

The Constitution of the British Woodcarvers Association

**(Revision Four)
Dated 10th May 2018**

1. The Association

- a) The Association shall be known as the British Woodcarvers Association hereinafter known as the BWA
- b) The Aims of the BWA
 - 1) To further and promote the interests of the art and craft of woodcarving, in all its forms, both nationally and internationally
 - 2) To provide a forum for communication between members
 - 3) To act as an agent for the organisation of events on behalf of its members
 - 4) To identify and encourage good and safe practice within the craft

c) Membership Qualifications

Membership shall be open to any individual who:

- 1) contributes to the aims of the BWA
- 2) has paid the membership fee
- 3) is willing to accept the Constitution

d) Junior Members

There is no minimum age for membership of the BWA.

The correct care and protection of Members less than 16 year of age and vulnerable Adults is a matter that all BWA Regional meetings should be aware of. The BWA recommends that all members less than 16years of age and vulnerable Adults must have a designated responsible adult in attendance with them at all times. This may be a parent, grandparent, legal guardian, designated carer or other person approved (in writing) by the child's family. Handing the person over to a member of the BWA or Club in question for the day is not considered acceptable.

2. Membership

Membership Rights

- a. Attendance at meetings of the Regional Branch to which they are affiliated
- b. Attendance at the AGM.
- c. Any member of the BWA over 16 years whether full or student member has full membership and voting rights
- d. Receipt of the periodical newsletter/magazine issued by the BWA
- e. To submit items for inclusion in the Agenda of the AGM

- f. To propose members for election to office in the BWA
- g. To hold office at National or Regional level if duly elected
- h. To take part in events organised at National or Regional level by the BWA
- i. To submit articles in writing for consideration for inclusion in national publications of the BWA
- j. To receive fair, equal and impartial treatment from other members and officers of the BWA.

3. Constitution Rules

- a) Any proposed new Constitution shall be presented to the BWA at a Special Meeting. A majority vote in favour shall make this the future Constitution of the BWA and cancel all previous rules and/or the Constitution.
- b) Amendments to this Constitution shall be made by Special Resolutions, submitted, proposed and seconded by two Paid-Up members of the BWA and presented to the National Secretary in writing at least 60 days before the Annual General Meeting.
- c) Copies of this Constitution shall be held by each Regional Leader of the BWA and made available on request at reasonable times for inspection by Paid-Up members of the BWA
- d) The Annual General Meeting of the BWA shall be called during or as near as possible to the month of May.
- e) Special meetings of the BWA may be called at the request of :
 - 1. Officers of the BWA
 - 2. 12 Paid-Up members of the BWA who submit their request in writing stating the reason for which the meeting is to be convened
- f) Notice of all Annual or Special Meetings called as above shall be communicated to all Paid-Up members via the BWA Gazette or by Regional Leaders at least 14 days before the date of such a meeting.
- g) Postal voting is the preferred method where resolutions have been submitted and this facility will be offered to all BWA members under these circumstances. All voting will be by a count of voting forms only, with all votes being checked for validity before the announcement of the results. Any voting, using the voting form, on the day of the meeting will only be accepted if the member is present at the meeting and these votes will then be added to the postal count. There will be no “show of hands” voting. In the event of a matter arising which requires a postal vote, voting forms will be sent to Paid-Up members by post, or as an insert in the Gazette, bearing a unique identification number
- h) There shall be two types of resolution available to transact the business of the BWA:
 - 1. Special Resolutions which involve changes to the Constitution
 - 2. Ordinary Resolutions which are those needed to elect members of the National Council.

- i) All resolutions in 1 and 2 above must be submitted in writing to the National Secretary at least 60 days before the date of the meeting to consider them. An earlier deadline may be set by the National Council in order for details to be published in the Gazette and voting forms to be distributed. Full details of any candidates for election shall be included in the Gazette.
- j) Copies of the Agenda for meetings and of resolutions to be considered shall be communicated to the members of the BWA either by Newsletter or by Regional Leader at least 14 days before the date of the AGM. The return date for receipt of postal votes shall be determined by the officer responsible for validating membership status.
- k) In the event of tied voting at any National Council or Annual General Meeting of the BWA, The Chairman or acting Chairman shall hold the casting vote

4. The National Council

- a) The National Council should comprise of:
 - 1. Chairman
 - 2. National Secretary
 - 3. Treasurer
 - 4. Editor
 - 5. Membership Secretary
 - 6. Regional Liaison Officer
 - 7. Publicity Officer
 - 8. Webmaster
- b) Any member of the National Council may act as Chairman of the Council in the absence of the Chairman.
- c) In the event of one of the above National Council positions becoming vacant, the officers may co-opt any Paid-Up willing member of the BWA to serve on the National Council until the next AGM when the post shall become vacant. If no nominations are received to fill the vacancy then it shall be offered to the co-opted member and ratified by the meeting.
- d) Any Officers of the Council may co-opt any other willing member or members to assist them in their task and may delegate roles and authority as they deem appropriate.
- e) The Council shall administer the national affairs of the BWA in accordance with this Constitution and other matters of policy established at the AGM.
- f) The Council shall prepare a report on the previous year's activities and future policy for presentation at each AGM.
- g) Officers shall hold office for a period of three years provided individuals remain willing to serve. Officers may offer themselves for re-election. In this event they should be proposed and seconded by members outside the National Council.

h) Every National Council Officer will be expected to work in the interests of the BWA. Failure to do so will result in a Special Meeting of the National Council being called, when the defaulter may be suspended until the next A.G.M. In this event the National Council may re-allocate the duties of the defaulting Officer in accordance with the Rules of the Constitution of the BWA.

5. Finance

- a) The National and Regional Leaders of the BWA shall not be personally held responsible for properly incurred expenses and liabilities of the BWA.
- b) The level of membership subscription shall be fixed by National Council annually prior to the AGM and all funds so raised shall be payable to the National Account.
- c) All income received from nationally organised events or sponsorship shall be payable to National Funds
- d) All income received as a result of specifically Regional activities shall remain the property of that Region.
- e) The books of the BWA shall be audited prior to the AGM and the accounts prepared there from shall be submitted for approval at the AGM of the BWA and when approved one copy of the accounts shall be sent to each Regional Officer who shall make them available for inspection by Paid-Up members of the BWA.
- f) The Auditor shall be appointed annually at the AGM of the BWA.
- g) No honorarium payment for services rendered to the BWA shall be made to Officers of the BWA other than the payment of normal expenses incurred as Officers of the BWA.
- h) Funds belonging to the BWA and held at Regional or National level must be held in bank accounts belonging to the BWA.
- i) Cheques drawn on the BWA National Account may be signed by one of two nominated Officers, one of which should be the National Treasurer.
- j) In the event of dissolution or discontinuation of the BWA the remaining funds will be distributed to Regional Organisations in accordance with the last round of capitation.

6. Regional Organisation

- a) A Region shall be designated as any geographic unit containing sufficient membership to establish a viable operating group. This may be based on the existing county structure but not necessarily. A Region can form and continue to exist only if there are a minimum of six (6) Paid-Up members who agree to belong to that Region. Providing it is so constituted a Region will be eligible to receive Capitation and to qualify for inclusion under the BWA's Liability Insurance cover.
- b) Individual members may choose to belong to a Region other than their county of residence if this is more practical to them.

