A **NAME**  
The group’s name is the “Berwick Arts and Crafts Group”

B **THE PURPOSE OF THE GROUP IS:**

To promote an interest in arts and crafts in the Berwick upon Tweed area.

C **CARRYING OUT THE PURPOSES**

In order to carry out the purposes, the Committee has the power to:

1. form a group that will promote the above purpose and develop the Berwick Arts and Crafts Festival
2. organise “Arts and Crafts events” which are open to everyone
3. co-operate with and support other groups with similar purposes
4. raise funds, receive grants and donations

D **MEMBERSHIP**

Membership is open to all that support the purposes of the group. Representatives from other Arts and Crafts groups are most welcome.

People who wish to become a member should apply to the Committee. Membership lasts for up to 1 year and may be renewed at the AGM.

Annual membership subscription is £1 to be paid at the AGM. Any changes to the annual subscription shall be agreed and set at the AGM.

E **ANNUAL GENERAL MEETING - AGM**

1. The AGM will be held in the spring every year with one month’s notice given to all members. Suggested Agenda items to be submitted to the secretary 14 days before the AGM.
2. There must be at least 5 members present at the AGM
3. The Committee shall present the annual report and accounts.
4. Any member may put themselves forward for election as a Committee Member at the AGM.
5. The Chair, Treasurer and Secretary will be elected at the AGM and every member has one vote.
6. Members shall elect between 5 and 10 members to the Committee by majority vote. Committee Members will retire at the next AGM and may stand for re-election.

F **COMMITTEE**

1. The Committee shall hold at least 3 meetings each year. Other roles on the Committee will be decided at their first meeting.
2. At least 5 Committee Members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
(3) The Committee must keep accounts which may be viewed by any member on request.

(4) During the year, the Committee may appoint up to 2 extra members on to the Committee, (subject to a maximum Committee size of 10), who will stand down at the next AGM but are eligible for re-election.

(5) The Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

G MONEY

Funds must be held in the group’s bank account, other than a petty cash float to be held by the Treasurer. All cheques must be signed by 2 out of 4 authorised Committee Members. The financial year will be 1st January to 31st December.

(1) Funds cannot be used to pay Committee Members except to refund legitimate expenses.

(2) Funds and property must only be used for the purposes of the group.

H SPECIAL GENERAL MEETINGS

1. Changing the Constitution - Proposed amendments to the Constitution must be submitted in writing, to the Secretary at least 14 days before the AGM and after discussion, will be voted on and must be passed by a two thirds majority of the meeting attendees voting in favour.

2. Special General Meetings – to allow the members to decide on important issues.

   This may be called at any time by the Committee or at the request of at least 60% of the membership, sent to the secretary in writing, stating the purpose at least 28 days prior to the proposed date of the meeting. No business other than that for which the meeting has been called maybe discussed at such a Special General meeting. Such business must receive 75% vote in favour of those present to be passed. Voting to be show of hands or ballot, at the discretion of Chairperson.

3. Winding up – the group may be wound up by two thirds majority of members present voting in favour at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar purposes.

J SETTING UP THE GROUP

The Constitution was adopted on 16th February 2012 by the people whose signatures appeared on the original document. They will be the Committee until the first AGM, and amendments made as required at subsequent AGM’s.

Amendments were made to the Constitution and agreed by all members present at the AGM on 22nd May 2013.

22.5.2013