

# WADEBRIDGE WOODTURNING CLUB

## Constitution

### Name

The Club shall be known as "WADEBRIDGE WOODTURNING CLUB" (WWC) as agreed by the founder members at its inauguration on the 19<sup>th</sup> December 2025

### Club Status

WWC is a Not for Profit Club 'All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties'.

### Objectives

The aims and objectives of the WWC are to foster a wider understanding and appreciation of lathe turning as a *traditional and contemporary craft and art form among the general public, amateur hobbyist turners and professional turners* in an ethical manner.

### 1. Membership

1.1 Membership of the WWC shall be open to any person 13 years or older on completion of a membership application form and on payment of the relevant subscription joining fee as determined at the Annual General Meeting (AGM) of the WWC and subject to the following conditions:

Vulnerable adults, if not completely independent, must be accompanied by a parent or guardian at all club events/activities. The parent/guardian has a duty of care to inform the club member or members responsible for such an event of this vulnerability.

Junior members (defined as a child aged 13 years and under 18 years of age) must be accompanied by a parent or guardian at all club events/activities. Vulnerable children, if not completely independent, must be accompanied by a parent or guardian at all club events/activities. The parent/guardian has a duty of care to inform the club member or members responsible for such an event of this vulnerability.

1.2 There will be four categories of member, namely:

1.2.1 A Full Member. Renewable by payment of the WWC subscription on an annual basis and has voting rights.

1.2.2 A Junior member. Renewable by payment of the WWC subscription but with no voting rights.

1.2.3 A Life Member. Awarded to a Full Member in recognition of outstanding service to the club after a qualifying period of 15 years. Pays no subscription but has voting rights.

1.2.4 An Honorary Member. Awarded to a non - club member. Pays no subscription, has no voting rights.

1.3 All WWC Members shall be entitled to participate in the activities of the WWC; attend AGMs and Special General Meetings; Full and Life Members shall be entitled to vote at the AGM and Special General Meetings, serve on the WWC Committee and serve as Officers of the WWC. Any Full Member and Life Member can attend Committee Meetings in an observational capacity without the power to vote.

1.4 Any WWC Member resigning from the WWC who then seeks re-admission at a future date must complete a new application for membership and meet the conditions that cover new members.

1.5 *Guests and visitors are welcome to attend a maximum of two WWC meetings. Thereafter membership of the WWC is required via application.*

1.6 The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club into disrepute. Appeal against refusal or removal may be made to the members.'

### 2. WWC Meetings

WWC meetings will be held at least once a month at a venue and on a date and time as agreed by Full Members of the WWC unless suspended or changed by Full Members approval.

### **3. Officers**

The Officers of the WWC shall be: Chairperson; Vice Chairperson; Secretary; and Treasurer. All Officers of the WWC must be Full Members.

### **4. Election of Officers**

- 4.1 All Officers shall be elected at the AGM of the WWC from, and by, the Full Members of the WWC.
- 4.2 The WWC Chairperson shall be elected annually for a period of one year, but shall be eligible for re-election for additional terms on the understanding that no one shall serve in this position for more than four consecutive years.
- 4.3 The other Officers shall be elected annually for a period of one year, but shall be eligible for re-election for additional terms.

### **5. General Committee**

- 5.1 The affairs of the WWC shall be managed by a General Committee comprising of the Officers of the WWC and up to five other Full Members elected from, and by Full Members of the WWC. The General Committee shall meet at intervals determined by the business of the WWC, but not less than four times a year. It may appoint sub-committees. The Committee may invite persons to attend any of its meetings as a participant without the power to vote.
- 5.2 The duties of the Committee shall be:
  - 5.2.1 To manage the affairs of the WWC on behalf of all WWC Members.
  - 5.2.2 To keep accurate accounts of the finances of the WWC through the WWC Treasurer. The WWC fiscal year shall run from the 1<sup>st</sup> January to the 31<sup>st</sup> December. The Treasurer shall ensure that the accounts are available for inspection by the all WWC Members and shall be examined before the AGM by at least one other WWC Full Member. The WWC shall maintain a bank account, and WWC accounts and the following persons shall be authorised to operate the account and sign cheques; any two of four Full Members as nominated by the WWC General Committee.
  - 5.2.3 To keep accurate minutes of Committee Meetings through the Secretary. These should be available for Inspection by WWC Members.
  - 5.2.4 *To maintain all membership records through the Secretary. These should include application forms, membership numbers, names, addresses, telephone numbers, and, if appropriate e-mail addresses along with emergency contact details of all WWC Members.*
  - 5.2.5 To co-opt additional WWC Member(s) to the Committee as is felt necessary. The co-opted Member(s) shall hold office until the next AGM.
  - 5.2.6 *To make decisions on the basis of a simple majority vote. In the case of equal votes the WWC Chairperson shall be entitled to a casting vote.*
  - 5.2.7 A quorum of the General Committee shall be two Officers plus three other WWC Committee members.
  - 5.2.8 The Committee reserves the right to expel any WWC Member deemed to have acted to the detriment of the WWC, its good name, or that of its members, or its equipment or premises. Should this situation arise, the decision should be put before the Member concerned and the Club Membership as a whole before the Member is formally expelled, so that the indiscretion is fully understood by all.

