

# CANNOCK CHASE MEN'S SHED

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## Constitution of Cannock Chase Shed

Date of adoption: 28/01/2019

### 1.0 NAME

1.1 The name of the Men's Shed is Cannock Chase Men's Shed, an unincorporated organisation, herein referred to as 'the Shed'.

1.,2. Although the Name is the Men's Shed, it is open to both sexes.

### 2.0 OBJECTS

2.1 The aims (objects) of the Shed are:

- (a) To promote social inclusion for public benefit through the provision of a facility particularly for, but not exclusively for, men at risk of being socially excluded.
- (b) To prevent social exclusion by promoting the opportunity for friendships, social engagement and skill sharing in a safe and enjoyable environment, in which members can meet and carry out creative projects acceptable to the Shed and of their own choosing, individually, jointly and for the benefit of Shed Members, the wider community, Museum of Cannock Chase and the Staffordshire Museum service.
- (c) To promote good health and wellbeing to its members through active participation and, from time to time, providing opportunities for relevant health organisations to raise awareness of good health strategies for the benefit of the Shed.

### 3.0 SHED OPERATIONS

3.1 The Shed has power to do anything which is lawful and considered to further its Objects or is conducive to doing so. In particular, the Shed has power to:

- (a) Raise, collect and obtain funds, receive grants and donations
- (b) Use funds to carry out and in furtherance of the work of the Shed
- (c) Acquire and manage buildings

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(d) Cooperate with local authorities, other organisations, charities and community residents of Cannock Chase in a common effort to achieve the Objects of the Shed and exchange knowledge and information

## **4.0 MEMBERSHIP**

4.1 Those over 18 years of age who would benefit from the Shed may apply to join as Individual Members irrespective of religion, political views, nationality, disability or race

4.2 Membership lasts for one year and must be renewed annually at the price set by the Management Committee for that year

4.3 The Management Committee may create a membership in addition to Individual Members (voting members) at any time, should they wish, to allow people to support the Shed without attendance.

Such members shall be called Supporter Members and will have no voting rights at general meetings.

4.4 Members may wish to give individual, additional donations to support the Shed. The amount of any donation will be at the member's discretion.

4.5 The Management Committee reserves the right to reject or terminate any membership, giving full written reason, should they unanimously agree it is in the best interests of the Shed. The member has the right to have their opinion heard before any decision and should have a witness, chosen by them, present.

4.6 Members must read and agree to the terms of this constitution on joining and must read and sign the Shed's Code of Conduct and any other documents and policies deemed necessary by the Management Committee.

4.7 Individual Members are entitled to vote at AGM's and EGM's Meetings.

4.8 The Management Committee will adhere to the General Data Protection Regulation (GDPR) 2016 when keeping records of memberships.

## **5.0 MANAGEMENT COMMITTEE**

5.1 The Management Committee shall meet not less than three times per annum and shall consist of not less than three members at any one time including the Chair, Vice Chair Treasurer, Secretary and Health and Safety Officer – the Officers.

5.2 Decisions at Committee meetings must be voted on and only matters with a majority vote will be considered approved.

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5.3 Minutes will be kept of all Committee meetings, which will then be made available to all members.

5.4 Members of the Management Committee must be elected at Annual General Meetings AGM.

5.5 Should the number of members on the Management Committee be less than three and no more than ten at any time, interim members can be appointed to the Management Committee, but must step down and stand to be elected at the next AGM.

5.6 Nominations from Individual Members of the Shed to appoint a member to the Management Committee must be in writing and given to the Secretary no later than seven days prior to an AGM. Should the number of nominations be less than the number of vacancies then verbal nominations shall be accepted at the AGM and elected at the discretion of the voting members.

5.7 The Management Committee elected at an AGM shall have the power to co-opt further members to the Committee, provided that the number of co-opted members shall not exceed one third of the total membership of the Management Committee. Co-opted members shall have the right to vote.

5.8 Any member of the Management Committee that fails to attend three consecutive Committee meetings without reasonable excuse shall lose their place on the Management Committee. Any position resulting from failure to attend may be filled by co-option in accordance with clause 5.6.

5.9 The office of Chair shall not be held by any one person for more than three consecutive years. Other members of the Management Committee shall not hold their position for more than five consecutive years.

### **6.0 FUNCTION OF THE COMMITTEE**

6.1 The Committee shall make such decisions and regulations as its members consider appropriate for the efficient conduct of the Shed.

6.2 The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.

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## **7.0 CHAIRING MEETINGS**

7.1 All meetings of the Committee or of any of its sub-committees shall be presided over by its Chair. If the Chair is not present, those present may elect a member to take the Chair. The Chair of any meeting shall have a second or casting vote.

## **8.0 GENERAL MEETINGS**

8.1 An Annual General Meeting shall be held every year, with 21 days notice given to all members, notifying them of the date, venue and agenda.

8.2 Extraordinary General Meetings may be called at any time felt reasonable by two thirds of the Management Committee should they need members to vote on matters concerning the alteration of this constitution. All members, will be given 14 day notice of an EGM, notifying them of the date, venue and agenda.

8.3 Minutes must be kept of each AGM, and EGM made available in draft form to all members within four weeks of the meeting and agreed at the following AGM.

8.4 Every Individual Member has a vote

8.5 The quorum at AGM / EGM shall be 30%.

## **9.0 FINANCE AND PROPERTY**

9.1 Any money or property obtained by the Shed shall be used only for the benefit of the Shed and its members, and in the furtherance of its Objects.

9.2 Any bank account opened for the Shed shall be in the name of the Shed.

9.3 Any cheques shall be signed by the Treasurer and one other member of the Management Committee.

9.4 Members of the Management Committee shall not receive money from the Shed, except to reimburse reasonable out of pocket expenses.

9.5 A record of all monetary transactions shall be kept by the Treasurer and an overview presented at each Committee meeting. Annual accounts must be produced for the AGM and available to view by any member at any time once produced.

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## 10.0 DISSOLUTION

10.1 The Shed may be wound up at any time if agreed by two-thirds of the members present and voting at any General Meeting.

10.2 In the event of dissolution, any assets remaining after all debts have been paid shall be given to another organisation with similar aims.

## 11.0 INSURANCE

11.1 The Shed shall have as a minimum:

- a) Public Liability Insurance
- b) Employee Liability Insurance.
- c) Loss of Property Insurance.

SIGNED BY: PRINT NAME:

(Chair)

(Treasurer)

(Secretary)

DATE SIGNED: