



at Chelston Workshops

Manorside Barns

Old Mill Road

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TheShedAtChelstonWorkshops@gmail.com

Constitution

NAME

The name of the organisation shall be The Shed at Chelston Workshops.

VISION

The Shed aims to provide a safe, social space for all in the community to share and learn a variety of skills.

AIMS

The Shed shall:

- Provide a workspace with benches for wood and metal work, together with a social space with facilities for light refreshment;
- Be a place for local people to come together, share experience, learn or improve manual skills and use those skills for personal projects or community projects;
- Support the local community by offering repair, refurbishment and/or maintenance to residents, organisations and those in need.
- Generate enough income to be financially independent.

POWERS

To further these aims the committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Shed.

- (b) Associate with local authorities, voluntary organisations and local residents in a common effort to carry out the aims of the Shed.
- (c) Do all such lawful things as will further the aims of the Shed.

MEMBERSHIP

- a) Membership shall be open to local residents over 18 years of age who are required to complete a registration form before participating in workshop activity.
- b) Membership shall be divided into two categories: **ordinary members** and **voting members**. Voting members shall be entitled to vote at any General Meeting called as well as at the Annual General Meeting (AGM).
- c) Any person wishing to use the Shed's facilities and/or resources, even on a one-off basis, must complete a **membership registration form**. This form gives an option to register as an ordinary or a voting member and it complies with the Data Protection Act and the General Data Protection Regulations (GDPR) that came into force on 25th May 2018.
- d) Any ordinary member is entitled to become a voting member on payment of an annual subscription which will be determined annually by vote at an Annual General Meeting.
- e) Election to the committee: In order to be eligible as a nominee for election to the committee, members must have been registered as a voting member with The Shed for a minimum period of 28 days prior to said nomination.
- f) The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

MANAGEMENT

- (a) The Shed shall be managed by a Management Committee elected annually at the Annual General Meeting (AGM).
- (b) The committee shall consist of a chair, vice chair, secretary, treasurer and up to 4 other voting members.
- (c) The committee may co-opt up to a further 2 voting members for the duration of the year.
- (d) The committee shall meet at least 4 times each year.
- (e) A quorum at a committee meeting consists of 3 committee members.
- (f) A record of all transactions and meetings shall be kept.

GENERAL MEETINGS

- a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.
- b) Notices of the AGM shall be published **two** weeks beforehand and a report on the Shed's financial position for the previous year will be made available at the same time.
- c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the voting membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

- d) One third of voting membership **or four voting members** being present, whichever is the greater, shall enable a General Meeting to take place.
- e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of the voting members present

ACCOUNTS

- a) The funds of the Shed including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- b) The funds belonging to the Shed shall be applied only to further the aims of the Shed.
- c) An up-to-date record of all income, funding and expenditure will be kept.
- d) The treasurer may make day-to-day payments for materials and consumables by debit card up to a value of £100. Purchases of equipment, or where a proposed payment exceeds £100, should be agreed and minuted by committee.

CONSTITUTION

This Constitution shall be the guiding document for the organization. A change to the Constitution requires the approval of a two-thirds majority of the Management Committee and must be approved at the next Annual General Meeting by a two thirds majority of voting members.

DISSOLUTION

- (a) The Shed may be dissolved by a resolution passed by a simple two-thirds majority of voting members present at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable Group(s) or organisation(s) having aims similar to the Shed or some other charitable purpose(s) as the Shed may decide.

Signed by Chair.....

Date.....

Signed by Secretary.....

Date.....

Signed by Treasurer.....

Date.....