

# **DORCHESTER MEN'S SHED**

## **CONSTITUTION**

### **1. Title**

The Shed shall be called the 'Dorchester Men's Shed'. The object of the Shed is social and recreational for those interested in working with wood.

### **2. Property**

The property of the Shed shall be vested in Committee, appointed at the Annual General Meeting. In the event of death or retirement of any member of the Committee, the Shed Committee shall have the power to fill any vacancy subject to confirmation by the next General Meeting.

### **3. Officers**

The Officers of the Shed shall be the Shed Chairman, the Honorary Treasurer, Honorary Secretary and up to three committee members.

### **4. Election of Officers**

The Shed Chairman, Honorary Treasurer and Honorary Secretary shall be elected at an Annual General Meeting to serve for a term of three years and may be re-elected at the Annual General Meeting.

### **5. Shed Committee**

The affairs of the Shed shall be conducted by a Committee consisting of the Officers, and ten elected ordinary members. The Committee shall meet three times each year. Four, excluding the Officers of the Shed, shall form a quorum at any meeting of the Shed Committee.

### **6. Election of Shed Committee**

(a) The Officers upon the Shed Committee shall be elected annually.

(b) The Members of the Shed Committee shall serve for not more than 4 years from their election by the Shed and shall not be eligible for re-election within one year of their retirement.

In the event of the resignation or death of an Officer or a Committee Member their place may be filled by a person chosen by the Committee until the next Annual General Meeting at which time the vacancy shall be dealt with by the Shed meeting. The Committee shall in any event have power to co-opt not more than 5 extra Members.

### **7. Shed Finances**

The Shed is a non-profit making organisation. All profit and surpluses will be re-invested into the Shed to improve the Shed's facilities. No profit or surplus will be distributed other than to another non-profit making body or to Members on winding up or dissolution of the Shed.

Any capital expenditure must be approved at a meeting of the Shed Committee.

The Shed's funds shall be kept in an account at the HSBC Bank in Dorchester with the facility for internet and telephone banking. Any cheques must be signed by two authorised signatures from the Officers of the Shed.

## **9. Borrowing**

The Shed may from time to time borrow money (including by way of Debenture or Loan Notes as referred to in Rule 18) upon such terms, in such manner, and upon such security as the Shed Committee may determine, to a limit of £5,000 and above that limit only with the approval of a resolution, passed at a General Meeting of the Shed.

Any borrowing (undertaken after the date these rules are adopted) shall only be undertaken upon terms that the lender has recourse only to the funds and other assets of the Shed and such borrowing is therefore without wider personal liability on the part of the Shed's Officers, or individual Members of the Shed Committee, or individual Members of the Shed.

## **10. Accounts**

A report and abstract of the state of the accounts and affairs of the Shed for the past year shall be available for the perusal of Members in the Shed Office and copies of the same shall be available to all Members at least 14 days before each Annual General Meeting.

The accounts of the Shed shall be subject to an independent review by a Chartered Accountant or Chartered Certified Accountant who is not a member of any of the management Committees. In the event that no Member can be appointed to carry out such a review the Committee shall appoint a qualified external person and where necessary pay an appropriate fee.

## **11. Membership**

The membership is open to anyone, male or female, over the age of eighteen.

The Shed shall consist of Ordinary Members, Life Members, Life Honorary members and such Honorary Members as the Shed Committee shall elect. The Shed Committee shall determine the total number of Ordinary, Life, Life Honorary and Honorary Members.

Ordinary Members may elect to extend their membership to include their spouse/partner as a Joint Member on payment of an additional subscription to be determined under Rule 17.

Each Joint Members shall be issued with a Shed Membership card and enjoy all the privileges and responsibilities of full membership of the Shed, including the entitlement to vote at General Meetings, sitting on Committees in their own name.

Life Members. Members who have a length of membership to be determined by the Committee and have attained the age of 65 may, upon payment of a final sum to be specified by the Committee, become Life Members. Life Members shall have all the rights and obligations of Ordinary Members but shall not be required to pay further subscriptions to the Shed.

Life Honorary Members. The Shed Committee may elect Life Honorary Members who shall have all the rights and obligations of Ordinary Members but shall not be required to pay any subscriptions to the Shed.

Honorary Members. The Shed Committee may elect Honorary Members upon such terms, including the period of membership, as the Shed Committee shall think fit. Honorary members shall not vote at any meeting of the Shed.