- c) Each Region must appoint a Regional Leader by a vote of members.
- d) The role of the Regional Leader is:
 - 1. To promote local activities
 - 2. To act on behalf of the members of that Region
- e) Subordinate to the Regional Leader; each Region may organise in whatever manner is deemed most appropriate for that Region. Each Region must designate a Regional Liaison member (who may or may not be the Regional Leader) as the contact with the National Council.
- f) It is permissible to hold office at both National and Regional levels.
- g) Each Regional Leader will receive an annual Capitation from National funds, based on membership Funds received from that Region. This budget to be used to defray costs of activities in the Region.
- h) The Capitation Grant described in 6g) above will be an amount proposed by the National Council and ratified by vote at the AGM. Capitation will not be paid for junior members. Capitation will be based on the number of fully paid-up members in each Region on the 1st July.
- i) Regional Leaders may apply to the National Council for additional funds for specific purposes and if approved, may be granted these funds as a loan or a grant. This is subject to estimated costing's and accurate final accounts and receipts being produced.
- j) Members not in an area where there is an active Region will be parented to the nearest available Region, or one of their choice in order that they may be covered by the BWA Public Liability Insurance, and kept up to date with administrative matters. This does not apply to overseas members, who will not be covered by the BWA Insurance Policy.
- k) In order to meet our Insurance Requirements Regional Leaders will be designated as Deputy Officers of the BWA. This designation carries no other responsibilities.

7. Policy

- a) Policy changes may be originated at any level of the membership over the age of 16 by resolution. The proposer should inform the National Council of their proposed change prior to the AGM so that it can be included in the agenda.
- b) Proposers of any resolution will be required to attend or to be represented at the AGM to present the resolution and to speak thereon.
- c) Where the resolution is non-contentious, policy will be established by those voting at the AGM
- d) Where issues are of a contentious nature or opposing motions are put to the AGM, the resolution may be adjourned at the discretion of the National Officers to a date to be fixed for the matters in the resolution to be circulated to the members and to be put to a postal vote under the rules of the Constitution.

- e) The venue for the AGM shall be at different locations where this is possible, the Regions being asked to act as hosts, when the Region chosen shall organise the meeting, the costs being met from National Funds.
- f) The quorum for the AGM shall be four(4) National Officers plus ten (10) Paid-Up members of the BWA
- g) The Agenda for the AGM shall be:
 - 1. Apologies for absence
 - 2. Approval of the Minutes of the previous meeting
 - 3. Matters arising
 - 4. Chairman's report
 - 5. National Secretary's report
 - 6. Treasurer's report
 - 7. Reports from National Officers
 - 8. Election of Officers
 - 9. Members Proposals
 - 10. National Council Proposals
 - 11. Level of Membership fees and Capitation fees for the coming year
 - 12. Appointment of Auditor
 - 13. Arrangement of the next meeting

The AGM will then be closed the meeting will take the form of an open debate when members will be able to raise any point for discussion.

- h) The minutes of the AGM and National Council Meetings shall be circulated to Regional Leaders within 90 days of the date of such a meeting.

8. Disqualification

- a) Clubs, associations and other corporate bodies cannot hold membership except as individuals
- b) Any person not receiving the approval and support of a Regional Branch cannot hold membership except in exceptional circumstances which must be decided by the National Council
- c) Members with commercial interests that could be deemed to be in conflict with the best interests of the BWA may not hold office on the National Council
- d) Any disqualified applicant may appeal in writing against disqualification to the Officers of the National Council

9. Membership Fees

- a) The annual rate of Membership Fees payable shall be fixed as a permanent item on the Agenda of the BWA
- b) Two members of the BWA at the same address and with two membership numbers may pay as Joint Members – rate determined as in (a) above. They will receive one copy of the Gazette.

- c) Fees shall fall due on the 1st June. New members joining will be subject to a joining fee which is adjusted to cover the months up to the following 1st June when a full fee will be applied
- d) Membership fees will not normally be refunded once paid.
- e) Persons applying for membership who are under 21 and in full-time education at the time of application may be accepted as Student Members on payment of £5, subject to annual review.

10. Withdrawal of Membership

Once established, membership may be rescinded if:

- a) Payment of fees is in default by a period exceeding 30 days
- b) A majority of members of the Region to which a member is affiliated show by vote that this is their desire
- c) Appeals against withdrawal of membership must be submitted in writing to the National Secretary for consideration by Officers of the National Council.

Amended: 10th May 2018