

ANGLIAN POTTERS

Company limited by guarantee

Registration number 11012246

Registered Office, 26 Bell Street, Sawbridgeworth, Hertfordshire CM21 9AN

CONSTITUTION

1.0 **Name** Anglian Potters Limited, trading as Anglian Potters.

2.0 **Aims** The aims of the company shall be:

2.1 To engender the interchange of ideas, opinions and technical information on and about ceramics.

2.2 To encourage activities that will stimulate a wider and more informed appreciation of ceramics amongst the members and the public at large.

2.3 To support and further educational and recreational aspects of ceramics.

2.4 To pursue policies and activities for the benefit of members.

3.0 **Membership**

3.1 Membership is open to all persons who wish to be involved in the company and its activities. Student membership is available at a reduced fee.

3.2 The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while still a member, or within one year after ceasing to be a member, for;

(a) payment of the company's debts and liabilities contracted before ceasing to be a member,

(b) payment of the costs, charges and expenses of winding up, and

(c) adjustment of the rights of the contributories among themselves.

3.3 The management committee is empowered to award as and when appropriate the distinction of Honorary Membership. This is to be ratified at the AGM.

3.4 The management committee is empowered to consider applications for special membership, i.e. group, association or institution affiliation.

3.5 Any member may, in exceptional circumstances, be removed from membership of the company, by a resolution carried by not less than two thirds of the members present at a general meeting. Within 28 days, the member concerned has the right to appeal to the Chairperson, who will ask three members to assist in reviewing the matter along with the member concerned and his/her representative. The Chairperson's decision will be final and binding.

3.6 The membership shall agree to be bound by the constitution.

4.0 **Selected Members**

Selected membership provides a special position for those showing a high standard of ceramics.

4.1 The selected members will be expected to contribute to the activities of the company.

4.2 Selected membership is open to all persons through selection for a period of five years, after which time the selected member may be asked to apply for re-selection.

4.3 The selection committee will consist of not fewer than five Selected Members. One ordinary member may attend a selection meeting as an observer.

5.0 **Management Committee**

The affairs and members of the company shall be guided and informed by a management committee of directors and others, as appropriate. The committee shall meet in formal session at least once a quarter. The committee shall be quorate when half or more members are present.

5.1 The committee shall consist of Chairperson, Vice-Chairperson, Secretary and Treasurer,

and up to six other members.

5.2 The committee is empowered to co-opt members as and when necessary.

5.3 The members shall be obliged to retire after three years, but are eligible for re-election at the AGM. One third of the committee shall retire annually.

5.4 The committee shall be empowered to establish such sub-committees as is deemed essential to the efficient running of the company's affairs.

6.0 **Voting**

All committee decisions will be by simple majority, the Chairperson having a casting vote.

7.0 **Subscriptions**

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, one year in advance.

7.1 The fee shall be payable on the first day of the month following the AGM, i.e. June 1st.

7.2 Members joining after March 1st shall have their membership carried over into the next full year.

7.3 Membership will be deemed to have lapsed if the subscription remains unpaid three months after payment date.

8.0 **Accounts**

A banking account shall be kept in the name of the company into which all monies received shall be paid and from which all payments shall be made by cheque or bank transfer, authorised by a designated director or member.

8.1 The financial year shall be deemed to run from April 1st to the last day of March.

8.2 A financial statement for the preceding year shall be submitted to the AGM for approval.

8.3 The committee is empowered to pay any reasonable expenses incurred in the course of the efficient running of the association's affairs.

8.4 An external accountant shall be appointed annually.

8.5 Accounts and other reports will be submitted to Companies House, as required by regulations.

9.0 **Annual General Meeting**

An Annual General Meeting shall be held in May at a time and place determined by the committee. All members shall receive notice of the meeting, and an agenda, at least twenty-one days prior to the event. The quorum for the AGM shall be 5% of the membership.

9.1 The AGM shall receive:

the Chairperson's report;

the Treasurer's Report and financial accounts for the preceding year;

elect such committee members as necessary;

consider and vote upon any resolution submitted to the meeting;

transact any other business deemed appropriate by the Chairperson of the meeting.

9.2 In the event of any sudden emergency or significant change, an extraordinary general meeting can be held by written request to the Chairperson by any member supported by five others. It shall be held not sooner than twenty-eight days and not later than six weeks from the date of the written request, and to be quorate, must be attended by at least 5% of the membership.

9.3 The constitution may be altered by a two-thirds majority present at a general meeting of the association.

(Constitution amended January 2018)