Death of a Member. The widow/widower/surviving partner of an Ordinary Member shall be entitled to Membership on payment of the appropriate subscription, and the widow/widower/surviving partner of a Life Honorary Member shall be entitled to membership of the Shed for the remainder of their life without being required to pay any subscription to the Shed.

## **12. Minimum Age**

The minimum age for a Member of the Shed is 18.

## **13. Proposal of Members**

The names of candidates for election as Ordinary Members shall be submitted to the Honorary Secretary on a completed proposal form.

Candidates shall be proposed and seconded by Members of the Shed of not less than one year standing or, by Life Members.

Only Members personally acquainted with the candidate may sign the Proposal Form in support of the candidate's application.

## **14. Election of Members**

The election of Ordinary Members shall be in a ballot at a meeting of the Shed Committee.

No candidate shall be elected if their name has not been in the Proposal Book for at least 21 days, or more than two Members of the Shed Committee vote against their election.

## **15. Notification of Election**

The Honorary Secretary shall notify successful candidates of their election. They shall become liable to pay the appropriate entrance fee and subscription upon such notification and their election shall become void unless such fee and subscription be paid within one month.

## **16. Entrance Fees**

Ordinary Members shall pay such entrance fees as may from time to time be determined by the Shed Committee and posted on the Shed Notice Board.

## **17. Subscriptions**

Subject to any directions which may from time to time be given to the Shed Committee by a General Meeting of the Shed, the rates of annual subscription, due 1 October, for Ordinary Members for the subscription year 1 April - 31 March shall be determined by the Shed Committee and posted on the Shed notice board.

Members elected during the year shall pay a pro rata rate according to the number of months remaining in the subscription year, calculated from the beginning of the month following their election to membership.

Life Members elected during any year shall receive, on a pro rata basis, a refund of any monies that they have already paid as an Ordinary Member calculated from the beginning of the month following their election to Life Membership.

## **18. Debentures**

(a) Debentures – Any Ordinary, Life or Life Honorary Member may hold a unit of not more than £1,000 of the Shed's debentures.

Debentures shall be issued by the Shed Committee under powers conferred on them by members in General Meeting.

(b) Loan Notes – Any Ordinary, Life or Life Honorary Member may hold any value of loan notes issued by the Shed in multiples of £500, and the minimum holding shall be £500. Interest at a gross rate of 2.5% above Bank of England base rate shall be paid annually on February 1st. The maximum gross interest paid will be 6% per annum. Repayment shall be made on the death of a member, resignation of a member or by twelve months written notice by a member requesting repayment.

## **19. Professional Activity**

No Member shall act professionally or in a voluntary capacity for any person or body in any dispute with the Shed.

## **20. Breaches of Rules or Bye-Laws**

The Shed Committee shall, as soon as reasonably practicable, consider what action, if any, should be taken on any breach of these Rules or Bye-Laws of which they may know, and may suspend the membership or any right or rights of membership of any Member who is guilty of any such breach. A breach of this Rule may lead to expulsion of the Shed.

## **21. Unworthy Conduct**

Any breach of the Rules or Bye-Laws of the Shed or any conduct of a Member, be it on the Shed's premises or not, which in the opinion of the Shed Committee is either unworthy of a Member, is in any way injurious to the interests of the Shed or is of a criminal nature, may result in that Member having their membership cancelled.

The Member will be given the opportunity to furnish to the Shed Committee, at a meeting, an explanation of their conduct, either in writing or in person. A resolution must be brought to the Shed Committee which has the power to cancel the membership. A vote shall be taken by the Shed Committee on such a resolution and it may only be carried if not less than three-quarters of those present votes in favour. The Member may, at the discretion of the Shed Committee, be given the opportunity to resign.

Any Member who has either resigned at the request of the Committee, or had their membership cancelled, may not re-join as a Member, visit or take part in any activity of the Shed.

No fee or part fee will be refunded to the Member in the circumstances.

The decision of the Shed Committee is final and there is no right of appeal.

