

SANDON WOODTURNERS

RULES OF ASSOCIATION

Section 1 – General

1. a) The Club will be known as Sandon Woodturners (“the Club”, hereinafter) with membership by payment of an Annual Membership Fee. It is a private, self-governing, non-profit making venture.
1. b) The aim of the Club is to further the interests of Woodturners and woodturning in general, in a friendly and social environment.
1. c) Meetings will be held weekly on a Saturday except when a public holiday falls on a Saturday, upon which occasions there will be no meetings. The Club will provide for the benefit of its Members and Visitors two sessions per day, taking place from 10 a.m. to 12.30 p.m. and from 2 p.m. to 4.30 p.m. Members may attend one or both sessions upon payment of a single Weekly Entrance Fee.
1. d) The Annual Membership Fee and Weekly Entrance Fee are whatever sums the Committee determines from time to time at its sole discretion, currently being those sums as detailed in Appendix 1 hereto.
1. e) The Weekly Entrance Fee will not include tea/coffee that might be served before the start, during or after a session, for which there will be a separate fee in such sum as may be determined from time to time by the Committee at its sole discretion.
1. f) Any labels or titles used in these rules are solely for ease of reference and should be given a purposive interpretation. Any reference herein to gender specific titles is intended to have the effect as if referred to in the opposite gender as applicable and should be read accordingly. In the event of a dispute or disagreement as to the interpretation of these rules, Members shall agree to accept the decision of the Committee as final and binding. Any dispute thereafter shall be subject to the law of England and Wales and shall be determined by a Court of competent jurisdiction therein.

Section 2 – Membership

2. a) Without prejudice to the following, membership of the Club shall be open to anyone with an interest in woodturning. The Committee can at its sole discretion refuse membership to any applicant for the same. The appointment of new Members shall be subject to such practical limitations as seating and to such safety and security issues as the Committee shall consider from time to time.
2. b) Application for membership enclosing the appropriate Annual Membership Fee shall be submitted to a Committee member who will pass these to the Secretary. The Secretary will record the application details and pass the same with the Annual Membership Fee to the Treasurer. Once appointed to the membership of the Club, a newly appointed Member shall be referred to these rules on the Club's website.
2. c) Membership renewal is due in May of each year, in respect of which the Annual Membership Fee shall be paid by each Member to the Treasurer no later than 1 June each year without demand (except as regards newly appointed Members, as per 2. (b) above). The Annual Membership Fee shall be determined by the Committee and shall be notified to Members not later than 1 May of the respective year. Once paid, the Annual Membership Fee is non-refundable in any circumstances, without prejudice to the exercise of the Committee's discretion.
2. d) If any Members fails to pay his Annual Membership Fee on or before one month after it becomes due, notice must be sent to him calling his/her attention to the failure to pay.

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2. e) If the Member does not pay the amount in arrears within 14 days from the date of the notice, the Committee may terminate his membership at its sole discretion without further warning or notice.
2. f) Without prejudice to the forgoing, if the Member does not pay the sum in arrears within 2 months from the date upon which it initially becomes due, that Member will be treated as having resigned his membership with immediate effect from that date (being 2 months from the date the sum became due).
2. g) If at any time after the termination of membership for default of payment, the Member gives the Committee a satisfactory explanation as to the cause of the delay, he may at the sole discretion of the Committee and upon payment of said arrears, be readmitted to membership of the Club.
2. h) Any Member may resign his membership with the Club by giving notice in writing to that effect to the Secretary. Resignation will be effective from the date of receipt of notice by the Secretary. Upon resignation, as per 2. c) herein above, the Annual Membership Fee or any proportion thereof will not be refunded to the resigning Member.
2. i) Membership shall exist in the following grades:
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|-------|------------|---|
| (i) | INDIVIDUAL | paying the full Annual Membership Fee and Weekly Entrance Fee. |
| (ii) | FAMILY | Annual Family Membership Fee applies; when one or more family member attend a meeting only one Weekly Entrance Fee is paid. |
| (iii) | JUNIOR | aged 16 to 18, will not pay the Annual Membership Fee and will not normally pay the Weekly Entrance Fee unless in full time employment whereupon 50% of the Weekly Entrance Fee is payable. Under 16's must be accompanied by a fully paid up adult member at Club sessions and events. |
| (iv) | HONORARY | may be bestowed upon any Member or individual who has given exceptional service to the Club; such a position is funded by the Club and is appointed at the sole discretion of the Committee. |
2. j) Visitors may attend meetings, subject to the discretion of the Committee and without prejudice to the provisions of 2. a) herein above. Visitors shall receive one free visit; thereafter the charge shall be £2 greater than the Weekly Entrance Fee.
2. k) If a Member is convicted on indictment of any criminal offence, or is adjudged a bankrupt, or makes a composition or arrangement with his/her creditors under the provisions of any statute, or has a trustee appointed for the benefit of his creditors, or is no longer capable of looking after his/her affairs, he agrees that his membership of the Club shall cease immediately. Without prejudice to the forgoing, the Committee may, in its discretion, reinstate him without requiring further payment of the Annual Membership Fee.
2. l) Members are expected to abide by these rules, its policies on Equal Opportunities (appendix 2) and Children and Vulnerable Adults Safeguarding (appendix 3) and to conduct themselves at all times in a manner that promotes the objectives of the Club. Every Member shall agree to abide by these rules and any modification made in accordance with such.
2. m) If at any time the Committee considers that the interests of the Club require it, they must invite a Member to withdraw from the Club, by a letter specifying the time before which the withdrawal should be made.

