

# NORTHERN POTTERS ASSOCIATION CONSTITUTION

- 1 NAME** The name of the Association shall be the Northern Potters Association.
- 2 AIMS** The aims of the Association shall be:-
  - 2.1 To encourage the exchange of ideas and opinions, and share technical information on and about ceramics.
  - 2.2 To promote those activities stimulating a wider and more informed appreciation of ceramics among both the members and the general public.
  - 2.3 To support and further the educational and recreational aspects of ceramics.
  - 2.4 To pursue policies and activities to the benefit of the members.
- 3 MEMBERSHIP**
  - 3.1 Membership is open to all persons who by virtue of their interest in ceramics wish to be involved in the Association and its activities. Student or unwaged membership is available at a reduced fee upon production of documentary evidence.
  - 3.2 The committee is empowered to award as and when appropriate the distinction of honorary membership. This is to be ratified at the annual general meeting.
  - 3.3 The committee is empowered to consider applications for special membership, i.e. group, association or institution affiliation.
  - 3.4 Any member may in exceptional circumstances be removed from the membership of the Association by resolution carried by not less than two thirds of the members present and voting at committee. Within twenty eight days the member concerned has the right to appeal to the Chair, who will ask three members to assist in reviewing the matter along with the member concerned and the member's representative.
- 4 COMMITTEE**
  - 4.1 The affairs and members of the Association shall be guided and informed by a committee. The committee shall meet in formal session at least once a quarter. The committee shall be quorate when one third or more members are present.
  - 4.2 The committee shall consist of Chair, Vice Chair, Secretary, Treasurer and not fewer than eight and not more than fourteen other members.
  - 4.3 The committee is empowered to co-opt members as and when necessary.

- 4.4 Members of the committee shall be obliged to retire after three years, but are eligible for re-election at the annual general meeting. One third of the committee shall retire annually.
- 4.5 The committee shall be empowered to establish such sub-committees as are deemed essential to the efficient running of the Association's affairs.

## **5 VOTING**

All decisions will be by simple majority, the Chair having a casting vote in split decisions.

## **6 SUBSCRIPTIONS**

- 6.1 The amount of the annual subscription shall be determined by the committee and reviewed as deemed necessary. Any changes shall be ratified by the annual general meeting before implementation.
- 6.2 The subscription fee shall be payable in advance for one year from the first day of the month of joining by Standing Order.
- 6.3 Membership shall be deemed to have lapsed if the Standing Order has been cancelled.

## **7 EXHIBITIONS**

The Association shall charge a percentage of all sales made at exhibitions. This percentage shall be determined by committee, and reviewed as necessary.

## **8 ACCOUNTS**

- 8.1 A banking account shall be kept in the name of the Association into which all monies received shall be paid and from which payments shall be made by cheque signed by the Treasurer. An alternative cheque book will be held by the Chair, who shall be an alternative signatory if and when the need arises.
- 8.2 The financial year shall be deemed to run from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 8.3 An audited financial statement for the preceding financial year shall be submitted to the annual general meeting.
- 8.4 The committee is empowered to pay all or part of any reasonable expenses incurred in the course of the efficient running of the Association's affairs.
- 8.5 An auditor shall be elected annually at the annual general meeting.

## **9 ANNUAL GENERAL MEETING**

- 9.1 An annual general meeting shall be held within nine months of the close of each financial year of the Association at a time and place determined by the committee. All members shall receive notice of and an agenda for the meeting at least twenty one days prior to the event.
- 9.2 The annual general meeting shall:-  
Receive the Chair's report;  
Receive the Treasurer's report and audited accounts for the preceding financial year;  
Elect such committee members as necessary;  
Consider and vote upon any resolution duly submitted to the meeting;  
Transact any other business deemed appropriate by the Chair of the meeting.
- 9.3 In the event of any sudden emergency or significant change an extraordinary general meeting can be held by written request to the Chair by any member supported by five others. It can be held not sooner than twenty one days and not later than two months from the date of the written request and must be attended by a quorum of ten percent of members.

## **10 REGIONAL GROUPS**

Regional Groups may be established as and when the need arises to focus and promote activities of members in specific geographical areas.

- 10.1 For each Regional Group, the members of that group shall appoint a Regional Coordinator. The committee shall approve the appointment.
- 10.2 The Regional Coordinator will initiate setting up a regional working group of no fewer than five members to take decisions on behalf of the group members.
- 10.3 The Regional working group will hold regular open meetings.
- 10.4 The Regional Coordinator and working group will resign after three years, but are eligible for reappointment, and a new working group established.
- 10.5 The parent Association shall deal with all finances. Events should be organised with a view to being self-financing. Should worthy events be threatened by a shortfall the NPA parent committee will cover any losses.
- 10.6 All regional groups shall abide by the constitution of the parent Association.

## **11 Dissolution**

The NPA may at any time be dissolved by a resolution passed by a three-quarters majority of those present and voting at any meeting of the said NPA of which at

least 21 clear days notice stating the intention to put forward such a resolution shall have been sent to all members of the NPA.

If any assets remain after the satisfaction of all debts and other liabilities, such assets held by or in the name of the NPA shall be transferred to such charitable institution or institutions having objects similar to the NPA as the NPA shall decide.

- 12** The membership shall agree to be bound by the constitution.