



**CONSTITUTION AS ADOPTED 25<sup>TH</sup> FEBRUARY, 2002**  
(Updated 17<sup>th</sup> September 2012)

- 1 The Association is to be known as the Gwynedd and Clwyd Association of Craftworkers.
- 2 **OBJECTIVES** – The objectives of the Association are:
- a. To promote local crafts made or produced solely by members
  - b. Help and support the organisation of both new and existing craft events.
  - c. To keep its Members informed and advised of all relevant information or activities appertaining to the craft industry
  - d. To keep its Members informed and advised of all relevant new and accepted sales and marketing practices
- 3 **MEMBERSHIP**
- a. No more than 10% of the membership should reside outside the counties of Old Gwynedd and Old Clwyd
  - b. No one craft may exceed 20% of the total membership of the Association
  - c. Candidates for membership shall make written application to the Membership Secretary on the form provided, and a sample of work to be provided for viewing at a future committee meeting
  - d. The General Committee, has the authority to decide if an applicant's work is suitable
  - e. Single membership, one vote, joint membership, two votes
  - f. RESERVE MEMBERSHIP may be allocated to those whose craft has been inspected and passed by the committee, whereupon full membership may be granted once an appropriate vacancy becomes available.
  - g. ASSOCIATE MEMBERSHIP can be taken up, on election by the Committee, by interested persons wishing to receive newsletters and attend general meetings. Associates will have no voting rights, neither will they be eligible for a stall at Craft Fairs at members rates, nor will they be eligible for office or membership of the Committee
  - h. At the discretion of the Committee persons deemed suitable can be granted a category of HONORARY MEMBERSHIP. This may be HONORARY MEMBERSHIP for an officer who has given exceptional service to the Association over a considerable period
  - i. Any nomination for the category of Honorary Membership must be made in writing, in the strictest confidence without the knowledge of the nominee, to the committee whose decision shall be final
  - j. Some events organised by agencies other than the association may restrict applications due to geographical or other criteria
  - k. Second Craft. Members are permitted up to two crafts providing it has been verified by the Committee
- 4 **SUBSCRIPTION**
- a. The rates of subscription shall be determined by the Members in General Meeting and shall be due on election and thereafter on or before 1<sup>st</sup> October each year
  - b. Any member whose subscription has not been paid by 31st October in any year shall be regarded as having resigned from the Association and their name shall be deleted from the register. Lapsed Members may be allowed to rejoin in the current year, subject to an appropriate vacancy being available, and will be liable to a rejoining fee of £5.00.
  - c. All Members must hold current Public and Product Liability Insurance if attending fairs organised by the Association to a minimum of £2,000,000.
- 5 Associate Members shall be liable for a subscription rate as determined by the Committee of the Association
- 6 Paid-up Members of the Association are to be offered first choice of stalls in any craft fair sales venue that may be organised in the name of the Association. A time limit will be set by the Committee or its elected representative where after those stands not taken will be offered to reserve members of the Association. Stand fees, times of payment, allocation of space and any rules as may be deemed necessary shall be decided by the Committee or its representative whose decision shall be final. Reserve Members may be limited to entry to no more than two events in any one season at Members' rates – but excluding any early booking discounts.
- 7
- a. From January 1<sup>st</sup> 2000 at Association Fairs the cost of stands will be the full price for all stallholders but reduced by a percentage discount to members. The Committee shall set the rate of discount for each event
  - b. In accordance with conditions of the Association's insurance, no non member of the Association will be eligible to exhibit at any G&CAC event.
- 8 All exhibitors at any venue requiring stewarding (i.e. where constant attendance is not required), MUST steward or find a substitute from the membership. Failure to do so may result in any such Member being asked to withdraw from the exhibition. The organiser is to draw up a roster for stewards, and is to be informed of any change
- 9 **GENERAL COMMITTEE**
- a. The General Committee shall conduct the affairs of the Association as a whole, and shall consist of a Chairman, Hon-Secretary, Hon-Treasurer, and Hon-Membership Secretary and other officers or General Members as necessary
  - b. The nominations for the position of Chairman, Hon-Secretary, Hon-Treasurer, and Hon-Membership Secretary and other officers shall be put forward in the form of a motion under the terms of rule 11d
  - c. The terms of office shall be for one-year and members shall be eligible for re-election
  - d. The office of Chairman, Hon-Secretary and Hon-Treasurer, shall be subject to a maximum term of three years of consecutive service in any one office. If no new nominations are received for the post the existing member can continue in the role for an additional two years on an annual review basis if they so wish
  - e. CONTINUITY. Where officers cannot continue under the terms of rule 9d, or indicate that they will resign at the next Annual General Meeting, nominations to take those posts should be made by the previous October. In the event of more than one nomination for any post an election shall take place at the next General Meeting in November. All appointments will be formally ratified at the Annual General Meeting
- 10 **DUTIES OF COMMITTEE**
- a. Chairperson – The Chairperson will preside at all general meetings of the Association and at all meetings of the Committee. He/She shall be responsible for guiding the activities of the Association in accordance with its rules and

general policy as expressed by the majority of the Association Members. He/She will “represent” or arrange that the Association is represented at meetings of other organisations or official bodies. In the absence of the chairperson, the meetings will be chaired by either a previous chairperson or the longest serving committee member.

