



Constitution of The Southern Fellowship of Woodworkers

1) TITLE

The full title of the Fellowship shall be THE SOUTHERN FELLOWSHIP OF WOODWORKERS. The use of the abbreviation "Fellowship of Woodworkers" shall be permissible. (Herein after referred to as the Fellowship)

2) AIMS AND OBJECTIVES

The aims and objects of the Fellowship shall be:

- a) To foster the exchange of information between members on topics within the field of woodwork.
- b) To arrange and promote events concerned with woodwork, these to include but not be limited to, meetings, talks, demonstrations and visits.

3) POLICY

In the interest of providing a fair return to members, the following policy shall be adopted:

- a) The first charge on the membership fees shall be:
 - i) The cost of making the initial arrangements for the programme of events;
 - ii) The costs of preparing and distributing notices;
 - iii) The costs of running the general meetings (namely the Annual General Meeting and any Extraordinary General Meetings.
 - iv) The costs of any general publicity for the Fellowship;
 - v) Any expenses incurred by the Committee in pursuit of the aims and objectives of the Fellowship.
- b) So far as is practicable, expenditure on meetings (other than General Meetings), talks and demonstrations (including hire of halls), and on visits (including admission fees) shall be met by those attending such events, with any balance paid into or recovered from the funds of the Fellowship.
- c) Finance:
 - i) Funds belonging to the Fellowship shall be held in banking account(s) held in the name of the Fellowship.
- d) Constitution:
 - i) The Constitution may be altered only at an Annual or Extraordinary General Meeting of the Fellowship of which due notice has been given and which specifies the proposed alterations.
 - ii) To be passed, a motion to amend the Constitution shall require a majority of two thirds of the votes cast.

4) MEMBERSHIP

- a) Membership shall be open to any person upon payment of the prescribed subscription.
- b) "Student Membership.

Any person, under the age of 25 in full or part-time education or apprenticed to a trade that the committee consider appropriate shall be eligible to membership of the Fellowship at a reduced subscription as prescribed by the committee and shall be admitted to meetings or visits at a reduced rate as defined by the committee."

5) VOTING RIGHTS

All members shall be entitled to attend and vote at any General Meeting of the Fellowship and vote in any postal ballot.

6) MANAGEMENT OF THE FELLOWSHIP

- a) The Fellowship shall be managed by a Committee of no more than eight members including: a Chairman, Secretary, Membership Secretary, and Treasurer. A person may hold any two of these four officers posts.
- b) The Officer duties shall include:
 - i) The Secretary shall keep the Minutes of the Annual General Meeting, any Extraordinary General Meeting and the Committee meetings.
 - ii) The Membership Secretary shall keep a record of all members of the Fellowship, receive and bank all subscriptions.
 - iii) The Treasurer shall keep the accounts of the Fellowship and present a financial report to the AGM and ensure the accounts are audited.
- c) The members of the Committee shall be appointed at the AGM. However, if there are no nominations for a post or it becomes vacant during the year, the Committee shall have the power to appoint. A person so appointed shall have the same rights and power as if they were elected at the AGM.
- d) The members of the Committee shall hold office until the conclusion of the next AGM or for a shorter period if so decreed by an EGM.
- e) The Committee shall have the power to invite any person to attend a Committee meeting, or a series of Committee meetings, for any special purpose. Such persons shall not, however, be entitled to vote.
- f) A quorum of the Committee shall be not less than three members. In the absence of the Chairman, the first action of the Committee shall be to elect a Chairman for the meeting.
- g) Decisions of the Committee shall be by single majority vote. In the event of a tie the Chairman shall, for that vote only, have a second or casting vote.
- h) The number of Committee meetings held in any one year shall be not less than three.
- i) In the event of the Fellowship being dissolved, any remaining assets (after all the debts of the Fellowship have been discharged) will be given to another similar organisation or a charity, decided upon at the time by the Committee.

7) ELECTION TO THE COMMITTEE

Appointments by election to the Committee shall be made as follows:

- a) Nominations duly proposed and seconded for posts on the Committee shall be notified, in writing, to the Secretary not less than 7 days prior to the date of the AGM, together with an acknowledgement from the nominees of their willingness to stand.
- b) Nominations for Chairman, Secretary, Treasurer and Membership Secretary.
 - i) If there is only one nomination for a post then that person shall be declared elected to the post.
 - ii) If there are no prior written nominations for a post then a person present at the AGM may be accepted and that person duly elected.
 - iii) If more than one nomination is received for a post then a ballot shall be held at the AGM and the person receiving the highest number of votes shall be declared elected.
 - iv) If no Chairman is elected then responsibility for organising the Committee meetings, though not the duties of the Chairman, will fall to the Secretary.
- c) Nominations for remaining Committee Members.
 - i) If the number of nominations is equal to or less than the remaining posts, then the nominees shall be declared elected.
 - ii) If the number of nominations is greater than the number of remaining posts, then a ballot shall be held at the AGM and the nominees receiving the highest number of votes shall be declared elected.



8) GENERAL MEETINGS

- a) Unless decided otherwise by an EGM, the AGM of the Fellowship shall be held in November each year.
- b) The Secretary shall send out a notice of the AGM to all members not less than 21 days before the date of the meeting.
- c) An EGM may be called by the Committee at any time, or shall be convened by the Committee if at least 10 members of the Fellowship request such a meeting. Not less than 14 days notice shall be given of the meeting and the business to be discussed shall be stated.
- d) A quorum at an AGM or EGM shall consist of at least 15 members of the Fellowship or one fifth of the total membership, whichever is the lower number.
- e) At an AGM no business shall be voted upon except:
 - i) The passing of accounts
 - ii) The election of Committee Members
 - iii) The approval of the end of year accounts and appointment of an auditor
 - iv) The receipt of reports from Committee Officers
 - v) Any business that the Committee may ask to be inserted in the notice announcing the meeting.
 - vi) Any matter which 5 or more members wish to be discussed providing notice of the matter is received by the Secretary, in writing,
- f) At an EGM no business shall be voted upon except that which was included in the notice convening the meeting.
- g) At the AGM or EGM the Chairman may, at his discretion, allow discussion on any subject and may seek a consensus of opinion of those present. However, no binding vote may be taken on any matter not included in the notice convening the meeting.

9) SUBSCRIPTIONS

- a) The annual membership subscription shall be proposed by the Committee and voted on by the members at a General Meeting.
- b) The annual subscription shall fall due for payment on joining the Fellowship and thereafter at the time of the AGM.
- c) A person joining the Fellowship on or after the 1st July in any year shall be required to pay half the annual subscription.
- d) A new prospective member shall attend no more than two meetings, as a guest, for which the entry fee has been waived.
- e) The Committee shall remove from the list of members the name of any person whose subscription has not been paid by the 31st March in the current subscription year

10) DATA PROTECTION ACT 1984

Membership of the Fellowship and acceptance of the Constitution rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act 1984.

AMENDMENT HISTORY

Revision Number	Date Revised	Author/ Revised by:	Position Held	AGM approval
Original	15/02/1994	Peter Guyett	Chairman	
1	28/11/1996	Peter Guyett	Chairman	

2	14/12/2006 adding AGM required amendments.	Roger Hardwick	Secretary	23/11/06
3	16/01/2010 Changes to subscriptions as agreed at 2009 AGM	Roger Hardwick	Secretary	26/11/2009
4	20/01/2015 addition of section 4b and change to section 6h	Roger Hardwick	Secretary (at time of AGM)	27/11/2014
5	23/11/17 Clause 3)d)i) Constitution change at EGM added.	Brian Sadler	Secretary	23/11/2017