### **6. WWC General Meetings**

- 6.1 The AGM of the WWC shall be held not later than the end of January each year. At least 21 days written notice shall be given to all WWC Members. Members must advise the Secretary in writing of any business to be discussed at the AGM at least 14 days before the meeting. The Secretary will prepare an agenda for the AGM.
- 6.2 The business of the AGM shall be to:
  - 6.2.1 Confirm the minutes of the previous AGM and any other General Meetings.

- 6.2.2 Receive and present the Chairpersons report.
- 6.2.3 Receive and present the Treasurers report and the examined accounts.
- 6.2.4 Receive and present the report of the Secretary.
- 6.2.5 Elect the Officers of the Club and any other General Committee members.
- 6.2.6 Agree the Club subscription rates.
- 6.2.7 Transact such other business included on the agenda, and, at the discretion of the Chairperson, transact *any other business received from the WWC Members, except business for which a Special General Meeting is required.* (e.g. for the agreeing of amendments to the Constitution or the dissolution of the WWC).

- 6.3 Special General Meetings may be convened by the General Committee as necessary. At least 21 days written notice shall be given to members specifying the nature of the business to be considered.
- 6.4 *Nominations for the election of Officers and General Committee members shall be made in writing to the Secretary at least 14 days prior to the AGM. Nominations can only be made by Full or Life Members and must be seconded by another Full or Life Member. In the absence of nominations prior to the meeting, nominations may be made by Full or Life Members attending the AGM. All nominations must have the consent of the nominee.*
- 6.5 All decisions taken at any General Meeting will be confirmed and agreed by a simple majority vote made by the raising of hands by Full and Life Members present at the meeting. In the event of equal votes, the Chairperson shall be entitled to a casting vote.
- 6.6 A quorum for a General Meeting shall be a simple majority of the Full & Life WWC Membership.

## **7. Subscriptions**

Subscriptions are payable annually in January. All subscriptions must be paid within one calendar month although special circumstances may be permitted at the discretion of the committee. Any WWC Full Member or Junior Member who has not paid their subscription by such default date as the committee prescribes will be deemed to have resigned from the WWC. Where in the opinion of the Committee, circumstances make it desirable to refund, in part or in whole, the subscriptions of a Full or Junior Member, the Committee have absolute discretion to act accordingly.

## **8.Data Protection**

- 8.1 The General Data Protection Regulations (GDPR) grant individuals (WWC members) certain rights in respect of the information held by the WWC. With the consent of individual club members, the WWC will store on computer file their name, address, contact phone numbers and email address. This data is only accessible by the Officers and committee members of the WWC. It will be used for the following purposes only:

- a) to administer membership records.
- b) to provide news and information about WWC events and activities to individual club members.

Club members are at liberty to withdraw their consent at any time.

- 8.2 Web Site: This will be run and maintained by the appointed WWC Web Manager who will:

- a) be responsible for the safe management and co-ordination of the WWC web site.
- b) have sole access to upload WWC information on the web site.

Any WWC Member who has material for the web site is requested to forward it directly to the Web Manager or to any Committee member for forwarding to the Web Manager. It is NOT an open access site. WWC members are not able to upload information to the site.

The WWC may also have photographs of club members – e.g. taken at club events and activities, presentations or other woodturning shows or visits. These photographs may be published on the club web site.

**9. Closure**


In the event of the WWC closing down, and after discharging all debts and liabilities of the WWC, any remaining assets will be divided equally amongst all paid up WWC Members.

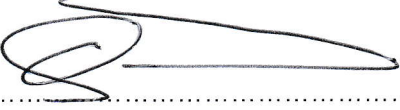
**10. Alterations to the Constitution and Rules**

Any proposed alterations to the WWC Constitution and Rules may only be considered at an AGM or Special General Meeting. Any alteration must be proposed by a Full Member of the club and seconded by another Full Member and shall be passed if supported by a simple majority vote of those Full and Life Members present at the meeting, provided a quorum has been achieved.

This constitution and rules governing the WWC activities were adopted by the WWC membership at a meeting.

held on 19<sup>th</sup> December 2025

Signed..........(Chairperson) Date 19<sup>th</sup> December 2025

Signed..........(Secretary) Date 19<sup>th</sup> December 2025