

Cambridge Quilters Constitution 2023

Passed by special resolution at the EGM held 19th May 2023.

This Constitution replaces all previous documents.

1 Objectives

1.1 To provide opportunities for sharing knowledge and skills of patchwork and quilting amongst members of the group and other interested people

1.2 To raise funds for charity from time to time.

2 Membership

Any person may join the group, subject to the availability of space at the meeting venues.

3 Annual Subscription

An annual subscription is payable for membership and entitles a member to attend day and evening sessions. The level of subscription should be set by the Committee and should be reviewed on an annual basis. Membership follows the calendar year and subscriptions are due in January. Members joining during the year will pay a pro rata reduced subscription.

4 Committee

4.1 Changes to structure of the committee:

The committee will be determined at each AGM, with immediate effect. It will comprise a minimum of three officers and three members (total 6). Additional members can be coopted according to specific roles (such as Exhibition Planning, Outings, Social Secretary, etc). The incoming committee will decide whom to appoint to each of the officer positions. The officers include Chair, Secretary and Treasurer. It is expected that the Chair will have served at least one year on the Committee within the last three years.

4.2 No officer may hold the same position for more than 6 consecutive years, and, unless reelected at the AGM, no one can serve on the Committee for more than 6 continuous years.

4.3 Additional members may be co-opted to the Committee if they have particular skills, but will not have a vote.

4.4 The responsibilities of the Committee are:

- Setting the date of the Annual General Meeting
- Submitting annual accounts to the members at the AGM
- Setting the amount of the annual subscription
- Arranging a programme of speakers and workshops and other activities for the group
- Ensuring there are sufficient funds to meet the liabilities of the group
- Arranging insurance to cover all the Group's activities
- Communication with members and the general public
- Appointment of a sub-committee to be chaired by a member of the Committee for special events such as an exhibition. Sub-committees will have no decision making powers unless specifically granted by the Committee.
- Minutes will be kept of all Committee and sub-committee meetings and held in archive for 5 years.

4.5 The Committee will meet at least three times a year and have a quorum of four members.

All decisions to be taken by majority vote, with the Chairman having a casting vote if required. In an emergency the Chairman or another officer may take a decision, but report back to the Committee as soon as possible

4.6 Committee Election

4.6.1 All candidates must be proposed and seconded by a person who has been a member for at least 12 months. The proposer should describe why they are proposing that person, and the candidate should say what skills and/or experience they will contribute to the Committee

5 Annual General Meeting

5.1 The AGM will be held in February each year. Documentation for the AGM will be distributed to members 2 weeks in advance of the

meeting. At the AGM new Committee members will be elected by a majority show of hands

5.2 The AGM will consider the accounts as presented by the Treasurer and must be approved by a majority.

6 Voting

All voting will be by a majority show of hands excepting for Committee members. Members may vote at the meeting or appoint a proxy.

7 Extraordinary General Meeting

An Extraordinary General Meeting may be held at the request of ten members provided one month's notice is given in writing to all members.

7 Amendments to the Constitution

7.1 Any proposed amendments to the Constitution may only be considered at an Annual or Extraordinary General Meeting.

8 Finance

The Treasurer is responsible for banking funds and maintaining suitable records of the income and expenditure. These records should be available with reasonable notice to all members. Annual accounts should be prepared for presentation at the AGM for approval by members. A bank or building society account will be operated by the signature of at least two officers (Chairman, Secretary, Treasurer)

There will be an independent review of the accounts by a suitably qualified person who is not a member of Cambridge Quilters. This will take place when the Treasurer changes or every 3 years.

9 Risk Assessment

A Risk Assessment will be available for all events.

10 Communications with Members and social media

The committee will prefer to communicate with members using a secure email system. Members will have a choice to receive non-electronic communications if they prefer.

11 Dissolution

11.1 Any proposal for dissolution of Cambridge Quilters shall be made in writing to the Secretary. Such a proposal shall have the support of ten members, or the remaining members, whichever is less, or the Committee.

11.2 The Secretary shall convene an Extraordinary Meeting to vote on the proposal for dissolution, giving at least one month's notice in writing to all members. If the proposal is agreed by not less than two-thirds of

those attending the meeting, the Committee will realise the assets of the group and discharge all liabilities. Any remaining funds will be voted on by members' agreement, and either distributed to local quilt groups or donated to a registered charity.

Approved on 19th May 2023 Emailed out to all members on 20th May 2023.