

Ryedale Woodturners

Constitution (**Revised January 2023**)

1. The Club will be called Ryedale Woodturners.

2. The aims of the Club are:

a. To foster a greater awareness of woodturning, especially amongst younger generations.

b. To bring together people who are interested in woodturning so that they may share their knowledge, exchange ideas, improve their skills, deepen their understanding, broaden their appreciation of the craft and share resources.

To this end, the Club will endeavour to create a social environment, organise demonstrations and offer tuition. It will also arrange sales of members work and, when opportunities arise, offer for sale to members second hand tools and materials. The Club will also promote the craft of woodturning locally via exhibitions, demonstrations and training.

Any sale of equipment at the Club will be between individuals. Where equipment is donated for sale by the Club, it is sold as seen, with any faults becoming the responsibility of the buyer to correct.

3. Membership is open to all.

4. Meetings are held monthly, usually on the first Thursday of each month. Additional meetings may be held as requested by club members. The venue will be arranged by the Committee. Members must observe the rules and conditions of the venue.

5. A committee with a minimum of five and a maximum of nine members will organise the club. The following officers will be appointed from the Committee: chair, vice chair, secretary and treasurer. Other roles, not necessarily from the committee, may include, for example: programme secretary, hands on and training events organiser, sales, video/Zoom manager, catering.

Members wishing to serve on the committee should make themselves known to the chairman or secretary. In the rare event of more than nine members expressing an interest, an election will be organised.

6. Committee Rules

a. The Committee may make valid decisions when at least half the Committee is present; this number must include one from Chairman, Vice chairman, Secretary, or Treasurer. Decisions may also be agreed between the Committee members using e-mail or video-link, when a majority decision is acceptable.

b. Discussions and decisions will be recorded by the secretary for approval by the full Committee or the Club membership.

c. The Committee may co-opt up to three additional members from the ordinary membership.

d. The Committee will either meet or communicate via e-mail and video-link on a regular basis.

e. The Committee, or a minimum of seven members of the club, may request an Extraordinary General Meeting should the need arise; a minimum of seven days' notice communicated to the Secretary is required.

7. Finance

- a. The financial year will run from 1 January to 31 December.
- b. **Changes to** membership fees/subscriptions will be set by a vote of the membership following consideration of recommendations from the Committee. Annual membership will run from 1 January to 31 December. Membership for part of a year will be calculated pro rata.
- c. Extra charges may be levied for additional functions (including club nights).
- d. Funds are held in a Barclays Bank Community Account, and may be withdrawn only on the signature of two Committee members from three notified to the Bank (**or dual authorisation for online transactions**).
- e. The Club will take out suitable third party indemnity insurance. (Zurich).
- f. An annual financial summary report will be presented to the membership at the end of the financial year. A full spreadsheet detailing all transactions will be made available to any member on request.
- g. Should the Club disband with the majority agreement of its members, a majority decision will be sought as to the distribution of any remaining funds: either to nominated charities and/or amongst existing members at the time.
- h. Equipment owned by the Club and purchased in whole or in part by a grant will be disposed of in accordance with any stipulations made by the granting body¹.

8. The Constitution may be amended by a simple majority provided that all members have been advised of the need to approve any revisions, by e-mail or at a Club meeting, with a 7-day period to object to any changes.

¹ The AWGB require that any equipment purchased with a grant from them is offered to them for redistribution or sale in the event of the club folding.

Ryedale Woodturners and the General Data Protection Regulations, (GDPR)

Advice to members

In compliance with EU law on data protection, we want to make sure you know where you stand with regards to data protection and staying in touch with the Ryedale Woodturners Club.

What we hold:

We only hold your name, address, telephone number (Home and/or mobile), email address and, where applicable, a note of your joint membership. We will never pass this information to any 3rd party organisation. We will never collect any unnecessary personal data from you and do not process your information in any way other than specified in this note.

How is the data held?

The data is held by the Club Secretary as a spreadsheet on a PC hard disk. The data is not directly accessible via the internet. Copies of the e-mail addresses and/or telephone numbers are used from time to time by Officers of the Club when communicating with members.

What do we send you?

We will send you emails with information about demonstrations; workshops and news we think may be of interest to members. We will also use your e-mail or telephone number to contact you regarding short notice changes, such as a cancelled demonstration. We will never use your data for any commercial activity.

How to stop hearing from us?

If you wish to unsubscribe from any e-mails, please e-mail or speak directly to the Club Secretary. By this action we will list you as not wishing to receive e-mails. On termination of your Club membership, your data will be removed from our mailing list and held in an archive of past members: **you may request to continue receiving communications.**

Ryedale Woodturners

Child Protection Policy and Safeguarding (drafted January 2023)

Children are welcome to join the Club and take part in its activities. However, it is by nature an adult group and we recommend children under 11 years should not attend.

Between 11 and 16 children should attend with, and be supervised by, a parent or responsible adult.

Between 16 and 18 young people may attend on their own, but in this case a parental permission form is required to be signed.

Membership for under 18's is free.

We will treat all children with respect and celebrate their achievements.

We will respond to concerns and allegations appropriately.

When there are concerns about the welfare of any child/ young person all adults in our organisation are expected to share those with the designated child protection officer (the secretary). He or she will monitor and record concerns, make referrals to social services and liaise with other agencies as appropriate .

Normal health and safety practices which apply to all members' activities will be adopted by anyone under 18.

Guidelines for good practice for Ryedale Woodturners Club Members

Everyone should be aware that as a general rule, it does not make good sense for any adult member to:

- Spend excessive amounts of time alone with young people away from others.
- Take young people alone on car journeys, however short, without parental approval.
- Take children/young people to your home, without parental approval.
- Help children with their clothing or get changed – encourage parents to do this.
- Use unacceptable or explicit language in earshot of young people, or allow them to use such language unchallenged.

SF January 2023