

SOUTH WALES POTTERS - CONSTITUTION AND RULES

1st January 1986 (Revised November 1990 and October 2008 – changes made in 2008 are in **bold** print below)

1 NAME

The name of the Society is the “South Wales Potters”.

2 OBJECT

The aims of the Society are:

- a) to provide members with an opportunity to develop their skills and understanding of ceramics which become the collective strength of the Society;
- b) to increase the public’s appreciation and awareness of the work of those working with clay;
- c) to promote the marketing of its members’ work.

3 MEMBERSHIP

- a) Anyone interested in pottery and ceramics may apply to the Executive Committee for membership.
- b) A condition of membership is that each member be prepared to make some contribution to the work of the Society.

4 STRUCTURE

- a) The Society is organised into an Executive Committee, a Council and six Teams.

b) The six Teams are: Shards; Exhibitions; Publicity & Marketing; Membership; IT & Communications; Events, Training & Conference.

- c) The Executive Committee consists of the President, Secretary and Treasurer and meets at least three times a year.

- d) The Council consists of the Executive Committee plus the six other Officers who liaise with the six Teams.

e) The six Council Officers are; Shards Editor; Exhibitions Officer; Publicity & Marketing Officer; Membership Officer; IT & Communications Officer; Events, Training & Conference Officer. These are responsible to the Executive Committee and have a right to attend and vote at any Executive Committee meeting (as 6g).

- f) The full Council meets once at the beginning of the year.

- g) The Society meets as a whole at a General Meeting at least once a year. (See 7)

- h) Each team is first convened by its Council Officer.

i) While continuity and long term planning should be the policy of a team, officially the Team is constituted afresh each year in line with this Constitution as re-affirmed or amended at a General Meeting.

j) The members of the Executive Committee are ex-officio members of all business meetings of the Society.

5 OFFICERS

a) The President, the Secretary and the Treasurer are elected annually from the members of the Society. Together they form the Executive Committee.

b) The six Council Officers are elected annually from the members of the Society. Together with the three Executive Committee Officers they form the Council. (See 4, Structure)

c) Executive Committee Officers and Council Officers are elected by; the current membership as represented by those present at the Annual General Meeting. (See 7)

d) Vice presidents may be appointed from inside or outside the membership of the Society at the discretion of the Executive Committee. Their positions are honorary, without time limit and without executive power, but with membership rights.

e) The Officers do not receive payment for their services, other than legitimate expenses incurred on behalf of the Society.

6 MANAGEMENT

a) The business of the Society is conducted by the Executive Committee itself and by its delegation of business through Council Officers to the Teams.

b) The Executive Committee is ultimately responsible for the affairs of the Society and has the power to act on behalf of the Society within the framework of this Constitution.

c) The duties of the Executive Committee are to organise the business of the Society, arrange its delegation and oversee its completion within the framework of this Constitution.

d) On the Executive Committee, the President is Chairperson and Spokesperson of the Society; the Secretary is responsible for overseeing business correspondence and information; the Treasurer is responsible for the funds of the Society.

e) The Executive Committee has the power to co-opt any member to the Executive Committee or Council if a need arises.

f) The quorum for the conducting of business by the Executive is not less than three members.

- g) All resolutions of the Executive Committee require the vote of a simple majority, each attending member having one vote.
- h) In the absence of the President, before any business is conducted, the Executive Committee must appoint a temporary Chairperson.
- i) The function of the Council is to consolidate the policy of the Society as originated by the Executive committee and to consider and agree its practical implications.
- j) Each Team is responsible for initiating, organising and carrying out the Society's activities in line with the Council's agreed policies and programme.
- k) Each Team should keep proper records and inform the Executive Committee of its programmed arrangements.
- l) At least seven days notice is required for a meeting of the Executive Committee, the Council and a Team.
- m) The Officers of the Executive Committee and of the Council must retire annually but are eligible for re-election at each Annual General Meeting subject to rule 6n.
- n) The Officers of the Executive Committee must not hold any one office for more than five years or a combination of offices for more than a total of seven years.**
- o) If necessary a member of the Executive Committee may be elected by a Postal Ballot.**

7 GENERAL MEETING

- a) The purpose of an Annual General Meeting is to receive reports by the Executive Committee including the audited accounts; to elect Officers for the next year; to alter or re-affirm this Constitution and fix the subscription rate.
- b) Not more than sixty-five weeks shall elapse between any two consecutive Annual General Meetings.
- c) Notice of meetings shall be sent by post to all current members resident in the United Kingdom, at their last known address, not less than fourteen days prior to the date of the meeting. Non-receipt of the notice by a member shall not invalidate any business transacted at the meeting.
- d) A quorum shall be necessary, consisting of 15% of the membership, or ten members, whichever is the lesser.
- e) Alteration of the Constitution and Rules may only be made at a General Meeting with thirty days prior notice.

f) An Extraordinary General Meeting shall be convened within forty days if an Officer of the Executive Committee receives a written request for such a meeting. The request must be signed by not less than a quorum of members. (See 7d)

g) Only current members are entitled to attend a General Meeting, except a General Meeting taking place in January when members of the previous year are also eligible to attend and vote.

h) The Executive Committee may invite non-members to attend for all or part of a General Meeting as Observers or for special contribution. They have no power to vote.

8 SUBSCRIPTION

a) A subscription shall be paid by each member annually according to the current scale established at the Annual General Meeting.

b) The subscription shall be for a period of 12 months from 1st April to 31st March and is due on the first day.

c) Members who are accepted in the third quarter of the year shall pay 60% of the annual fee for cheque payers, and those accepted in the last quarter of the year shall pay 30% of the annual fee for cheque payers

d) For membership renewal a period of one month up to 30th April will be allowed, after which membership will be deemed lapsed, and no further mailings will be sent

9 ACCOUNTS

The Society must keep proper books of accounts and make them available for annual audit.

10 INTERPRETATION

The interpretation of this Constitution and its Rules is the responsibility of the President, in consultation with the Executive Committee.

11 CESSATION

In the event of the cessation of the usefulness of the Society, the Executive Committee is empowered to wind up the affairs of the Society. In doing so, the Executive Committee must inform all members of the action in the usual manner and through a General Meeting. After payment of all outstanding debts any remaining funds must be presented as a gift to the National Museum of Wales for the purchase of contemporary pottery.