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2. n) If the Member concerned does not withdraw, the Committee must submit the question of his/her expulsion to an Extraordinary General Meeting (“EGM”) to be held within 6 weeks after the date of the letter and open to attendance by all Members.
2. o) Not less than four weeks’ notice of the EGM must be given to all Members.
2. p) The Secretary must inform the Member in question of the time and place of the EGM and the nature of the complaints against him in sufficient time to afford him a proper opportunity of offering his explanation.
2. q) The Chairman of the Committee shall chair such an EGM. One half of the Members of the Club shall be present at the EGM to form a quorum.
2. r) At the EGM the Member must be allowed to offer an explanation of his conduct verbally or in writing and if after that two-thirds of the Members present vote for his expulsion he will immediately cease to be a member of the Club. Without prejudice to 2. t), no Member shall be expelled or suspended from the Club except by a resolution supported by at least a two-thirds majority of the Members present at the meeting.
2. s) The voting at any such EGM must be by ballot if not less than four of the Members present at that meeting so demand.
2. t) The Committee may suspend from the Club until the EGM is held any Member whose withdrawal has been requested.
2. u) Upon ceasing to be a Member of the Club a person forfeits all right to and claim upon the Club and its property or funds. Upon the suspension or withdrawal of membership, the affected Member will not receive any refund of any fees hitherto paid to the Club.

Section 3 – Committee

3. a) The administration of the Club shall be undertaken by an Executive Committee (‘the Committee’), which will consist of a minimum of 7 elected persons, all of whom must be Members. Appointment to the Committee is a voluntary, unpaid appointment. Amongst the Committee, the following appointments shall be held:
 - (i) PRESIDENT, an honorary position appointed by the Club
 - (ii) CHAIRMAN, who shall chair all meetings of the Committee, oversee the wellbeing of the Club and its members.
 - (iii) SECRETARY, who shall be responsible for maintaining membership records, drafting and managing correspondence and the general affairs of the Club.
 - (iv) TREASURER, who shall be responsible for the day-to-day operation of the Club’s bank account and whom shall make all payments and receive all monies on behalf of the Club. The Treasurer shall present a financial report to the Members of the Club at the annual general meeting (“AGM”).
 - (v) EVENTS SECRETARY, who shall organise the Club’s programme of events.
 - (vi) THREE or more ordinary Committee Members, who shall administer the morning and afternoon sessions, purchase provisions with the authority of the Treasurer and organise publicity matters.
 - (vii)

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3. b) Committee Members shall serve for a period not exceeding two years. In the event that proposals from other Members to serve on the Committee in the place of the incumbent Member(s) are not forthcoming then the period of service of the Member shall be extended on a yearly basis by a simple majority vote at the AGM.
3. c) The Committee shall, when necessary, ask for volunteers from the Members to assist the Committee with any of the Club's functions.
3. d) The Committee will meet as and when necessary to discuss Club matters, but such meetings shall not be held less than three times per year. During the first meeting of the calendar year the Treasurer shall present a completed quarterly budget model to the Committee to enable the progress of the Club to be compared with the projected models presented at the formation meetings.
3. e) A well-respected woodturner can be invited by the Committee to act as a Patron of the Club. This is an honorary position within the terms of 2. *i*) herein above.
3. f) The committee may also direct other activities be pursued from time to time .

