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|  | Rules and Constitution |

1. **Objectives** To foster the exchange of knowledge and experience relating to woodturning for the benefit of our local membership, the Association of Woodturners of Great Britain (AWGB) and others.

2. **Membership**

1. Intending members will be welcome to receive a copy of the annual programme and to attend TWO practical meetings before committing themselves to membership of the Branch and AWGB.
2. It is a condition of Branch Membership for members to be a member of AWGB.
3. Membership will be subject to a local Branch subscription to be determined each year at the Branch Annual General Meeting (AGM). The AWGB membership fee is set each year by the Executive Committee of the AWGB.
4. Membership terms are as follows:
5. Full Year 1 January to 31 December
6. Half Year 1 July to 31 December
7. Part Year[[1]](#footnote-1) 1 October to 31 December the following year
8. Membership will not entitle members to use the name of the AWGB or the Branch for trade or selling or making promotions.

3. **Constitution** The Club constitution details are as follows:

1. Branch rules, as laid down from time to time by the Executive Committee of the AWGB, shall apply in full to this Branch of the AWGB.
2. All members will have the opportunity to take part in any activities of the Branch and attend the Branch AGM and to vote upon constitutional matters and serve on the Committee when nominated and elected to do so.
3. The affairs of the Branch will be managed by a Committee elected annually at the Branch AGM. The Committee will comprise: Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer, Committee members as necessary to cope with the current affairs of the Branch: Four, of which any two must be officers, will be regarded as a quorum for a Branch Committee Meeting.
4. The Committee will be empowered to appoint sub-committees and to co-opt members as the need arises during the year. Co‑opted members shall have the same voting rights as an ordinary member of the Committee. The Chairperson of any Sub-Committee shall be appointed by the Branch Committee.
5. The Chairperson of the meeting shall exercise a second, casting vote, if any voting at a Committee Meeting shall otherwise be equal.
6. Branch funds will be held in a Bank or Building Society account. Cheques will be drawn on the signature of any TWO of the following Officers; Treasurer, Chairman or Secretary.
7. Records of Committee and General Meetings will be kept and will be available to members upon request.
8. The Committee will be responsible for establishing and maintaining good communications with adjacent AWGB Branches and the Executive Committee of the AWGB.
9. The Committee will collectively be responsible for the Health & Safety of members and risk assessments if and when required at club activities.
10. A fee may be chargeable to members for attending meetings at the discretion of the Committee.
11. The Committee will be empowered to withdraw membership rights at any time from any member considered to have acted inappropriately regarding the Branch rules, the Committee or any other Branch member.
12. The Committee, in conducting the affairs of the club, will comply with all aspects of the current Data Protection Act when administering members personal data.
13. Available loan equipment: The Clubs demonstration equipment is not available to borrow. The loan equipment may, at the discretion of the Committee, be borrowed by club members for Club approved demonstrations and for personal use. However, its use for commercial purposes is prohibited.

Glossary of available equipment:

Small Axminster lathe and SMCW stand.

Axminster Woodturners chuck. (1.0 x 8 tpi)

2 MT Drive centre and 2 MT revolving centre.

Direct faceplate (1.0 x 8 tpi).

A set of O’Donnell Jaws.

Axminster ‘C’, ‘G’ and ‘Pin’ jaws.

Safety screen.

2 Bob Chapman hollowing tools.

4. **Annual General Meeting (AGM)** An AGM shall be called as soon as possible after the close of the Branch financial year on the last day of December. Minutes of this Meeting will be circulated to members. This meeting will be used to draw up the basis of a programme of meetings for the forthcoming year, and the Branch Committee will finalise the programme as soon as is practicable. The ordinary business to be transacted at each AGM shall be:

1. To receive and adopt the Chairperson's report for the previous year.
2. To receive and adopt the Secretary's report for the previous year.
3. To receive and adopt the Treasurer's report and the statement of accounts covering the financial affairs for the previous year.
4. To ratify the recommendation of the Committee for the Annual subscription for the branch coming year.
5. To elect a Chairperson, a Vice Chairperson, a Secretary, a Treasurer and

Committee members as necessary to cope with the current affairs of the Branch.

1. Nominations for all Committee positions and replacements for retiring Committee Members must be submitted in writing to the Honorary Secretary before or at the meeting and must be supported and signed by a Proposer and a Seconder, both of whom must be members of the Branch.
2. Notice of the place, time and date of the AGM shall be circulated to all members not less than twenty one days before the date of the meeting.
3. An Extraordinary General Meeting may be called by a resolution of the Committee or on the receipt of a written request signed by at least five members of the Branch.
4. Proposals or motions for the AGM must be submitted in writing to the Honorary Secretary at least fourteen days before the date of the meeting and must be supported and signed by a Proposer and a Seconder, both of whom must be members of the Branch.
5. Invite a member to stand for election to the AWGB Executive Committee.
6. Invite one of its Members to represent the Branch at the annual meeting of the AWGB.
7. The business of the AWGB AGM will include the invitation of four persons from those elected by the Affiliated Branches to serve on the Executive Committee of the AWGB. If a vote is required, this will be carried out by a paper ballot of those members attending the AGM, a simple majority only being required.
8. Amendments to these rules and to the Constitution shall be by notice of motion, in writing, to the Secretary at least fourteen days prior to the AGM.

5. **Winding up Process**: In the unlikely event of the Club having to close down, the

following procedure will be,

* 1. The membership may vote at an EGM on a formal proposal to wind up the Club. Only when a majority of at least 66% of the membership voting to support the resolution can the process proceed. This EGM will be minuted; the minutes and final financial accounts will be sent to the AWGB for retention.

b. The Committee will then be responsible for the orderly winding up of the Club’s affairs.

c. After settling all liabilities of the Club, the Committee shall dispose of the net assets/equipment as it sees fit; for example

1. To another Club with similar aims and objectives which is currently affiliated to the AWGB

2) To a registered local charity or Youth organisation

3) To the Club’s national governing body (AWGB Committee) to be used by them for related woodturning activities.

d. No individual member shall benefit from the club being wound up.

**Footnote**

This version of the Rules and Constitution was ratified and agreed by the majority of club members attending the AGM on 2nd January 2020 and supersedes all previous versions which have now been archived and sit with the Club Secretary.

**Amendments**

1. Available Loan equipment: 3: Constitution (m)

Updated 01/01/2021. TAB.

1. For those joining on or after 1 October [↑](#footnote-ref-1)