

# **GWENT GUILD OF WEAVERS, SPINNERS AND DYERS**

## **CONSTITUTION AND RULES**

### **The Guild**

The Guild shall be called 'The Gwent Guild of Weavers, Spinners and Dyers'.

### **Objectives**

The objectives of the Guild are:

1. The preservation and improvement of craftsmanship in hand weaving, spinning and dyeing ("the crafts")
2. The promotion of public awareness and sharing of knowledge and experience in such craftsmanship

These objectives are achieved by the following activities of the Guild:

- Regular meetings, lectures, workshops and discussions relating to the crafts
- Exhibitions and demonstrations to the public of the crafts
- Affiliation and co-operation with other charitable organisations who share the objectives of the Guild
- Purchase of equipment, books and journals related to the crafts for use by the Guild members and members of the public
- Loaning out of such equipment or books for the use of Guild members
- Obtaining and receiving funds to be used to further the objectives of the Guild by way of contributions, donations, fees, subscriptions, legacies, grants or other lawful means
- All other lawful means of achieving the objectives of the Guild

### **Membership**

Any person who is genuinely interested in any of the three crafts of weaving, spinning and dyeing shall be eligible to join the Guild.

There shall be two levels of membership, Full and Affiliated.

### **Subscriptions**

The Guild year shall run from November 1st to October 31st.

Fees shall be set yearly at the Annual General Meeting.

Fees for membership renewal shall be payable from October 1st to October 31st or within 28 days of joining the Guild. Failure to do so will result in forfeiture of such membership.

### **President**

The position of President is an honorary one and shall be by invitation of the Guild Membership. It is not obligatory to have a President.

### **Officers and Committee members**

The day to day management of the Guild shall be vested in the Committee consisting of Officers and Committee members elected from the membership.

The Officers of the Guild are Chair, Vice Chair, Treasurer, Secretary and Membership Secretary.

At least four additional Committee members shall be elected to share the workload enable the Guild to run effectively. Committee members may be co opted during the year until the Annual General Meeting.

The term of office is one year. Officers and Committee members may be re-elected for a maximum of 3 consecutive terms of office. They may stand for re-election again after one further year.

Officers and Committee members shall be elected at the Annual General Meeting by a secret ballot of members.

In the interests of continuity no more than half of the Committee members shall leave office at any one time.

Any Officer or Committee member who neglects the duty of their office without valid reason shall be asked to resign from their role.

### **Elections**

The Secretary shall give written notice of one calendar month to all Guild members prior to the Annual General Meeting.

Nominations for Officers and Committee members shall be received by the Secretary at least 14 days before the AGM.

Nominees shall have signified their willingness to serve before the nomination is passed to the Secretary.

Any vacancy that occurs during a term of office may be filled by co-option by the Committee.

## **Meetings**

The first Saturday of each month shall, as far as possible, be reserved for workshops and speakers.

General Meetings and Committee meetings shall be held as required throughout the year.

The quorum for Committee meetings shall be five members of the Committee.

Members unable to attend meetings shall be entitled to vote by informing the Secretary of their intentions by proxy, post or email, after reading the agenda and before the meeting.

Voting shall be by a show of hands for general items but by ballot when electing officers or Committee members.

The Chair will have the casting vote and the Chair, in consultation with one other officer, will be empowered to act on behalf of the committee should the need arise.

The Secretary shall issue the minutes and agenda one week prior to the date of each meeting.

Members will be asked to speak 'through the Chair'.

All proposals shall have a proposer and a seconder.

Votes for, against and abstentions to be recorded in the minutes.

Any changes to the Constitution must be discussed at an Extraordinary General Meeting (EGM), held specifically for the purpose. Notification must be sent by the Secretary 14 days prior to the date of the meeting. One proposer, one seconder and two-thirds majority must be in favour to be carried and adopted. The only business to be discussed at this meeting must relate to the Constitution.

There shall be an Annual General Meeting each November when the audited accounts are presented and Officers and Committee members are elected.

## **Accounts**

The accounts of the Guild shall be kept in an orderly manner and be open for inspection at each Committee meeting.

The accounts shall be audited once a year before the AGM by an auditor or qualified sub-committee appointed for the purpose and shall be submitted to the AGM for approval.

The Treasurer shall be responsible to the Committee for the disbursement of all monies and for banking all funds not required immediately.

All payments shall be made by the preferred method: Bankers' Automated Clearing System (BACS).

The Treasurer shall gain authorisation from either the Chair or Secretary for any online payments. Guild cheques shall be signed by any two of the Chairman, Treasurer and Secretary.

Expenses incurred in carrying out the affairs of the Guild by Officers or members and not authorised in advance shall be refunded at the discretion of the Guild Committee.

### **General**

No member shall carry out a trade in the name of the Guild.

No member shall publish anything in the name of the Guild without the sanction of it.

No alteration or addition shall be made to the Constitution or rules unless the same has been agreed upon by a meeting called for the purpose.

In the event of dissolution, the remaining funds shall be transferred to a Society having similar objectives, or other purposes approved by H.M. Charity Commissioners.

The above is for adoption at the EGM held at Panteg House, Griffithstown, Pontypool, Torfaen on July 6th, 2024 and supersedes all previous constitutions made on December 12<sup>th</sup> 2009, June 26<sup>th</sup> 1993, February 4<sup>th</sup> 1992, February 20<sup>th</sup> 1979, an unspecified date in 1976, April 27<sup>th</sup> 1957 and March 16<sup>th</sup> 1957, and all amendments recorded in the minutes.

