

# **CHRISTCHURCH WOODTURNERS ASSOCIATION INC.**

## **Constitution and Rules @ August 2018**

### **1 Name**

The name of the Association shall be:

**CHRISTCHURCH WOODTURNERS ASSOCIATION INC.**

### **2 Objects**

The objective shall be to establish and maintain a non-profit organisation for the purpose of fostering, encouraging and educating in the art and craft of woodturning amongst Woodturners particularly in Christchurch. In particular to:

- a) promote, foster and encourage the art and craft of woodturning in all possible ways particularly in Christchurch;
- b) promote the appreciation and the creative use of wood as an artistic medium;
- c) promote the fellowship which exists amongst Woodturners and assist each other in all ways to improve the craft;
- d) liaise and join with other associations, National and International who have similar aims;
- e) encourage research and development of woodturning tools and equipment;
- f) encourage and recognise innovation in woodturning and contribution to the general benefit of members;
- g) promote and encourage education in all aspects of woodturning;
- h) do such things as are considered necessary to accomplish these objectives including receipt and payment of monies and their investment pending application, publication of a newsletter/information bulletin and entering into contractual arrangements.
- i) purchase, take on, lease or in exchange or hire or otherwise, acquire any real or personal property and any rights or privileges which the Association thinks necessary or expedient in order to attain the purpose of the Association and to sell, exchange, let, bail or lease, with or without option of purchase or, in any other manner, dispose of such property, rights or privileges.

### **3 Membership**

- a) Membership shall be open to any person, club or corporate body willing to abide by the rules of the Association upon payment of such entry fee and annual subscription as may be determined from time to time by the Committee.
- b) The membership of any person, club or corporate body shall be terminated in the following manner:
  - Either - the member tenders a resignation in writing to the Secretary together with payment for any subscription which may be outstanding, in which case the membership ceases from the date of the receipt of such notice of resignation
  - Or the death of the person or dissolution of the club or corporate body registered as a member effective from the date of death or dissolution
  - Or resolution of the Committee for any reason considered as justifying such action, in which case the membership ceases from the date of such resolution
  - Or by a member failing to pay his or her subscription within such period as may be determined by the Committee upon a resolution of the Committee to strike such member off the Register of Members.

## 4 Officers

The principal officers of the Association shall be the President, Vice-President, Secretary and Treasurer who shall collectively comprise the Executive and be responsible for progressing the day to day affairs of the Association.

These four principal officers together with the Newsletter Editor and such additional members as shall be decided at an Annual General Meeting shall comprise the Committee which will collectively manage and direct the affairs of the Association on behalf of its members.

Specific roles/constraints for the principal officers shall be:

**a. President**

Shall wherever possible as chairperson at all Executive, Committee, Annual General and Special General Meetings and be ex officio member of all sub committees.

Shall present an annual report to members for discussion at the Annual General Meeting.

The office of President shall be held by the same duly elected person for a period not exceeding two years unless the term is extended by an 80% majority of members attending and voting or by proxy at the Annual General Meeting or Special General Meeting.

**b. Vice president**

Shall officiate in the absence of the president.

**c. Secretary**

Shall give notice of all meetings and keep a comprehensive set of minutes of such meetings.

Shall ensure that all correspondence is properly handled and copies of this and other important documents are retained in safe keeping for such time as they may be regarded as vital Association records.

Shall ensure that a register of members is maintained.

**d. Treasurer**

Shall keep an account of all finances and give an up to date report at each meeting; issue receipts for monies received and bank all monies into an account approved by the Executive/Committee and pay all legitimate accounts as approved by the Committee; prepare the annual statement of accounts for audit and presentation to members.

Tenure of office shall be from the date of the Annual General Meeting at which the officer is elected until the date of the next Annual General Meeting.

## 5 Election of Officers

Shall be in person at the Annual General Meeting.

At least six weeks prior to the date proposed for the next Annual General Meeting (Election Date) the Secretary shall call for nominations of persons proposed for election to office at that meeting. Such notice shall include a nomination form incorporation a declaration that the person is eligible for election and shall specify the date such nominations must be in the hands of the Secretary, such date being not less than one calendar month prior to the Election Date.

At least two weeks prior to the Election Date the Secretary shall distribute to members a notice specifying nominations received for office holders and in the event that there are a greater number than required for specific positions a proxy form shall be sent and a ballot shall be held at the Annual General Meeting.

In the event of a ballot being required the candidate/s polling the highest number of votes shall be declared elected at the Annual General Meeting.

## 6 Annual General Meeting

Annual General Meeting of members shall be held each year on a date after the end of the Association's financial year now established as 31 March and no later than four calendar months thereafter, viz, 31 July.

**Notification** of such meeting of members shall be given to members at least one month prior to the date such meeting is held. Such notice of meeting shall indicate the venue and time together with the business to be conducted at the meeting.

