.
6. The Committee shall have the power to appoint a Sub-Committee as the need arises. Any such Sub-Committee shall report to the Committee.
7. The Committee shall meet as arranged by the Chairperson 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.
8. The Chairperson or in their absence a temporary Chairperson chosen from those present, will have a casting vote when voting is otherwise equal.
9. Where a Committee member does not attend Committee meetings on three successive occasions without good reason - that member, at the discretion of the Committee, shall be deemed to have resigned from the Committee.
10. The Committee shall set rules to further the interests of health and safety.
11. The Committee shall keep a minuted record of discussion and decisions. These minutes shall be available to all members.
12. 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.
13. Any meeting may be held virtually or by attendance in person at a notified venue as arranged by the Chairperson 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 (post or email) 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 or 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 (AGM) shall be notified to all members at least three weeks before the date of the meeting. Ten members shall constitute a quorum. The meeting shall be conducted by the Chairperson.
2. Nominations for the Chairperson and Committee shall be made with the agreement of the candidate. Any written (post or email) nomination must be signed by the proposer. A seconder for the nomination will be requested at the AGM and the candidate will be asked for their agreement.
3. The ordinary business to be transacted of the AGM shall be:-
  - a). To receive and adopt the Minutes from the previous AGM.

- b). To receive and adopt the Chairperson's report.
  - c). To receive and adopt the Treasurer's report and verified annual accounts covering the affairs of the Club during the previous year.
  - d). To dissolve the current Committee.
  - e). The election and appointment of the new Chairperson.
  - f). The election of the rest of the Committee.
  - g). To receive and decide on any other competent motions on the running of the Club.
- 4. Any member may submit a motion to be discussed at the AGM. Intended motions for the AGM Agenda must be submitted to the Secretary, in writing (post or email) at least 2 weeks prior to the AGM. The notification shall be seconded by another member. The Committee shall agree the agenda for the AGM.
  - 5. An Extraordinary General Meeting (EGM) may be called by a resolution of the Committee or on receipt by the Secretary of the written request signed by 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 only be changed by a motion put to the AGM or an EGM. Any change considered by the Committee to be a material change will require a majority of a least two thirds of those 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 may be drawn on the signatures of any two of the designated Bank signatories.
- 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. At the AGM the Treasurer shall present proposals for the membership fees which shall apply from that AGM onward.
- 4. The Treasurer shall be responsible for maintaining an accurate record of the Club's financial income, expenditure and assets.
- 5. 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 of the Committee will liaise with the Treasurer to verify the accounts.
- 6. 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 Highlands 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.

**END**