



Angus Crafts Association Constitution

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Revision	Date	Reason for Revision
01	Nov, 2017	Document Reformat
02	Dec, 2017	Sub Committee Review, Changes in Bold and Italics
03	21/12/2017	Issued to Membership for Review/Approval
04	10/01/2018	Changes to Par 3.3 and Par 5.2



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1.0 THE NAME OF THE ASSOCIATION

1.1 The Association name will be *“Angus Crafts Association”* hereinafter called A.C.A.

2.0 AIMS and OBJECTIVES

“To foster and promote contemporary and traditional craft practice in and for Angus”

This overall aim will be achieved through a number of supporting objectives and the A.C.A. will:-

- 2.1 Create a positive brand/group identity for A.C.A. facilitating recognition for quality, creativity, and original design in craft production.
- 2.2 Offer a supportive environment and positive encouragement in fostering the development of craft practice and new membership to the A.C.A.
- 2.3 Promote interest in and public awareness of the A.C.A. by various means including developing links with tourism and other public and private bodies.
- 2.4 Be responsive to the business needs of its members and provide support for the development of sustainable business growth wherever appropriate.
- 2.5 *Provide a forum for debate and the exchange of ideas through networking events and the A.C.A. Social Platforms i.e. Our Web Site and Facebook Pages.*
- 2.6 Use any other appropriate means of encouragement to further the aim of the A.C.A.

3.0 MEMBERSHIP

- 3.1 *Membership will be open to practitioners of crafting activities, which are defined as being involved with; “The production, sales, and marketing of unique, high quality products, designed and produced by the maker and with a high degree of Handmade input.”*
- 3.2 *All applications for Membership must be made in writing to the Secretary/Membership Secretary or in his/her absence, or to such other Committee member as may be appointed to undertake that task.*
- 3.3 *Membership shall be open to craft practitioners living and practicing their craft within Scotland.
Members shall be entitled to only one vote at an Annual or an Extraordinary General Meeting.*



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- 3.4 **Paragraph Removed**
- 3.5 **Paragraph Removed**
- 3.6 *Membership will be taken up by one person for the crafts they produce. Crafts produced by someone other than the member will not be shown on the same table without the permission of the event organiser and on the proviso that those goods have been vetted and belong to a fellow member.*
- 3.7 All members will be required to comply with relevant Trading Standards and other appropriate legislation and it will be the responsibility of individual members to ensure compliance.
- 3.8 *A.C.A. will not be responsible for any claims pertaining to member's negligence and it will be the responsibility of individual members to ensure they have appropriate and adequate Public Liability Insurance Cover and that it is current.*
- 3.9 *To ensure quality standards are maintained, new members will be required to submit examples of their work to a Vetting Panel. The Vetting Panel will convene as required and will be selected by the Secretary/Membership Secretary.*
- 3.10 *Acceptance of applications is the responsibility of the Secretary/Membership Secretary and the Vetting Panel their decision is final.*
- 3.11 *In the event of an applicant being declined for membership, the applicant may reapply for A.C.A. membership once all highlighted problems have been adequately addressed.*
- 3.12 *Existing members who develop new products (substantially different from their current vetted range) will be required to have these new products considered by the Vetting Panel before displaying the new products on their table.*
- 3.13 *The Vetting Panel may request to view an individual member's work during an A.C.A. Event to confirm that the goods on display are of an acceptable quality and meet the requirements of our Handmade criteria. If the goods do not meet the criteria they will be removed from the table.
Two committee members must be present before the member is approached.*
- 3.14 Any logo/branding developed for the ACA will be subject to Copyright and may only be used by members, who have paid their annual membership fee.
- 3.15 *Each New Member will receive a copy of the A.C.A. Constitution, it will also be available for download from the A.C.A. Website.*
- 3.16 *Members wishing to resign should give notice in writing to the Secretary/Membership Secretary but there will be no refund in respect of any membership fee.*



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4.0 SUBSCRIPTIONS

- 4.1 *The Committee may review the annual Membership subscription, if an increase is determined, the Membership will be notified prior to the A.G.M.*
- 4.2 Membership fees will fall due on the 31st January each year. New members will pay the full annual membership rate regardless of joining date.
- 4.3 Failure to pay the annual membership fee within 30 days of the due date will be considered a lapse of membership.
- 4.4 Only fully paid up Members will be eligible to vote.

