

# Royal Wootton Bassett Shed

## Constitution – 5<sup>th</sup> September 2024



### NAME

The name of the organisation shall be 'The Royal Wootton Bassett Shed' or 'The RWB Shed', hereafter to be referred to as 'the Shed'.

The Shed is currently located at Crapper & Sons Landfill Ltd. in Royal Wootton Bassett

### OBJECTS

The objects of the Shed shall be to provide a facility that's accessible to the local community where people can pursue social, practical and creative activities, and share tools, expertise and other resources, in a safe, inclusive and supportive environment. Projects may include but are not limited to wood-working, electronics, computing etc., and these may be carried out for the benefit of the individuals, fellow members, or for the local community. Although the Shed is most likely to attract retired men, it is open to both sexes over the age of 18 years.

### MEMBERSHIP

(a) Voting membership shall be open to anyone over the age of 18 years who supports the aims of the Shed.

(b) The Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the Committee before a final decision is made.

(c) Annual subscriptions apply to all members from 1<sup>st</sup> January each year, payable within four weeks. Exceptions can apply, but only if approved by the Committee. Subscriptions for the following year will be reviewed and determined at each Shed Annual General Meeting (AGM). New members joining part way through the year will be charged on a pro-rata basis.

### MANAGEMENT

(a) A Committee including Officers shall manage the Shed and will be elected annually at the AGM.

(b) The Committee shall consist of four Officers plus additional members as required.

(c) The Officers shall consist of Chair, Deputy Chair, Secretary and

Treasurer.

(d) Nominations for Officers or Committee members require a proposer and seconder both who must be Shed members.

(e) All Officers and Committee members shall retire annually and be eligible for re-election.

(f) The Committee may co-opt further voting members who shall resign at the next AGM.

(g) The Committee shall meet at least twice each year.

(h) At least three Committee members including at least one Officer must be present at a Committee meeting to be able to make decisions.

(i) The Secretary will keep a proper record of all meetings.

(j) To further the OBJECTS of the Shed the Committee shall have power to:

- Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Shed.
- Do all such lawful things as will further the objects of the Shed.

#### GENERAL MEETINGS

(a) An Annual General Meeting shall be held in November or December.

(b) The business of the AGM shall be to:

- Confirm the minutes of the previous AGM and any General Meetings held since the last AGM.
- Receive the examined accounts for the year from the Treasurer.
- Receive the annual report of the Committee from the Chair.
- Elect an Accounts Examiner. The Accounts Examiner should not be a Committee member and does not need to be a Shed member.
- Elect the Officers and Committee members of The Shed.
- Transact such other business received in writing by the Secretary from members at least one week prior to the meeting and included on the agenda.

(c) Notice of any AGM or SGM shall be published three weeks beforehand

and for the AGM a draft report on the Shed's financial position for the previous year will be made available at the same time.

(d) A Special General Meeting may be called at any time at the request of the Committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

(e) One third of membership being present shall be considered a quorum and enable a General Meeting to take place.

(f) Proposals to change the Constitution must be given in writing to the Secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting, assuming a quorum is present.

(g) Each member apart from the Chair (see below) shall be entitled to one vote at General Meetings. Non-attending members can signal in writing their approval or disapproval for specific agenda items. Such votes can be used in calculating if the meeting is quorate for each specific item covered by the written application.

(h) Decisions made at a General Meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes, the Chair shall be entitled to a second and additional casting vote.

## ACCOUNTS

(a) The funds of the Shed including all donations, contributions and bequests, shall be paid into an account operated by the Committee. All cheques drawn on the account must be signed by at least two members of the Committee.

(b) The funds belonging to the Shed shall be applied only to further the aims of the Shed.

(c) The financial year of the Shed shall end on the 31<sup>st</sup> October each year.

(d) The Treasurer will keep a current record of all income, funding and expenditure.

(e) The Treasurer will prepare and report the annual accounts at the AGM.

(f) Prior to the AGM the annual accounts shall be examined by the appointed Accounts Examiner.

## DISSOLUTION

(a) The Shed may be dissolved by a resolution passed by a simple two-thirds majority of those voting at a Special General Meeting.

(b) If confirmed, the Committee shall distribute any assets remaining after the payment of all bills to other charitable Shed(s) or organisation(s) having objects similar to the Shed or some other charitable purpose(s) as the Shed may decide.

## NOT COVERED

The Committee shall decide in all cases wherein the Constitution is silent and the decision of the Committee is Final.

## REVISION HISTORY

This version of the Constitution, dated 5<sup>th</sup> September 2024, was formally approved at a General Meeting on 5<sup>th</sup> September 2024.