**West Sussex Woodturners Constitution**

All previous Constitutions are rescinded

The Club shall be called 'West Sussex Woodturners', 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 in all its forms throughout the area.

1.1.2 Provide a forum for members to meet; to encourage communication and an exchange of views, ideas, tips, skills and techniques

1.1.3 Encourage participation in the sharing of practical skills to both young people and adults though demonstrations and "hands on" sessions to experience the craft of woodturning

1.1.4 Provide, via member activities, opportunities to demonstrate, promote woodturning and sell woodturned items.

**2. Membership**

2.1 The Club shall be limited to 130 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. Junior members may be admitted immediately on application. Junior members must be accompanied by an adult until the age of 16. Any accompanying adult will not be counted towards the total for membership purposes, unless they are a woodturner. Junior members over 16 may attend alone provided a parent’s telephone number has been received by the Secretary.

2.2 The following types of membership are available:

Full - turning member

Junior - turning member under the age of 18 years or up to 21 years provided

 written proof of full time education is supplied (not included in the 130)

Associate - non turning partner, parent or guardian (not included in the 130)

Honorary - with complimentary subscription (not included in the 130).

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

2.3.1 Participation in monthly meetings of the Club, to purchase items from the Club shop and enter into any activities taking place during Club meetings

2.3.2 Receipt of the Club Newsletter

2.3.3 Attendance at social activities (including Associate Members)

2.3.4 Participation in competitions, exhibitions and outside events

2.3.5 Voting at Annual General Meetings and Extraordinary General Meetings.

2.4 Partners of members, and the parents or guardian of Junior members are Associate Members and are therefore covered by Club insurance. Associate members typically only attend social events unless accompanying a junior member.

2.5 The Committee may appoint Honorary Member status, with complimentary subscription, to any member who has been nominated for their contributions to woodturning benefiting the Club.

2.6 Guests and prospective members are welcome by prior arrangement with the Secretary and may attend one meeting prior to applying for membership.

**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 HSE documents, together with the operating instructions for all their equipment and tools. Members who notice 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 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 without individual's consent). See also section 16.

3.3.2 Abiding by the rules of the Club and the reasonable directions of the committee, including Health & Safety, 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. Amberley Workshop/Kids days, Club demonstrations, demonstrations to outside bodies or craft shows representing the Club they may be required to demonstrate to the Committee that they possess the necessary competent skills.

**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

Amberley Kids Day } by a Club member

Amberley Workshop } nominated by the

Club Craft Shows } committee

Members wishing to buddy / mentor others in their workshop

Members attending any woodturning 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.

4.4 All Risk Assessment and Notice of Intent forms must be lodged with the Secretary as custodian. The forms are a self declaration and the Secretary will not check or otherwise validate 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, or in the Club newsletter.

**5. Annual General Meeting (AGM)**

5.1 The AGM will be held each year as soon as practicable after the end of the Club financial year on 31 August. This will typically be at the October 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.

5.2 The function of the annual general meeting shall be:

Apologies for absence

Acceptance of the minutes of the previous AGM

Matters arising

To receive and approve the accounts for the last financial year

To receive the Chairman’s review

To elect the Chairman of the club

To elect a Treasurer and Secretary

To elect up to 4 committee members

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, only exceptionally will items be introduced at the AGM at the discretion of the Chairman.

**6. Extraordinary General Meeting (EGM)**

6.1 An EGM shall be convened either upon order of the Committee or upon a written request signed by not less than 12 of the members, stating the purpose for which the meeting is to be convened, sent to the Secretary. An EGM shall be convened by at least 14 days notice in writing, sent to every member's 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.

**7. Voting for resolutions at an AGM or EGM**

7.1 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.

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

7.3 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. Any resolutions must be agreed by a majority of members present. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

**8. Management Committee**

8.1 The Club shall have a management committee (in this constitution referred to as ‘the committee’) who shall oversee the running of the Club on behalf of the members.

8.2 The committee shall have as its Officers, the Chairman of the Club, the Secretary and the Treasurer; together with up to 4 other committee members.

8.3 Other key functions of the Club may be performed by members who may be invited to committee meetings as necessary.

8.4 Officers and Committee Members 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.

8.5 The committee shall have the option to invite others to individual committee meetings, or co-opt members onto the committee as required.

8.6 The committee shall have the power to appoint working groups that may include non-Club members, to address particular issues and report back to the committee.

8.7 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 bring the Club into disrepute.

8.8 The committee may approve expenditure up to £2000 on any one item. Sums in excess of £2000 for any one item shall be approved by the members at a Club meeting by a majority of members present.

8.9 The committee will meet quarterly or when directed by the Chairman.

8.10 A quorum will comprise a minimum of 3 committee members including at least one of the following: Chairman, Secretary, and Treasurer.

8.11 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.

8.12 The Treasurer will be responsible for the proper accounting of all monies received on behalf of the 'Club' and for the payment of all duly authorised bills. They will arrange for production of independently examined annual Accounts.

**9. Finance**

9.1 The financial year of the Club will run from 1 September to 31 August.

9.2 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.

9.3 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 3 signatories to the account who will be the Officers of the Club as in 8.2 above. 2 signatures are required for any withdrawal.

**10. Subscriptions**

10.1 Subscriptions shall be recommended by the Committee and confirmed at the AGM following which they will be published to all members in the Club Newsletter.

10.2 Subscriptions shall be payable in advance and will be renewable on the 1st of October without demand. Membership covers the period 1st October to 30th September. Members joining after 31st March will pay 50% of that year's subs. Members joining after 30th June 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.

10.3 Any member whose subscription remains unpaid following the December Meeting will have relinquished their membership. They may re-apply for membership at any time, but will be subject to the application process.

**11. Sales**

11.1 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 should 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 £2500 at any one time.

11.2 Any vendors wishing to sell goods at the Club must be approved by the committee.

11.3 A facility will be provided to members wishing to sell their tools and other items with the prior agreement of the Secretary.

**12. Club activities at Amberley**

12.1 The club has a facility at the Amberley Museum where members can demonstrate and sell their wares. Club members who operate at these premises are required to register as volunteers of the Museum.

12.2 Any Club member who performs woodturning activities at Amberley must be deemed a competent woodturner, a requirement of the Club and the insurers and must adhere to the rules of the Club and requirements of the Museum when operating at these premises.

12.3 Any funds raised, and expenditure incurred because of Club activities at Amberley will be accounted for as appropriate and all monies shall be lodged in the Club bank account.

12.4 The relationship with Amberley Museum is managed by and is the responsibility of the WSWT Club Committee.

12.5 The club chairman (or any member agreed with the chairman) will represent WSWT at any meeting called by the management of Amberley Museum.

**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 property whatsoever, 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.

15. **Interpretation of Terms**

15.1 Competent skills see paragraph 3.3.4 and 12.2.

15.2 If required a new members competency (for an activity) may be decided by the Committee and recorded in the minutes.

16. **GDPR (General Data Protection Regulation)**

16.1 The Club needs to hold information about members in order to enact club business, sending newsletters, emails relating to club activities, members wishing to sell/buy tools etc.

Information held is a mixture of members email addresses, phone numbers (in some cases both mobile and home), home addresses and an ICE (in case of emergency) number.

At no time would this be shared with any other outside parties without your written consent.

The information will be held for the period of your membership and deleted/destroyed upon resignation.

If you would like to know what details the club holds please contact the hon. secretary.

Approved by the members of the West Sussex Woodturners

at an EGM held on the 4th December 2022