5.0 COMMITTEE

- 5.1 *The Committee of the A.C.A. shall consist of a Chair, Vice Chair, Secretary/Membership Secretary and Treasurer and a maximum of eight committee members. A Minute Secretary will be selected by the Committee.*
- 5.2 *Any full member of the A.C.A. who lives and practices their craft within Scotland, can stand for the Committee, and be elected at the Annual General Meeting. Nominations can be made in writing in advance of the A.G.M. or be accepted from the floor at the AGM. The Chairperson and all other office bearers will be elected at the A.G.M.*
- 5.3 The Committee has the authority to implement the aim and objectives of the A.C.A.
- 5.4 In addition to the A.G.M. the Committee will meet at least three times during the year.
- 5.5 *The quorum for a Committee meeting will be six. Any fully paid up member will be welcome and entitled to attend Committee meetings, unless the meeting is declared closed.*
- 5.6 The Committee may co-opt or delegate other members to particular tasks in the furtherance of the aim and objectives of the A.C.A.
- 5.7 *Paragraph Removed.*
- 5.8 *A Committee will be appointed at the A.G.M. each person proposed must be a full A.C.A. Member. Each Proposal will be seconded. Proposers and Seconders will be full members of the A.C.A.*

The Committee Member appointed will serve for one year, but may be re-appointed at any subsequent A.G.M.

The Proposed Committee Member who will hold office (Chair, Vice-Chair, Treasurer, Secretary/Membership), will have these titles attached to their Nomination.



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- 5.9 To facilitate the management of the A.C.A. the Vice Chair will normally be expected to succeed the Chair.
- 5.10 Any Committee member missing three consecutive meetings may be required to resign.
- 5.11 In the event of Committee vacancies occurring between the A.G.M. the committee may co-opt additional Members as appropriate

6.0 FINANCE

- 6.1 The funds of the ACA are to be used solely for the stated aim and objectives.
- 6.2 *No payment will be made to members for services to the A.C.A. Legitimate expenses in pursuit of A.C.A. daily business will be reimbursed but approval must be obtained from the Chairman and/or the Treasurer for sums less than £100.*
- 6.3 *Prior approval for any major expenditure greater than £100 must be obtained from the full Committee.*
- 6.4 The Treasurer shall establish proper accounting systems and maintain proper records of all transactions. The Treasurer has the authority to give receipts for money paid to the A.C.A.
- 6.5 *A bank account will be established in the A.C.A. name. Cheques drawn on the A.C.A. account will require two designated signatories.*
- 6.6 The Treasurer will provide an up to date financial summary at each Committee meeting.
- 6.7 *The annual accounts will be audited by an appropriately qualified, independent person, approved by the Committee and presented to the A.G.M. each year for approval.*

7.0 SECRETARIAL MATTERS

- 7.1 *The Secretary/Membership Secretary will deal with all correspondence under the instructions of the Committee, including membership requests. The Secretary/Membership Secretary will keep records of all Committee meetings which will be available to any member of the A.C.A. on request.*

8.0 ANNUAL GENERAL MEETING

- 8.1 *The Financial Year will end on 31st December and an A.G.M. will be held within 6 weeks of that date to: -*

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- *Receive the reports of the Chairperson and Secretary//Membership Secretary*
- *Receive and adopt the audited accounts of the A.C.A. and the Treasurers report*
- *Elect the Chairperson and the Office Bearers on to the Committee.*
- *Transact any other relevant business.*
- *Twenty-Eight days' notice shall be given of the A.G.M.*

9.0 EXTRAORDINARY GENERAL MEETING

9.1 An E.G.M. will be called at the request of 20% of the full members of the A.C.A. or when determined by the Committee. Twenty-eight days' notice will be given, and members will be made aware of the business to be discussed.