**Quorum** for such meeting shall be ten members present.

**Business** to be conducted at such meeting shall be:

- Approval of minutes of previous Annual General meeting and Subsequent Special General Meetings if any.
- Receiving the President's Report.
- Adoption of the Annual Accounts.
- Election of Officers.
- Specific motions requiring due notification in accordance with these rules, viz, rule changes, borrowing money, dissolution.
- Other business, being matters of a general nature not requiring specific notification.

**Entitlement to Vote** shall be vested only in those members who have settled their current subscriptions.

**Voting issues** shall be decided by simple majority of members present or represented by proxy except as otherwise provided in these rules (Rule 4 – extension of term of President; Rule 5 – Election of Officers where a ballot is required). The Chairperson of the meeting shall have a casting vote as well as a deliberate vote. Voting shall be by way of secret ballot for which purpose a returning officer and a suffice number of assistants and scrutineers shall be appointed at the meeting.

**Proxies:** At any Annual General Meeting a member entitled to vote may vote by proxy prepared in writing and delivered to the Secretary by 5pm on the third day prior to the date of such meeting.

## 7 Special General Meeting

A Special Meeting of members may be called by the President, Resolution of the Committee or on the request by no fewer than thirty members entitled to vote.

**Notification** of such meeting shall be given to members at least one calendar month prior to the date it is to be held and such notice of Special Meeting shall indicate the venue and time together with the business to be conducted at such meeting.

**Quorum** for such meeting shall be ten members present.

**Business** to be conducted at such meeting shall include only such matters as have been duly notified in the notice of meeting.

**Entitlement to Vote** shall be vested only in those members who have settled their current subscriptions.

**Voting issues** shall be decided by simple majority of members present or represented by proxy.

The Chairperson of the meeting shall have a casting vote as well as a deliberate vote.

**Proxies:** A member entitled to vote may vote by proxy prepared in writing and delivered to the Secretary by 5pm on the third day prior to the date set for such a meeting.

## 8 Committee Meetings

The duly elected committee shall have the authority to conduct at affairs of the Association subject to the constraints specified in these Rules and may adopt rules and regulations for the handling of their meetings as they may decide from time to time.

**Quorum** for such meetings shall be four officers present.

**Voting issues** shall be decided by simple majority of those present. The Chairperson of the meeting shall have a casting vote as well as a deliberate vote.

**Powers of the Committee** shall include but not be limited to the following except as provided in these rules:

- Appointment of a replacement to fill a casual vacancy in their number or an additional member in the event that it is considered necessary for the efficient handling of the affairs of the Association.
- Introduce, amend or rescind rules where the current rules are considered
- inconsistent with the proper and efficient handling of the affairs of the
- Association. Such new, amended or rescinded rules shall be subject to confirmation at the next Annual General Meeting as required under rule 10.
- Open/close accounts with banks or financial institutions for the lodgement/investment and disbursement of money provided that in relation to disbursement of money to signatories shall be on withdrawal documentation.
- Determination of the members' annual subscription and any entrance fees payable by new members.

## 9 Borrowing Money

The Association has no power to borrow money without the consent of a majority decision at the Annual General Meeting or a Special Meeting.

## **10 Rule Changes**

Changes to these Rules shall be made on a resolution passed at an Annual General Meeting or a Special General Meeting.

*Notification* of a motion to change the Rules together with a brief explanation of the reason for such change shall be provided to the Secretary at least two weeks prior to the date of such Annual General Meeting or Special General Meeting at which the change is to be considered and this notice of motion and explanation shall be incorporated in the notice to members for such meeting.

## **11 Common Seal**

Shall be kept in the custody of the Secretary and shall not be fixed to any document save in the pursuance of a resolution by the committee and be signed by two members of the Executive.

## **12 Audit**

The accounts of the Association shall be audited by a person qualified to carry out such work not being a member of the committee.

## **13 Patron**

The Association may appoint a Patron who shall be entitled to be present and speak but not to vote at General Meetings of the Association.

## **14 Life Membership**

At any Annual General Meeting of the Association the Association may, on the nomination of the Committee and with the approval of not less than two thirds of the members constituting such meeting, confer Life Membership on a person in recognition of conspicuous active service to the Association. A life Member shall be entitled to be present and to speak and enjoy the full status as an ordinary member at Annual General Meetings of the Association.

## **15 Subscription**

The Committee may from time to time fix the Annual Subscription to be paid by members.

## **16 Dissolution**

The Association may be dissolved on the passing of a resolution by members present and represented by proxy at a Special General Meeting called for this purpose.

If on the dissolution of this Association there is remaining after satisfaction of all debts and liabilities any property or monies of any description, the same shall be disposed of the discretion of the Committee duly in office at such time, to an approved charity.

*Updated by the Secretary, Ray Morgan, 10 August 2018*