



Southern Fellowship of Woodworkers Constitution

Established in 1993, the Southern Fellowship of Woodworkers is a not-for-profit organisation that brings together people who share a passion for woodwork, whether enthusiastic hobbyists or accomplished professionals.

1. Purpose

Our purpose is to inspire our members to attain their potential in all aspects of woodworking.

2. Objectives

1. Access practical experience and recognised excellence in woodworking techniques.
2. Improve your skills with presentations from eminent woodworking craftspeople.
3. Visit interesting places and people for new ideas and techniques that can help you excel.
4. Share woodworking know-how that makes a difference and opportunities to trade tools.
5. Engage with like-minded people who share your passion and interest to develop skills.

3. Members

Membership is open to anyone supporting the Fellowship's purpose. Members are listed in the Register of Members and are entitled to vote and to participate in all Fellowship programmes, events and activities. Membership requires that the Member pay the annual membership fee for the calendar year as recommended by the Committee and approved by a majority vote of the active Members present at the Annual General Meeting or called Special General Meeting. Membership fees are payable on or before January 1st. Members joining late in the year may pay a reduced fee or, if they pay a full fee, have their membership extended to the following year.

4. Associates

Associates whether personal, group, corporate or community are aligned to the Fellowship through their association with its purpose, and are welcome to participate in certain Fellowship programmes and activities but are not entitled to vote. Associate memberships are offered at the discretion of the Committee and may be renewed for further years at the discretion of the Committee. Associates do not pay a subscription.

5. Meetings

Meetings of the Fellowship shall be held at a suitable place convenient to the Members. Entry fees may be charged at a rate determined by the Committee to ensure costs are covered over the year.

6. Annual and Extraordinary General Meetings

There shall be an Annual General Meeting of Fellowship Members at a date, place and time as designated by the Fellowship Committee who shall determine to receive reports of the outgoing Fellowship Committee and install a new Fellowship Committee for the following year and to transact such other business as may come before the meeting. Only active Members shall be eligible to vote and/or hold office.

1. Unless decided otherwise by an EGM, Fellowship AGM shall be held in November each year.
2. The Secretary shall send out a notice of the AGM to all Members not less than 21 days before the date of the meeting.
3. 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 clearly stated.





4. A quorum at an AGM or EGM shall consist of at least one fifth of the total membership, whichever is the lower number.
5. At an AGM no business shall be voted upon except:
 - a) the passing of accounts, election of Committee Members, approval of the end of year accounts and appointment of an auditor and receipt of reports from Committee Officers,
 - b) any business that the Committee may ask to be inserted in the notice announcing the meeting, or
 - c) any matter which 5 or more Members wish to be discussed providing notice of the matter is received by the Secretary, in writing,
6. At an EGM no business shall be voted upon except that which was included in the notice convening the meeting.
7. 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.

7. Committee

The Committee shall comprise a minimum of 5 Members elected by a majority vote at the AGM. Additional members may be appointed by the Committee during the year if required. A quorum of the Committee shall be three members. The Committee shall elect from its members the three Officers:

1. Chairman to preside over all Fellowship meetings
2. Secretary to record the business of General and Committee meetings
3. Treasurer to manage the Fellowship finances.

8. Governance

The Committee shall use reasonable endeavours to manage the affairs of the Fellowship effectively:

1. Ensure funds belonging to the Fellowship are held in bank account(s) held in the name of the Fellowship (except for any cash balance required)
2. Manage the Fellowship funds and bank account(s) under the Treasurer's authorisation
3. Maintain full records of all income and expenses, with receipts and supporting documents where appropriate
4. Obtain an audit of the accounts annually by a competent person
5. Mitigate and insure the risks of the Fellowship at their meetings and events
6. Ensure Fellowship compliance with relevant legislation

9. Constitution

The Constitution shall only be changed at an AGM or EGM. A motion to amend the Constitution shall be included in the notice of the meeting and require a majority of the votes cast.

10. Document History

Version No.	Date Revised	Author/Reviser	Position	AGM/SGM Approval
Version 1	15 Feb 1994	Peter Guyett	Chairman	15 Feb 1994
Version 2	28 Nov 1996	Peter Guyett	Chairman	28 Nov 1996
Version 3	14 Dec 2006.	Roger Hardwick	Secretary	23 Nov 2006
Version 4	23 Nov 2017	Brian Sadler	Secretary	23 Nov 2017
Version 5	22 Mar 2018	Tim McGinn	Committee	22 Mar 2018

