

# MONTGOMERYSHIRE GUILD OF WEAVERS, SPINNERS & DYERS



## CONSTITUTION

### Aims

To promote excellence by:

- Inviting good speakers and demonstrators
- Encouraging newcomers with simple advice and lessons
- Sharing expert knowledge within membership
- Encouraging members, where appropriate, to participate in the Certificate of Achievement and other courses
- Joining other Guilds under an umbrella setting

### Interpretation of the Constitution

The word 'year' shall mean a calendar year

### Membership

There shall be two classes of Guild membership, namely Members and Honorary Life Members.

The class of Member shall be open to all those who, subject to the payment of the subscription, request admission.

Honorary Life Membership may be granted to any person in recognition of outstanding services to the Guild. A prospective Honorary Life Member shall be proposed by the Committee to a General Meeting, and the General Meeting shall confirm or reject the proposal. The proposal must be agreed unanimously by the Committee beforehand, and by at least 75% of the members present at the General Meeting. Those Committee members who agreed the proposal in Committee shall not be permitted to vote at the General Meeting.

### Privilege of Membership

All members shall have the right to participate, in so far as circumstances permit, in all the Guild's activities.

### Subscription

The subscription rate for members during any year shall be as determined by the Guild at the preceding Annual General Meeting (AGM). A member who has made a subscription payment shall not be entitled to a refund if his/her membership terminates during that year. Any member failing to pay the prescribed subscription within the three months following the AGM will be deemed to have ceased his/her membership.

### Officers of the Guild and Committee

The affairs of the Guild shall be managed by a Committee consisting of the Officers and at least three and not more than five Committee members.

The Officers of the Guild will be the President, Honorary Secretary and Honorary Treasurer. The office of President is permanent until he/she wishes to resign. Should the membership of the Guild seek a change of President before the standing President resigns, a proposal for a new President must be put to the AGM. Voting on the proposal shall be by secret ballot at the AGM, and a new President can only take office if two-thirds of the members present at the AGM vote in his/her favour. The other Officers shall be elected/re-elected at each AGM.

Committee members shall be elected/re-elected at each AGM.

### Nominations

Any Guild member standing for the position of Officer or Committee member must be proposed and seconded in advance of the AGM and should give written indication that he/she is willing to accept office if elected. In

the event of there being more than one nomination for any position, then election shall be by secret ballot at the AGM. Members are encouraged to express their interest in standing for Committee.

### **Power of the Committee**

The Committee may act on behalf of the Guild in all matters except those where this Constitution requires the agreement of Guild members present at a General Meeting. The Committee may delegate any of its powers to sub-committees consisting of such members of the Guild as it chooses. Any sub-committees so formed shall conform to the terms of reference prescribed by the Committee. The Committee shall also have the power to co-opt other members of the Guild onto Committee for special purposes. Any member so co-opted shall have the right to vote only on the business for which he/she was co-opted.

### **Duties of the Committee**

The Committee shall cause proper minutes to be made of the proceedings and business transacted at all Committee meetings. Such minutes, when confirmed by a subsequent meeting and signed by the chair of that meeting, shall be sufficient evidence without further proof of the facts stated therein. The Committee shall cause proper accounts to be kept of all sums received and expended by the Guild and submit to the AGM a statement of accounts. The Committee shall arrange such meetings, courses, workshops, fundraising, exhibitions and other related events as the members may request. No fewer than six such events shall be arranged in any one year.

### **Committee Quorum**

Four members of the Committee, of which two should be Officers of the Guild, shall constitute a quorum.

### **Duties of President**

The President of the Guild, if present, shall act as chair at Committee meetings: in his/her absence any other member of the Committee elected by those present may so act. The acting chair shall be entitled to a casting vote.

### **Annual General Meeting**

The AGM shall be held during the month of December. At least 14 days' notice shall be given to each member. Copies of the Agenda and Accounts shall be made available to any Guild member, upon request, 14 days in advance of the AGM. The Agenda and Accounts shall be available at the AGM to all members attending.

### **Accounts**

The financial year shall run from 1<sup>st</sup> November to the following 31<sup>st</sup> October. A bank account shall be maintained on behalf of the Guild. Bank transactions shall be undertaken for the Guild by the Honorary Treasurer, with the President and Honorary Secretary also being signatories to the bank account.

### **Special Meetings**

Special meetings of the Guild shall be called by the Honorary Secretary on receipt of a request from at least five members of the Guild. The subject(s) of any such special meeting shall be stated in full on the calling notice, and no other subjects shall be discussed. At least ten days' notice of such meeting shall be given.

### **Alteration to the Constitution**

No alteration to this Constitution shall be made except by the resolution of the Guild in a Special Meeting or at the AGM. No alteration shall take effect unless at least two-thirds of the members present at the relevant Special Meeting or AGM vote in favour of the resolution.

This constitution was agreed at the AGM on Saturday 13<sup>th</sup> December 2014