

# **Constitution**

## **1. The Westcountry Potters Association**

The Association formally came into being at the East Devon College, Tiverton, on the 15th of May 1993. Members then present agreed a constitution.

The current constitution incorporates amendments made at subsequent AGMs.

## **2. Aims**

- a) To promote the making of high-quality pottery and ceramics.
- b) To increase public enthusiasm for the qualities of handmade pottery and sculpture by an active programme of interesting and informative events.
- c) To provide members with the opportunity for the exchange of knowledge and ideas at social events, workshop visits and by magazine and e-news.
- d) To provide positive benefits to its members as outlined in the prospectus.

## **3. Membership**

Membership is open to anyone having an interest in handmade pottery and ceramic sculpture who supports the above objectives. A register of members' names and addresses will only be given to outside agencies with prior permission of the member. Members will receive a magazine six times a year. Members will be encouraged to participate in the organisation of the Association.

## **4. Membership Subscriptions**

- a) Membership subscriptions will be determined at the AGM by members of the Association.
- b) Subscriptions will be payable annually for a period of twelve months from 1st January.

## **5. The Committee**

The Association is organised into an executive and may organise a sub-committee for specific purposes.

- a) The members of the Association are represented by a Committee consisting of Chair, Treasurer and Secretary, plus additional officers and members to a minimum of seven and a maximum of seventeen, likely to include Activities Officer, Exhibitions Officer, Membership Secretary, Magazine Editor, Publicity Officer. Minutes Secretary may be a member of the Committee or in attendance by invitation.
- b) The Committee will be responsible to members for the organisation and finances of the Association.
- c) The Committee will meet not less than four times a year.
- d) All Committee members to be formally nominated, seconded and elected at an AGM or other general meeting and are elected for a term of three years.
- e) A member of the Committee elected to the post of an Officer may stand for no more than three consecutive terms in that post, but may stand for another Officer post or as an ordinary member of the Committee.

- f) If a vacancy for an Officer should occur during the year, the Committee may co-opt a member of the Association to fill the vacancy on a temporary appointment with no vote until ratified at the next AGM.
- g) The Committee may co-opt any member of the Association to assist them from time to time; that person has no vote on the Committee.
- h) The quorum of the Committee is half the total full voting membership of the Committee.
- i) Committee members do not receive payment for their services other than legitimate expenses incurred on behalf of the Association.
- j) Full members of the Committee (not including those co-opted on a temporary basis) are given honorary membership during their term of office.
- k) The Committee has the right to ask any member of the Committee to relinquish their role if it is found they are not carrying out their duties in an effective and responsible manner.
- l) A position of Honorary President may be filled by invitation of the Committee and endorsed by the AGM.

## **6. General Meetings**

- a) An Annual General Meeting will be held each year in the spring or early summer. Not more than 65 weeks shall pass between AGMs.
- b) The business of the AGM will include: approval of minutes of the previous AGM, annual reports from Officers of the Committee, the audited accounts, the election of Committee members, the confirmation or alteration of the constitution and the setting of the subscription rate.
- c) Members will be notified of general meetings by post not less than three weeks beforehand. Non-receipt of such notice by a member will not invalidate business transacted at the meeting.
- d) Changes to the constitution can be made only at a general meeting and require 30 days prior notice.
- e) An extraordinary general meeting may be called by the Committee at the written request of at least 10 members of the Association specifying their business and giving two months notice.
- f) The quorum for a general meeting is 20 members.
- g) Any fully paid-up member of the Association may vote at a general meeting.
- h) Decisions shall be carried by a simple majority vote. The Chair may have a casting vote in addition to his/her own vote.

## **7. Accounts**

- a) The Committee will ensure that a proper record of finances is kept.
- b) The Treasurer will keep a record of income and expenditure and will submit an audited annual statement at the AGM. The audit to be carried out by two persons other than the treasurer, those persons to have the prior approval of the Committee.
- c) A bank account will be maintained on behalf of the Association, the bank will be authorised to honour instructions and payments under the signatures of the Treasurer and Secretary or Chair for cheques to value authorised by the Committee.

## **8. Dissolution of the Association**

- a) The Association may be dissolved at a general meeting called for that purpose with the consent of a two-thirds majority of qualified members present.
- b) Any residual assets would be distributed according to the wishes of members present by a vote of a two-thirds majority of qualified members present.