- b. Vice Chairperson. Will be the retiring chairperson, where possible.
- c. Hon-Secretary – The Hon-secretary will be responsible for the organisation of meetings of the General Committee and of the Association, the recording of minutes related to such meetings and all correspondence relating to the general business of the Association
- d. Hon-Membership Secretary – The Membership Secretary shall maintain a register of current paid-up members and process applications for membership of the Association
- e. A Fairs Co-ordinator is to be appointed to organise the production of a Fairs Programme and to liaise with organisers and stewards of fairs.
- f. Hon- Treasurer – The Hon-treasurer shall keep the accounts and shall have custody of and be responsible for the funds of the Association. These funds shall be held in the name of the Association, in a Bank approved by the Committee. All disbursements from the general fund shall be paid by cheque which shall be signed by any two from the three signatories. Hon-treasurer shall prepare an annual statement of Accounts and Balance Sheet which shall be submitted to the Members at the Annual General Meeting. The Hon-Auditor does not necessarily have to be a member of the Association
- g. EXPENSES. Members or members of the Committee authorised to attend meetings to represent the Associations interest may be paid a nominal sum towards the cost of travel to committee meetings (A minimum of 80% of meetings must be attended and only one payment per household can be made); the amount to be decided by the General Committee
- h. The total amount paid as expenses in any financial year shall be limited to a maximum of any increase in funds (with the exception of accumulated reserves for replacing assets) after all Association costs have been paid and an appropriate sum transferred to a reserve for replacement of assets

#### 11 GENERAL COMMITTEE

- a. The General Committee is responsible for the general conduct of the Associations business and activities
- b. The General Committee shall meet not less than four times as necessary during their years in office
- c. Meetings of the General Committee shall be called by the Hon-secretary, on instruction from the Chairman or not less than three Committee Members
- d. A quorum shall consist of not less than four members of the General Committee
- e. When necessary the General Committee may co-opt another eligible person to act until the next Annual General Meeting

#### 12 GENERAL MEETINGS

- a. The Annual General Meeting shall be held in the second half of the month of February – there shall be laid before the meeting a statement of accounts made up to the last day of the preceding calendar year
- b. Notification of the AGM shall be made no less than 21 days prior to the meeting
- c. An Extraordinary General Meeting shall be called on the instructions of the majority of the General Committee or on the requisition signed by not less than 40% of the membership of the Association
- d. Not less than 7 clear days shall be given specifying time and business of General Meeting
- e. Motions for discussion at Annual General Meeting, not of origin within the General Committee, shall be lodged with Hon-secretary on or before the last day of the month preceding and signed by two members
- f. At any General Meeting a resolution put to the vote of the Meeting shall be decided by a show of hands except where more than one nomination has been received for a position on the General Committee, in which case voting shall be by secret ballot
- g. At all General Meetings the Chairman will preside or in their absence a Vice –chairman
- h. At all General Meetings not less than 10 Members of the Association shall constitute a quorum. Absence of a quorum – if after half an hour from the appointed time for the meeting a quorum is not present, the meeting if called at the request of the Members shall be dissolved, in any other case the meeting shall be adjourned until a time and place to be fixed by the General Committee. If the quorum is not present within half an hour from the time appointed for the adjourned meeting, the Members present shall be a quorum
- i. Accidental omission to give notice of a meeting to, or the non-receipt of, notice of a meeting by any Member shall not invalidate the proceedings of a meeting

#### 13 LIABILITY

Financial or Legal liability incurred in the rightful exercise of the office shall not however, be the personal liability of the Committee, but shall be the responsibility of the Association as a whole

#### 14 CONSTITUTION

- a. This constitution shall not be altered, amended or rescinded except by the Annual General Meeting of the Association
- b. A resolution to give effect to change must be passed by at least 10 of the Members present at the Annual General Meeting and voting on this behalf

#### 15 DISTRIBUTION OF PROFITS

In no circumstances can any profits be distributed to Members, but any profits earned shall be contributed to a General Fund for furthering the objectives of the Association

#### 16 TERMINATION

The Association shall not terminate except by resolution of a Special General Meeting convened for the purpose, and in such an event any surplus assets shall be handed over to a charity to be decided at the meeting

#### 17 POWER OF DECISION

Any matter not provided for in this constitution or any question over the interpretation of it shall be dealt with by the General Committee whose decision shall be final