

SOUTHERN CERAMIC GROUP CONSTITUTION 2015

(As amended at the 2015 AGM)

1 NAME

The name of the Society shall be the "Southern Ceramic Group".

2 AIMS

The aims of the Group are:-

To encourage the appreciation of the art and craft of ceramics.

To enable members to share experiences and participate in the activities organised by the group.

3 MEMBERSHIP

Membership is available to anyone over the age of 16 who is interested in ceramics, on payment of the subscription to be determined at the A.G.M. All members will have one vote. The full membership year will run from 1st April to 31st March. For new members who join after 1st October, a pro-rata fee will apply.

4 ADMINISTRATION

Membership records will be held on computer. These records shall consist of a basic record of members' name, address, contact numbers, email and general information about interests and supplementary detail such as open studios. Only information supplied by members will be held. Members are permitted to indicate any information they don't want to make public to other members. Records are held for the purpose of distributing the newsletter and electronic notification of events published in the newsletter via email.

Disclosure of membership records shall be strictly limited to the following:

The publication of a list of members to the Group (**MEMBERSHIP LISTS MAY NOT BE PASSED TO NON-MEMBERS**) Members may choose to opt-in to the list distributed to other members. Disclosure to computer maintenance organisations when this is necessary to repair equipment or computer programs.

5 THE COMMITTEE

The S.C.G. Committee will consist of:

Chairperson

Hon. Secretary

Vice Chairperson

Hon. Treasurer

Membership Secretary

Website Manager

Plus co-opted members to assist when necessary

The Committee shall have the power to elect the Chairperson and the officers and to co-opt other members to replace retiring Committee members. Committee members shall serve for a term of three years but may stand for re-election at the end of this term.

Nominations for election of the new Committee members shall be made before or during the A.G.M. and shall be duly seconded and endorsed by the nominee.

The Committee shall meet on a regular basis, at the discretion of its members and is responsible for the sound management and organisation of the Group's activities.

All members of the Committee shall have one vote. In the event of a tied vote, the Chairperson shall have a casting vote. Four members of the Committee (including either the Chairperson or Vice-Chairperson) shall form a quorum.

6 FINANCES

Finances will be determined by the Committee and will be supervised by the Treasurer.

The funds of the Group shall only be used for the purposes of the Group or as a charitable gift to a worthy cause as decided by the Committee. Such grants should not exceed £50 and all larger sums should be discussed at the AGM and approved by the members.

All main account cheques shall be signed by two officers, one of whom shall be the Treasurer, the other shall be one of two nominated committee members. Any account set up by a sub-committee for specific purposes such as exhibitions must have an account signatory approved by the main committee. All accounts will be audited annually and presented at the AGM.

7 EVENTS

Any public activity (such as, but not limited to, exhibitions), purchase or commitment under the auspices of the group must have the approval of the committee.

8 ANNUAL GENERAL MEETING

The AGM shall be held during the first quarter of each year. Nominations for new Committee members shall be voted on at these meetings.

15% of the membership shall form a quorum. If fewer attend an AGM then a new meeting shall be called.

A SPECIAL GENERAL MEETING may be called at any time at the request of the Committee or at the request of 25% of the membership. If the Chairperson does not call an S.G.M. within two months of a request, any member may call a meeting, giving all members a minimum of two weeks' notice.

9 ALTERATIONS TO THE CONSTITUTION

The Constitution may only be altered at an AGM or by postal ballot. Notice of proposed alterations must be made available to the membership at least two weeks prior to an AGM and must be in writing and in full. Amendments to such properly proposed alterations may be proposed at an AGM by any Member and, if seconded by another Member, will be considered by the AGM and voted upon. Alterations to the Constitution must gain a minimum of 66% of the vote at the AGM or by 66% of a postal ballot.

10 CLOSURE OF THE GROUP

The Group can only be closed at a Special General Meeting.

A minimum of 66% of the members present at such a meeting must agree the closure. In the event of closure of the Group, the financial assets shall be donated to a pottery related activity/charity to be decided at the S.G.M. Any equipment or property belonging to the Group shall be sold and all monies added to the financial assets.