



## **CONSTITUTION**

### **1. NAME**

The Guild's name is Diss and District Guild of Weavers, Spinners and Dyers

### **2. THE PURPOSES OF THE GUILD ARE:**

1. To maintain and improve standards of Members' craftsmanship and design in handweaving, handspinning and dyeing
2. To promote public awareness and education in such craftsmanship

### **3. MEMBERSHIP AND SUBSCRIPTIONS**

1. Membership open to those supporting the purposes of the Guild
2. Membership fee to be determined annually by the Committee and must be sufficient to cover the Association's affiliation fee
3. Membership fees are due from January of each year. Subscriptions cover membership until 31 December. Any subscription paid after 1 November will cover membership for the following year.
4. Reduced fee for those joining after 31 August each year, to be determined by the Committee
5. The Committee will keep an up-to-date Membership list

### **4. ANNUAL GENERAL MEETING (AGM)**

1. The AGM must be held every year in November
2. Fourteen days notice should be given to all members together with an Agenda
3. An independent Presiding Officer should be selected solely to preside at the Annual General Meeting. This should be an ordinary member but not a Committee Member.
4. There must be at least one quarter of the membership present at the AGM
5. The Committee shall present an annual report and financial account at the AGM
6. Written notice to move a Resolution at the AGM must be sent to the Secretary at least 5 weeks before the date of the meeting

### **5. EXECUTIVE COMMITTEE**

1. An executive committee of six members to be elected at the AGM
2. Any member may nominate or second another member to serve on the committee but the consent of those nominated must be obtained
3. Every member has one vote

4. Officers to be appointed are Chair, Vice Chair, Secretary, Treasurer, and two others
5. The Chair to be elected for a period of one year and may be re-elected for a second period of one year serving a maximum of two years. Thereafter there should be a break of at least one year before the same Chair is elected again.
6. If there is more than one nomination for Chair or Vice Chair then the Presiding Officer should carry out a secret ballot
7. The Presiding Officer should have the casting vote.

## **6. POWERS OF THE COMMITTEE**

1. To meet not less than four times annually. Four to form a quorum.
2. The committee has the power to co-opt new members, to appoint and direct a sub-committee for special purposes and to supervise any sub-committee expenditure.
3. To decide the conditions under which a member may carry on any professional or trading activities in connection with the activities of the Guild
4. To appoint honorary life membership to anyone who has served the Guild in any special capacity
5. No officer or member of the Guild shall receive payment for work done on behalf of the Guild but they shall be entitled to reclaim, as and when necessary, any reasonable expenses incurred, provided these are authorised by the committee.

## **7. ACCOUNTS**

1. Funds must be held in the Guild's bank account, savings account or cash box. All cheques must be signed by 2 Committee members
2. Speakers at meetings, who are Guild members, shall be offered a fee.
3. Funds cannot be used to pay members (other than at 2 above) except to refund legitimate expenses or to cover refreshments when meetings may be held in members' homes.
4. Funds and equipment must only be used for the purposes of the Guild.

## **8. PROGRAMME**

1. This is to be drawn up by the Committee and copies to be distributed to each member of the Guild, put on social media and the AGWSD website
2. The programme may be altered only by the Committee

## **9. USE OF THE NAME OF THE GUILD**

1. No member shall carry on any professional or training activity in the name of the Guild
2. No member shall publish anything in the name of the Guild or make any public statement on its behalf, without the prior approval of the Committee

## 10 SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

1. **Changing the Constitution** – The Constitution may be changed by a two third majority of members present at a Special General Meeting
2. **Emergency Special General Meeting** – to allow members to decide on important issues
3. **Winding up** – The group may be wound up by a two thirds majority of members present at a Special General Meeting. Any money or property remaining after payment of debts must be passed to another Guild or the Association.

This Constitution was adopted on 7 December 2016

and signed by

Anne Dixon  
Loraine Makowski Heaton  
Pamela Ross  
Marylyn Bennett

Chair  
Vice Chair  
Secretary  
Treasurer