

# **Angus Crafts Association (ACA) Constitution (Amended April 2009)**

## **1) THE NAME OF THE ASSOCIATION**

The **Angus Crafts Association** hereinafter called the ACA.

## **2) AIMS and OBJECTIVES**

**Aim** *“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 ACA will;

- a) Create a positive brand/group identity for ACA, facilitating recognition for quality, creativity, and original design in craft production.
- b) Offer a supportive environment and positive encouragement in fostering the development of craft practice and new membership to the ACA.
- c) Promote interest in and public awareness of Angus crafts by various means including developing links with tourism and other public and private bodies.
- d) Be responsive to the business needs of its members and provide support for the development of sustainable business growth wherever appropriate.
- e) Provide a forum for debate and the exchange of ideas through networking events and the ACA newsletter.
- f) Use any other appropriate means of encouragement to further the aim of the ACA.

## **3) MEMBERSHIP**

- a) Membership will be open to practitioners of craft activity, which is defined as being involved with;

“The production, sales, and marketing of unique, high quality products, designed and produced by the maker (or under their direct personal control) and with a high degree of hand made input.”

- b) All applications for membership must be made in writing to the Membership Secretary (or in the absence of the Membership Secretary, to such other Committee member as the Committee may appoint to that task).
- c) Full membership shall be open to craft practitioners living and practising their craft within Scotland. Full members shall be entitled to vote at Annual and Extraordinary General Meetings. However, membership of the Committee shall be open only to those full members who live and practice their craft within Angus Council boundaries.
- d) The Committee may (at its discretion) identify and approach potential Associate Members (E.g. non-makers, such as retail outlets, galleries, etc either within or outwith the Angus Council area) to participate in the ACA.
- e) A one year Probationary Membership may be offered to new members who need to further develop their product and/or business aspirations.
- f) Full membership will be taken up by one person for all the crafts they produce. Crafts produced by someone else will require a separate membership if they are to be shown at an ACA event. Each separate full membership will confer one vote only.
- g) 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.
- h) ACA will not be responsible for any claims pertaining to members’ negligence and it will be the responsibility of individual members to ensure they have appropriate and adequate insurance cover in place.
- i) In order to ensure quality standards are maintained, new members will be required to submit examples of their work to a Selection Panel. The Selection Panel will convene as required and will be selected by the Committee.
- j) Acceptance of applications is the responsibility of the Committee and its decision is final.
- k) In the event of an application being declined (either full or probationary membership) the applicant may reapply for ACA membership after a period of not less than six months have

elapsed. Substantial changes in terms of product quality and business aspirations will be required.

- l) Existing members who develop new products (substantially different from their current range) will be required to have these considered by the Selection Panel.
- m) The Selection Panel may request to view an individual member's work at any time and membership may be withdrawn if the quality is deemed unsatisfactory.
- n) 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.
- o) Each member will receive a copy of the ACA constitution.
- p) Members wishing to resign should give notice in writing to the Membership Secretary but there will be no refund in respect of any membership fee.

#### **4) SUBSCRIPTIONS**

- a) The Committee will recommend the annual rate of subscription to the members present at the AGM and agreement will be by majority vote, with the Chair having the casting vote.
- b) Membership fees will fall due on the 1<sup>st</sup> October each year. New members will pay the full annual membership rate regardless of joining date.
- c) Failure to pay the annual membership fee within 30 days of the due date will be considered a lapse of membership.
- d) Only fully paid up full members will be eligible to vote.

#### **5) COMMITTEE**

- a) The Committee of the ACA shall consist of a Chair, Secretary, Membership Secretary and Treasurer and a maximum of eight ordinary members. A Vice-chairperson will be appointed from the ordinary members, to deputise for the Chair.
- b) Any full member of the ACA, who lives and practises their craft within the Angus Council boundary, can stand for the Committee, and be elected at the Annual General Meeting. Nominations can be made in writing in advance of the AGM or be accepted from the floor at the AGM. The Chairperson and all other office bearers will be elected by members at the AGM.
- c) The Committee has the authority to implement the aim and objectives of the ACA.
- d) In addition to the AGM, the Committee will meet at least three times during the year.
- e) The quorum for a Committee meeting will be six. Any fully paid up member will be welcome and entitled to attend Committee meetings.
- f) The Committee may co-opt other members or non-members to particular tasks in the furtherance of the aim and objectives of the ACA
- g) The Committee may delegate certain tasks to sub-groups.
- h) Ordinary members will serve for a maximum of three consecutive years and will thereafter not be eligible for re-election for one year.
- i) Office bearers will serve for a maximum of three consecutive years but must be re-elected each year at the AGM. Once a three year term is completed, office bearers may not stand for re-election for one year. The exception to this will be the inaugural elected Committee, when the Chair will stand down after two years, the Secretary after three years and the Treasurer after four years.
- j) To facilitate the management of the ACA, the Vice Chair will normally be expected to succeed the Chair.
- k) Any Committee member missing three consecutive meetings may be required to resign.
- l) In the event of Committee vacancies occurring between AGMs, the Committee may co-opt additional members as appropriate.

#### **6) FINANCE**

- a) The funds of the ACA are to be used solely for the stated aim and objectives.
- b) The Secretary and/or Treasurer may be paid fees or given an Honorarium as determined by the Committee but apart from this, no payment will be made to members for services to the ACA. Legitimate expenses in pursuit of the ACA's business will be reimbursed but such expenses must be approved by the Committee.

- c) The Treasurer shall establish proper accounting systems and maintain proper records of all ACA transactions. The Treasurer has the authority to give receipts for money paid to the ACA.
- d) A bank account will be established in the ACA's name. Cheques drawn on the ACA account will require two signatories drawn from the office bearers.
- e) The Treasurer will provide an up to date financial summary at each Committee meeting.
- f) The Committee will discuss and approve all expenditure.
- g) The annual accounts will be audited by an appropriately qualified, independent person, approved by the Committee and presented to the AGM each year for approval.

## **7) SECRETARIAL MATTERS**

The Secretary will deal with all correspondence under the instructions of the Committee, excluding membership requests which are dealt with by the Membership Secretary. The Secretary will keep records of all Committee meetings which will be available to any member of the ACA on request.

## **8) ANNUAL GENERAL MEETING**

The financial year will end on 30<sup>th</sup> September and the AGM will be held within 6 weeks of that date to:

- Receive the reports of the Chairperson and Secretary
- Receive and adopt the audited accounts of the ACA and the Treasurers report
- Elect the Chairperson and the Committee
- Transact any other relevant business.
- Twenty Eight days notice shall be given of the AGM

## **9) EXTRAORDINARY GENERAL MEETING**

An EGM will be called at the request of 20% of the full members of the ACA 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) CONDUCT**

At all times members (in all categories) will be expected to conduct themselves with proper consideration of the interests of the ACA and other members.

Any members whose conduct appears to endanger the reputation, interests or good order of the ACA and/or who breaches the ACA rules will have membership suspended. Such a member will be called before the Committee to explain their actions but the Committee will have the power to expel members for any valid reason.

## **11) AMENDMENTS TO THE CONSTITUTION**

Changes to this constitution can only be made at an AGM or EGM and must be approved by a majority of the membership present and voting. The Chair will have the casting vote. All members will be made aware of the any changes.

## **12) DISSOLUTION**

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 current membership, be given to some organisation with similar goals. In default of this, the assets will be donated to an Angus based charitable enterprise.