Section 4 - Constitutional Procedure

4. a) An AGM shall be held in May of each year, or as soon thereafter as is reasonably practicable.
4. b) The business of the AGM shall include the presentation of the Treasurer's financial report (as per 3. *a*) (*iii*) herein above), the election of Officers and the Committee, which will be by a simple majority vote, and any other such matter as determined by the Committee.
4. c) Members wishing to stand for a position on the Committee shall be nominated by one member and seconded by one further member. Their nomination shall be presented to the Secretary one full month before the AGM. In the event of more than one nomination being received for any position it shall be resolved by a simple majority vote at the AGM.
4. d) If a Member wishes a matter to be raised at the AGM, the text of such matter shall be sent to the Secretary, at least fourteen clear days before any such meeting, so that it may be included in the AGM agenda. Any proposal to raise a matter that is presented to the Secretary contrary to this requirement of notice shall be included on the agenda at the sole discretion of the Committee.
4. e) The Committee shall not make any modification to these rules nor decide to make any alteration to the Club's premises (as per section 5 herein below) without the authority of the AGM or EGM as applicable.
4. f) Any proposal raised during the AGM shall be proposed by a single Member, seconded by two further Members and supported by a simple majority vote by the Members, subject to the meeting being quorate (as per 4. *k*) herein below), for it to be adopted by the Club.
4. g) Every Member present at the AGM is entitled to one vote upon every motion and in the case of an equality of votes, the Chairman may have a second or casting vote.
4. h) The Committee may, if it thinks fit at its sole discretion, make regulations enabling Members unable to be present at the AGM or EGM to vote by proxy or in writing.
4. i) At least 14 days before the AGM, or EGM as applicable, notice of the meeting and the business to be transacted at it must be advised to Members present at the appropriate session.

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- 4. j) No business other than that of which notice has been given to Members by way of the published agenda (or a motion to adjourn) may be brought forward at the AGM.
- 4. k) Twenty Members of the Club shall be present at the AGM to form a quorum.
- 4. l) The AGM shall be chaired by the Chairman of the Committee, or in his/her absence a Member of the Committee selected by the Committee.
- 4. m) The financial year of the Club shall run from the first day of May to the last day of April of consecutive years and the accounts of the Club must be balanced to that day.
- 4. n) The Committee may call an Extraordinary General Meeting (“EGM”) to resolve matters that cannot wait until the AGM. The rules of the AGM will apply.

Section 5 – Premises

- 5. a) The Club shall meet in rented premises in Sandon, Chelmsford.
- 5. b) The Club shall pay the agreed rent to the site owner on such basis as is agreed between the Club and site owner from time to time.
- 5. c) The cleanliness of the clubroom and the maintenance of the turning equipment contained therein is the responsibility of the Club.

Section 6 – Disposal of assets

If at any AGM a resolution for the dissolution of the Club is passed by a two-thirds' majority of the Members present and at an EGM held not less than 6 weeks later (of which not less than 4 weeks' written notice has been given each Member) and at which not less than two-thirds of the Members are present that resolution is confirmed by a resolution passed by a majority of two-thirds of the Members voting on it, the Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the Club and after, the discharge of all liabilities.

Any assets purchased by the Club after its inception will be sold or auctioned with the funds added to any monies held in the Club account. These monies will be donated to charity, such charity to be appointed at the discretion of the Committee.

Verification

Agreed at the Annual General Meeting held on the 25th May 2017

P. Howard,
Chairman

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Appendix 1

1 The following scale of charges shall apply from 25th May 2017:

Annual membership Fee: £10
 £15 Family Membership

Weekly entrance Fee:
Member £10
Visitor/non-member £12
Family £10 when all or any members attend.
Junior free when in full time education.
Junior £5 when over 16 and in full time employment

A patron and honorary members are fully funded by the club.

Tea/coffee served before, during or after each session will be charged at 50p/cup.

- 2 The club insurance policy includes a clause providing protection against a public liability claim up to a maximum of £2 million. It is the responsibility of the Committee from time to time to maintain this policy.
- 3 The club may become involved in associated woodturning activities as agreed by the committee from time to time.

Our Policy on Equal Access to Opportunities

Sandon Woodturners are committed to removing barriers that prevent fair access to participation by all members of our local community. We will do this in order to improve the quality of the opportunities we provide to our community.