## **22. Non-Payment of Subscriptions**

If any Member's subscription be not paid within one calendar month after it is due, the Shed Honorary Secretary shall forthwith give written notice thereof. If the subscription be not paid within two calendar months after it is due the Shed Honorary Secretary shall write requesting payment and informing the Member that the Member may be expelled from the Shed

## **23. Resignation**

Any Member may resign from the Shed by giving written notice of resignation to the Shed Honorary Secretary. If such notice is received by the Shed Honorary Secretary before 1 April, the Member shall pay one-half of the subscription for the subscription year in which the notice is received and if they have paid the full subscription one-half shall be refunded. If such notice is received by the Shed Honorary Secretary after 30 September, the Member shall pay the full subscription for the subscription year in which the notice is received.

No Member who has resigned at the request of the Committee shall be refunded any part of any fee that has been paid.

## **24. Annual General Meeting**

(a)

At least 21 days notice shall be given of the Annual General Meeting, to be held in January on a day to be decided by the Shed Committee who shall lay before the Members a report and abstract of the state of the accounts and affairs of the Shed and prepare an agenda for the meeting including therein only items proposed by the Shed Committee or a Member at least 21 days before the meeting. No resolution which would, if carried, have the effect of making any new rule, shall be discussed or put to the vote unless written notice thereof has been received by the Shed Honorary Secretary at least 21 days before the meeting.

(b)

At the Annual General Meeting or any other meeting of the Shed, each Member shall each be entitled to one vote, except for Honorary Members who may not vote.

## **25. Extraordinary General Meeting**

The Shed Committee may call an Extraordinary General Meeting of the Shed on 21 days' notice. The Shed Committee shall call on like notice an Extraordinary General Meeting on the written requisition of at least ten Members, none of whom is a member of the Shed Committee. Notice of an Extraordinary General Meeting shall specify distinctly the resolution or resolutions to be discussed and to which alone the discussion and decision of the meeting shall be confined.

## **26. Change to Rules**

At any General Meeting no resolution affecting any Member of the Shed or which would, if carried, have the effect of making any new Rule or altering any existing Rule shall be put to the vote, unless at least 15 Members (not including Honorary Members) be present, none of whom is a member of the Shed Committee. No resolution may be carried unless at least two-thirds of Members entitled to vote support the resolution.

## **27. Bye-Laws**

The Shed Committee may make, alter or repeal, Bye-Laws provided they are not inconsistent with these Rules, nor inconsistent with any decision of any General Meeting. A copy of the current Bye-Laws shall be posted on the Shed Notice Board.

## **28. Publication of Rules, Bye-Laws and List of Members**

Copies of the Rules, Bye-Laws and List of all Members shall be supplied to any Member on request, and copies of the same shall be made available in Shed and on the Shed website: [www.dorchestermentshed.org.uk](http://www.dorchestermentshed.org.uk).

Rules and Bye-Laws of the Shed are binding on members, affiliated Members and their Guests.

# **DORCHESTER MENS SHED**

## **BYE-LAWS**

### **1. Opening.**

The Shed shall be open at the following times:

Monday to Friday inclusive: - 09.00 to 12.00, 14.00 to 17.00 and 19.00 to 21.00

Saturday: - 9.00am to 12.30pm

The operating times may be adjusted by agreement depending on the membership demand.

### **2. Membership**

The requisite proposal forms under Rule 11 stating the name and address of any person proposed for election shall for not less than 21 days before the election be prominently displayed in the Shed premises in a part frequented by the members.

Joint members may in their own right propose candidates for election as Ordinary members

### **3. Member's Accounts**

Members shall settle their accounts with the Shed immediately where practicable and in any case within seven days. Payment in the Shed may be made in cash or by cheque to the Honorary Treasurer.

### **4. Complaints**

Any Member may make a complaint in writing to the Chairman who shall, if appropriate, include the same in the agenda of the next Committee meeting.

### **5. Use of Shed**

No Member shall, without the prior leave of the Shed Committee, use the Shed for any political or business purpose whatsoever or, address any political or business letter, circular of any kind or electronic communication in any form from the Shed. Neither shall there be use of the Shed's Website nor of any intellectual property belonging to the Shed.

No pamphlet, advertisement or notice shall be displayed in the Shed without the prior approval of the Shed's Committee.

### **6. Health and Safety**

Members are responsible for ensuring that they read and understand the Health and Safety notices posted in the Shed and on any individual machinery.

Members should have and use their own safety glasses and dust masks when using the machinery,

The Shed and the Committee accept no responsibility for any accident to members when using the tools and equipment in the shed.