



# THAMESIDE WOODTURNERS ASSOCIATION

A Branch of the Association of Woodturners of Great Britain

Web site - [www.thameside-woodturners.org.uk](http://www.thameside-woodturners.org.uk)

## Branch Constitution (Revised August 2024)

*Ratified January 12<sup>th</sup> 2006  
Section 6 added August 2<sup>nd</sup> 2024*

### 1 Aims

- 1.1 To foster a greater awareness of the Woodturner's Art and Craft in the Essex area.
- 1.2 To provide a forum to encourage communication and exchange of views amongst Woodturners in the area.
- 1.3 To make Collectors, Galleries, Suppliers and Manufacturers of turner's equipment and other interested parties aware of the turners work and needs.
- 1.4 To encourage all to aim for, and achieve, high quality turning.

### 2 Membership Rules

- 2.1 Membership shall be open to any member of the Association of Woodturners of Great Britain (AWGB) on payment of an annual subscription, (*subject to vacancies in the Branch*).
- 2.2 All paid up and honorary members shall have the opportunity of entering all activities of the Branch; to attend annual and extraordinary General meetings; to vote upon constitutional and other matters; and to serve on the Committee.
- 2.3 The Branch is affiliated to the AWGB, and as such all members of the Branch shall be members of the AWGB. However, this is optional for honorary members who do not participate in woodturning activities.
- 2.4 Membership entails acceptance of responsibility for maintaining the good name of the Branch and the AWGB.
- 2.5 Members shall be entitled to use the name of the Branch but such entitlement shall cease upon cessation of membership.
- 2.6 The Branch logo shall not be used by any member without prior approval of the Committee.
- 2.7 Membership shall cease after defaulting on the annual fee, following one reminder. However, the committee may exercise discretion in this matter in exceptional circumstances.
- 2.8 Resignation from the Branch does not preclude membership of the AWGB.
- 2.9 Branch rules as laid down from time to time by the Executive Committee of the AWGB shall apply in full to the Branch.

### **3 Management of the Branch by the Committee**

- 3.1 The Committee shall be elected annually to manage the affairs of the Branch.
- 3.2 The Committee shall comprise of three 'Officers', i.e. Chairman, Secretary and Treasurer, plus a minimum of three other members elected annually at the Annual General Meeting, for a one-year term of office and shall be eligible for re-election for additional terms.
- 3.3 So far as practicable, the Committee shall aim to maintain continuity by ensuring that the Officers do not all stand down in the same year. Where appropriate members are prepared to stand for election, such members may be appointed to the roles of deputies to the Officers, with the aim of taking over the role the following year.
- 3.4 The Committee shall have the power to co-opt further members, to undertake specific tasks on an ad hoc basis.
- 3.5 The Committee shall meet at intervals determined by the business of the Branch but not less than three times each year. The meeting shall be called by the Secretary in consultation with the Chairman. However, a meeting shall be convened within 28 days, on the demand of three or more Committee members.
- 3.6 The Chairman shall exercise a casting vote if any voting at a Branch or Committee meeting shall otherwise be equal.
- 3.7 If the Chairman is not present at a meeting then the Committee shall elect a Chairman from those present at the meeting.
- 3.8 A quorum of the Committee shall be two members and two officers.
- 3.9 The Committee shall have the power to hold and maintain such Bank Accounts as are deemed necessary for the business of the Branch. All such accounts shall be in the name of Branch.
- 3.10 Cheques of the Branch shall only be drawn on the signature of the Treasurer and one other of two nominated members of the Committee.
- 3.11 The financial year of the Branch shall close on the last day of December.
- 3.12 The Treasurer shall arrange for annual accounts to be put to the AGM. Any Branch member may audit the accounts upon request.
- 3.13 The Committee will keep the members informed of activities and relevant news by the use of the Web-site ([www.thameside-woodturners.org.uk](http://www.thameside-woodturners.org.uk)), by briefings, and newsletters, as appropriate.

### **4 Meetings of the Branch**

- 4.1 The Annual General Meeting (AGM) shall be called for the second Thursday in January each year.
- 4.2 The ordinary business to be transacted at each Annual General Meeting shall be as follows:

- 4.2.1 To receive and adopt the Chairman's report.
- 4.2.2 To receive and adopt the Treasurer's report and annual accounts covering the financial affairs of the previous year.
- 4.2.3 To elect the officers and Committee members for the following year.
- 4.2.4 Any other business the Committee sees fit.
- 4.2.5 Any motions received by the Secretary at least five days before the meeting, which have been signed by the Proposer and Seconder.
- 4.3 An Extraordinary General Meeting (EGM) may be called by a resolution of the Committee or on receipt by the Secretary of the written request of at least 10 members of the Branch.
- 4.4 The Agenda shall be posted, or issued by hand, to each member at least 10 days before the meeting. Only items on the agenda, or notified to the Secretary at least 5 days before the meeting, shall normally be discussed. However, the Chairman may exercise discretion in allowing discussion on associated matters, so long as no resolutions are taken on non-agenda items.
- 4.5 All paid-up and honorary members of the Branch shall be entitled to attend and vote at an AGM and an EGM. Members attending may be required to produce their Branch or AWGB membership cards, or other acceptable identification.
- 4.6 Nominations, proposals and motions put to an AGM or an EGM shall be carried by a simple majority of a show of hands.

## **5 Dissolution of the Branch**

- 5.1 Should it become necessary to wind-up the Branch a proposition shall be put to an EGM. Should the proposal be carried the Committee shall arrange for all debts; liabilities and other dues be paid in full. Any funds remaining thereafter shall be paid in equal shares to all fully paid-up members at the time of the dissolution.

## **6 Health and Safety**

- 6.1 The Club has a Health and Safety Policy, supported by Risk Assessment and Management.
- 6.2 The Club maintains a Health and Safety Risk Assessment document as a record of identified hazards and risks associated with Club activities. This document shall be reviewed at each Committee meeting and reported at the AGM.
- 6.3 Club demonstrations, whether provided by a member or visiting third party shall be assessed against the Health and Safety Risk Assessment. Any activity not covered shall be subject to a hazard and risk assessment prior to the event.
- 6.4 The Club Secretary is custodian of the Health and Safety Risk Assessment.