10.0 CONDUCT

10.1 **At all times Members (in all categories) will be expected to conduct themselves with proper consideration of the interests of the A.C.A. and other members. Any member whose conduct appears to endanger the reputation, interests or good order of the A.C.A. and/or who breaches the A.C.A. rules will be subject to disciplinary action as determined by the committee and may take the following actions:**

- **Verbal Warning**
- **Written Warning**
- **Suspension pending appearance at a Committee Meeting**
- **Termination of Membership**

A minimum of two Committee Members must be present before any Verbal Warning is issued/given.

10.2 *Any member who find themselves in this situation will have the right of appeal and the opportunity to appear before the Committee.*

11.0 AMENDMENTS TO THE CONSTITUTION

11.1 *Any changes to this constitution will be approved by our membership at an A.G.M. or E.G.M. and must be approved by a majority of the membership present and voting. All members will be made aware of the changes prior to the A.G.M. or E.G.M. The Chair will have the casting vote.*

12.0 DISSOLUTION

12.1 In the event of the dissolution of the ACA, all assets (funds, physical and intellectual) shall be released and after payment of all creditors, shall, subject to the approval of the current membership, be given to an organisation with similar goals. In default of this, the assets will be donated to an Angus based charitable enterprise.



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13.0 ROLES AND RESPONSIBILITIES

13.1 The Chairman

The Chairman will have the following roles, functions and responsibilities:

- *The Chairman shall in consultation with the Committee, schedule dates, times and location for meetings.*
- *Provide leadership and ensure the committee members are aware of their obligations and that the committee complies with its responsibilities.*
- *Lead the way forward to advance the aims and objectives of the association.*
- *Preside over meetings of the association so that its business can be carried out efficiently and within the rights and interests of the association.*
- *Hold and use a casting vote.*
- *Ensure that the committee meeting is a forum for the debate of matters of concern to the association and to be held in a place at which the membership are able to hold the Committee and Chairman to account.*
- *Uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary.*
- *The above roles and responsibilities will be applicable also to the Vice Chairman when standing in for the Chairman*

13.2 Treasurer

The Treasurer's duties will ensure that: -

- *Monies received are recorded, receipted and banked.*
- *Monies paid out are recorded, approved for payment and paid; approval for payment may mean within the Committee-endorsed budget and cashflow projections.*
- *An accurate and up-to-date monthly statement of the organisation's financial position is presented for Committee discussion and approval.*
- *Submit the accounts for audit as directed by the Committee.*

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13.2 /...

- *The organisation's financial records and documentation are processed and maintained.*
- *The treasurer will prepare/supply detailed information and give advice on all financial aspects of the organisation's decisions and activities.*
- *Submit the accounts for audit as directed by the Committee.*
- *The organisation's financial records and documentation are processed and maintained.*

13.3 Secretary/Membership Secretary

Secretarial duties carried out regarding correspondence and meetings will ensure that: -

- *All external correspondence will be processed and issued by the Secretary/Membership Secretary as instructed by the Committee.*
- *The agenda is prepared by the Chairperson and circulated prior to each meeting by the Secretary/Membership Secretary, the agenda shall set out items of business to be considered and discussed.*
- *The Minutes will be clear, concise, correct and legible, they will be a recording of all motions or decisions considered and any actions agreed upon and will feature an action column.*
- *Copies of minutes are to be distributed to all Committee Members within one week of the concluded meeting.*
- *A copy of the Constitution is available at each committee meeting, and the previous meeting minutes are also available.*
- *A register of Association Members including Committee Members is maintained and kept up-to-date.*
- *All correspondence received is replied to and processed in accordance with Committee instructions*
- *Maintain and control the documentation archives of the organisation.*



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13.4 Committee Members

They are Committee members who are not office-bearers but who make an important and valuable contribution to discussion, debate and decision-making. Their role can include: -

- *Sub-committee membership.*
- *Carrying out actions as delegated by the Committee.*
- *Contributing to the quality of meetings by knowing and understanding the meeting procedures adopted by the Committee.*
- *Providing practical support to the office-bearers.*

Prepared and Approved on behalf of the A.C.A. Membership

Signed Chairman

Andrew Easton

Signed Secretary/Membership Secretary

Joan Fordyce