

Constitution – Kilbirnie Sew and Sews

1. Name – Kilbirnie Sew and Sews (KS&S)

2. Aims and Objectives of the Group:

To share our acquired knowledge of the art and craft of quilting
To encourage learning by creating a high standard of workmanship and design
To foster an inclusive climate of friendship and co-operation through the art of quilting and related stitch crafts
To design and make quilts for family, friends, charity and to display in shows

3. Membership

4.

- 4.1 Membership of KS&S shall be open to all without distinction of gender, ethnicity, age, sexuality, religion, cultural or political beliefs.
- 4.2 KS&S shall have, at the most, 35 members. This shall be open to review annually at the Annual General Meeting.
- 4.3 All members are required to pay membership fees. Such fees will pay for - hall rental cost, wadding and insurance.
- 4.4 Membership fees are due annually. They are currently set at £40 per annum. This will be reviewed at the AGM.
- 4.5 When a member leaves the group, they should resign in writing by e mail to the Chair.
- 4.6 If a member fails to pay the annual fee, a member of the committee shall make contact to clarify whether they wish to remain as a member. If no response is made by a member to this contact within 1 month, it will be assumed the member wishes to resign from the group. Exceptional circumstances (such as illness etc) shall be taken into consideration by the committee

5. Mission statement

- 5.1 To support and encourage the growth and development quilting through art, education and community. KS&S shall not be run for profit. To support community through creativity.

6. Officers

- 6.1 The business of KS&S will be undertaken by the Chair, Secretary, Treasurer and four other committee members.
- 6.2 The role of the officers is to manage all aspects of the administration of KS&S. The officers shall take the view of the members, research ideas and report back to the members – decisions will be implemented once approved by the majority of members.
- 6.3 Officers will meet once a month on the second Thursday for planning events, implementing decisions and to discuss any other group business.
- 6.4 The Chair shall have the power to call for a special meeting to deal with any urgent business which cannot wait until the AGM.

7. Member Information

- 7.1 KS&S will never share or sell member's information with another organisation or company.
- 7.2 KS&S shall collate e mail addresses (for communicating KS&S business) and telephone numbers (to be used in emergency – for example cancellation of meeting at short notice).
- 7.3 KS&S shall not publish photographs of members (both individually and as part of a group) without consent being given.

8. Annual General Meeting

- 8.1 The Officers shall arrange an AGM to be held once each year in August.
- 8.2 Officers will give at least 1 month's notice to all members.
- 8.3 At the AGM the ordinary members shall elect a committee including a Chair, Secretary, Treasurer & four other committee members for a period of 3 years.
- 8.4 Any member may propose a resolution for discussion at the AGM. To ensure that the resolution is discussed, it should be submitted, in writing, to the secretary, along with the names of the proposer and seconder, 14 days prior to the AGM taking place. A full record of the AGM will be kept by the committee.

9. Rules of procedure

- 9.1 Quorum – a minimum of four committee members shall form a quorum at Officer meetings and a minimum of five officers and five members shall form a quorum at the AGM.
- 9.2 Voting – every matter – except where this constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the chair of the meeting shall have the casting vote.

10. Finance

- 10.1 The financial year shall run from 1 June to 31 May annually
- 10.2 The treasurer shall keep proper accounts of the finances of KS&S. All incoming funds shall be lodged without deduction in the KS&S bank account. All monies raised by or on behalf of KS&S shall be applied to develop and encourage quilting for KS&S members. Accounts will be presented at the AGM in August the following year.
- 10.3 The Treasurer and two other committee members shall be the only signatories for the KS&S bank account, two are needed to issue cheques and authorise online payments.
- 10.4 At the AGM a group member/or other suitable person shall be elected by the members to check the accounts before the AGM for the following year.

11. Alterations to the Constitution

- 11.1 Any alterations must be agreed by two thirds of the vote cast and only agreed at the AGM or Special General Meeting. Notice, setting out the terms of the proposed

meeting at which the alteration is discussed. Not less than 14 days notice of a meeting giving written particulars of proposals shall be given to members.

12. Dissolution

- 12.1 In the event of the group disbanding, any monies remaining, after the settlement of payments due, shall be donated to a charity. The Charity will be decided by the majority of the members at this time.

This constitution was adopted at

Bridgend Community Centre

on 30th November 2023

Full name PAULINE TURNER

Signed  Date 30/11/23

Full name SUSAN MARGARET BIGGAR

Signed  Date 30/11/23