No member, guest, visitor or demonstrator will be discriminated against because of race, gender, disability, religion or belief, sexual orientation, or age.

This policy sets out our responsibility to ensure that these principles of equality and diversity underpin our function as a woodturning club.

All members are responsible for the advancement of this policy.

The following general principles apply:

- The club values the community it serves and will help develop a strong, inclusive organisation, free from unlawful discrimination
- Every member has an individual responsibility for treating visitors and colleagues with respect and dignity, providing support and recognition, and promoting access and fair treatment
- We will not tolerate any form of harassment, bullying or victimisation and will take action where it occurs.

Signed on behalf of Sandon Woodturners

Chairman.....

Date.....

Children and Vulnerable Adults Safeguarding Policy

Sandon Woodturners are committed to a practice which protects children and vulnerable adults from harm.

All members in this organisation accept and recognise our responsibilities to develop awareness of issues which cause children and vulnerable adults harm.

We will endeavour to safeguard children and vulnerable adults by :

- Adopting safeguarding guidelines through a code of behaviour for all members.
- Sharing information about concerns with agencies that need to know, involving vulnerable adults, parents and children appropriately.
- Providing effective training for Designated Members.
- We are also committed to reviewing our policy and good practice at regular intervals.

Code of Behaviour

Statement of Intent

It is the policy of Sandon Woodturners to safeguard the welfare of all children and vulnerable adults by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people and vulnerable adults can feel comfortable and secure while engaged in any of our activities.

Members should at all times:

- show respect and understanding for individual's rights, safety and welfare.
- Use appropriate language with young people and vulnerable adults and challenge any inappropriate language used by anyone.
- Respect a young person's right to privacy.
- Not spend excessive amounts of time alone with children or vulnerable adults, away from others.
- Members should never engage in any inappropriate touching of any kind.
- Never exaggerate or trivialise abuse issues or make suggestive remarks or gestures about, or to a child or vulnerable adult, even in fun.

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Sharing information about safeguarding and good practice.

Every effort will be made to ensure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of all members to ensure that information is available to, and exchanged between, all those involved in this club.

Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and vulnerable adults have a right to information, especially any information that could make life better and safer for them. Sandon Woodturners will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, Sandon Woodturners will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents /persons with parental responsibility, who must accompany children under 16 to any Sandon Woodturning sessions, are ultimately responsible for their children's welfare at all times whilst engaged in club activities.

Procedure for reporting allegations or suspicions of abuse

In any case where an allegation is made, or someone in Sandon Woodturners has concerns, a record should be made. Details must include, as far as practical:

- Name of young person or vulnerable adult.
- Age (if young person).
- Home Address (if known).
- Telephone numbers if available.
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details.
- What has prompted the concerns? Include dates and times of any specific incidents.
- Has the vulnerable adult or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? e.g. designated club member, social services, police, etc.
- Has anyone else been consulted? If so, record details.

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Reporting procedures

Member has concerns:

Record & Report to Designated Safeguarding club member (Name)

Is this a serious concern? Yes/No/Possibly

Seek advice from relevant organisation, Social Services or Police as appropriate.

Contacts

Designated Safeguarding Person

(To be appointed)

Relevant outside organisations:

Essex Social Services: 0845 606 1212 - 24 hours

Essex Police: 0300 333 4444 - 24 hours

NSPCC Help line Tel: 0800 800 500 – 24 hours, Freephone

Child Line (NI) Tel: 0800 1111 – 24 hours, Freephone

Disclosure

- Never guarantee absolute confidentiality, as Safeguarding will always have precedence over any other issues.
- Listen to the child or vulnerable adult, rather than question him or her directly. Offer him /her reassurance without making promises, and take what he/she says seriously.
- Allow him/her to speak without interruption, accept what is said – it is not your role to investigate or question. Do not over-react.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event, use the vulnerable adult or child's words or explanations – do not translate into your own words, in case you have misconstrued what he/she was trying to say.
- Contact Sandon Woodturners' designated member for advice/guidance. The designated member may then discuss the concern /suspicion with the relevant organisation, and, if appropriate, make a direct referral.

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- If either the designated member is not available, or it is inappropriate to approach him/her, the member with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.

Record-keeping

All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.

Only the Designated Person will have access to these files.

Signed on behalf of Sandon Woodturners

Chairman.....

Date.....