



## **York Men's Shed Group Constitution**

### **1 Name**

The group's name is **York Men's Shed**

### **2 The Aims and Objectives are**

- 1. York Men's Shed will be a non-profit workshop and social environment based on the UK Men's Shed Association model which is primarily aimed at men over the age of 50. However, it is not envisaged that this model should be used to preclude members from outside this category.**
- 2. To provide opportunities for friendship and socialising in a safe environment while at the same time providing the space and facilities for men to pursue hobbies, crafts and other creative activities.**
- 3. To undertake projects, acceptable to the group, which are of benefit to individuals, other groups and the broader community.**

### **3 Management Committee**

The York Men's Shed shall be managed by a committee whose members are appointed from the general membership at the annual general meeting (AGM).

The Committee will consist of 5 to 10 members as needed. During the year the committee may appoint up to two further committee

members, to cover vacancies or to fulfil a need for additional skills. These members will stand down at the next AGM.

The Committee will be responsible for the financial and social well-being of the group.

Group members and invitees may attend Committee meetings from time to time but will not be allowed to vote. Members may also submit items to the secretary for inclusion in the agenda.

The Committee will keep all members of the group informed of the decisions they make and the work they do by any of the following methods: letter, phone, notice board, group email, group text, social media, word of mouth etc.

Any changes or additions to this constitution must be in line with the requirements set out in the 'Extraordinary General Meeting' section below.

Any conflict of interest in the committee must be declared.

1. The Management Committee must hold at least 3 meetings a year. The committee will act by majority decision. Should a vote be tied the chairman may exercise a casting vote whether or not he gave an original vote.
2. There must be at least 3 committee members present for a quorum to exist. No decisions shall be made without a quorum. Minutes shall be kept for meetings and issued.
3. If a committee member has a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided.
4. At least three committee members (including the treasurer) will be authorised signatories for club accounts. The treasurer will manage all financial activity with two signatures. Accounts must be kept and made available upon request.

5. The committee may make reasonable additional rules to help run the group. These rules must not conflict with this constitution or the law.

#### **4 Management Committee Purposes**

In order to carry out the groups purposes the committee shall have the power to

1. Raise funds, receive grants and donations. Any income raised through fees, grants or other means to be used for the continuation/development of the group.
2. Apply funds to carry out the work of the group
3. Co-operate with and support other groups with similar purposes.
4. Do anything which is lawful and necessary to achieve the purposes

#### **5 Money and Property**

1. Money and property must only be used for the group's purposes.
2. The committee must keep accounts. The most recent annual accounts can be seen by anybody on request. The group accounts will be audited annually by an outside party.
3. Members cannot take any money or property from the group except to refund reasonable out of pocket expenses which will be paid and recorded by the Treasurer.
4. Money will be held in the Group's bank account. All cheques must be signed by two committee members who are specified signatories, one of which should be the Treasurer.

#### **6 Annual General Meeting-AGM**

The AGM must be held every year, with at least 14 days notice to all

members telling them what is on the agenda. Minutes must be kept of the AGM.

2. There must be at least 3 members present at the AGM for a quorum to exist.
3. Every member has one vote.
4. The Management Committee shall present the annual report and accounts.
5. Any member may stand for election as a committee member.
6. Members shall elect between 5 and 10 committee members and officers to serve for the next year. Committee officers shall include a chairman, a treasurer and a secretary. They will retire at the next AGM but may stand for re-election.

## **7 Extraordinary General Meeting**

If members need to be consulted regarding any business of the group during the period between AGM meetings, then the committee may call an Extraordinary General Meeting (EGM) to allow members to vote on the proposals. The committee is required to give at least 14 days notice of an EGM.

If the Management Committee consider it is necessary to make changes to the constitution, or wind up the group, they must call an EGM.

Members may also request an EGM in writing with the support and signatures of at least 4 members of the group.

All decisions require a two thirds majority. Minutes must be kept.

## **8 Membership**

All members will be required to fill in and sign an application form confirming they have read and agree to follow the constitution, and to be bound by the group's rules. Once accepted by the Management

Committee membership lasts for 1 year and may then be renewed. Members may, at some later time, be required to add to or amend application information and personal details.

The Management Committee will keep an up-to-date membership list.

If a member wishes to make a voluntary donation of any kind, it will be entirely up to the individual and, almost certainly, most gratefully received by the Shed.

#### Complaints Procedure:

Members have to right to lodge a complaint with the Committee regarding the operation of the group. The complaint should be clearly submitted in writing to the committee which will, unless the complaint is a matter of Health and Safety or in regards to member conduct, be dealt with at the next scheduled committee meeting. In the case of Health and Safety the committee will meet to respond as soon as is practical and in any event within 14 days.

If the complaint is regarding the behaviour of members it should be submitted in writing to the Club Committee. The Club Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

The member against whom the complaint was lodged has the right to be heard by the Management Committee before the decision is made and can be accompanied by a friend.

All members must abide by the rules of the club and Health and Safety Regulations in place for everyone's protection.

A joining fee and/or membership subscription will be set in line the requirements of the group and agreement of members. Payment by standing order of these fees into the group's banking account would be preferred.

## **9 Winding Up**

Should York Men's Shed wish to terminate its operation, an EGM will be called to address the winding up of the group and how to disperse any funds remaining after all debts have been paid. If the group is wound up, any money or property remaining after payment of debts must be given to a group or charity with similar purposes.

## **10 Setting up the Group**

This constitution was adopted on by the people whose signatures appear below. They are the first Management Committee and will be so until the AGM which must be held within one year of this date.

## **Appendix 1.**

### **Member Conduct**

Members are expected to adhere to basic conduct guidelines which include (but are not limited to):

*Try not to hurt yourself or anyone else*

*Try to be nice to people*

*Try not to damage the equipment or environment*

The following basic rules of conduct must also be observed:

No gambling, smoking or alcohol is allowed at any time.

Bullying, harassment and intimidation of members will not be tolerated.

All members will be responsible for implementing health and safety requirements and ensuring they are adhered to at all times.

Each member is responsible for their own safety and the safety of their fellow members.

*All members will be responsible for maintaining the groups' property in a tidy, usable and safe condition.*