

The Lace Society

Constitution

Revised 2013



1. Objects of the Society

- 1.1. The Lace Society exists for the purpose of furthering an interest in lace and lace making, by all means possible.
- 1.2. The Society will endeavour to give such information and assistance as members require in the field of lace making by publishing a regular quarterly newsletter available to all members and by any other means.
- 1.3. The Society shall hold a representative collection of lace, books, patterns or equipment through gifts, bequests and purchase of items.

2. Membership of the Society.

- 2.1. The Lace Society accepts as members anyone interested in the making, collecting and teaching of lace, and lace artefacts of any type.
- 2.2. There are no age limits to membership, nor are there any standards of workmanship imposed but it is expected that members will be actively engaged in the craft or associated activities
- 2.3. There will be four categories of membership:
 - 2.3.1. Full membership for such members shall be eligible to participate in all ballots and may be elected to office or committee.
 - 2.3.2. Associate membership for people receiving full-time education. Such members may not hold office nor may they vote, until they are eighteen
 - 2.3.3. There will be a joint membership for two or more people living at the same address, who will all be members but receive only one newsletter. All if over the age of eighteen shall be eligible to participate in all ballots and may be elected to office or committee.
 - 2.3.4. Life membership which is awarded by the committee.
- 2.4. Subscriptions shall be payable in advance for one year at such rates as shall, from time to time, be decided by the committee. The subscription year begins on April 1st. Members joining between April 1st and December 31st shall have their subscription back dated to the start of the year and receive back issues of the newsletter for that year. New members joining on or after January 1st shall have their subscription credited to the start of the following year, but will not receive back issues.
- 2.5. Following a member's death, a refund may be made of any unexpired subscription at the discretion of the membership secretary, if required by the executors.
- 2.6. Removal from membership

If any member of the society is alleged to have brought the society into disrepute or harms the society, by any means, then following an investigation by the committee, they may be removed from membership by a proposal put to the whole membership. The member in question will be allowed to present their case to the membership before the proposal is voted for or against.

3. Administration of the Society.

3.1. The Committee

- 3.1.1. The committee of the Society shall comprise of the following; Chair, Secretary, Treasurer, Membership Secretary, Editor, Website Officer, Librarian, Merchandising Officer and Events Officer making a total strength of nine members, one of whom will be Chair designate from a point two years before the end of term of office of the current Chair.
- 3.1.2. Their Role is to manage the affairs of the Society, arrange an annual AGM and administer the society funds. The committee must keep minutes of its meetings.

- 3.1.3. There will be at least two meetings of the committee per year, the Spring one in March and the Autumn one in September.

In the event of several members being unable to attend a committee meeting, five should be the quorum needed for the meeting to go ahead, if a last minute absentee reduces the number to less than five, only unanimous decisions stand. Where there was controversy, no vote would be taken and a postal vote called for to comply with the balloting item (No. 3.2)

- 3.1.4. Nominations shall be called for in November in the newsletter. A retiring member, excluding the Chair, will be eligible for re-nomination unless, during his/her term in office, he/she has failed to attend 50% of all meetings. Where a ballot becomes necessary the names of nominees will be published in February and voting by ballot paper will take place at the following AGM in April. If no ballot is necessary, the AGM will be asked to approve the appointment.
- 3.1.5. Elected members of the committee will serve for 3 years.
- 3.1.6. A President and Vice-President may be appointed by the committee and hold their appointment for an indefinite period. This is an honorary position and does not entitle membership of the committee.
- 3.1.7. The committee will have power to co-opt up to one third of the number of a full committee, members with special knowledge or qualifications to deal with matters at that time under discussion. The appointment of a co-opted member shall in the first place, be for a period of three months, to be extended at the discretion of the committee.
- 3.1.8. The Chair will hold office for three years. Following her 3 year term of office, the Chair may have the option of a one or two year extension in post before withdrawing from the committee. The office will automatically pass to the Chair designate.
- 3.1.9. The Chair will be responsible for the efficient conduct of all meetings. In the absence of both Chair and Chair designate any committee member may be elected to chair the meeting.
- 3.1.10. The Chair Designate
- 3.1.10.1. A chair designate will be appointed at the AGM either two years or one year before the end of the term of the current Chair. At the Spring meeting two years before the end of the term, the committee will nominate a Chair designate from within the existing committee, and the following AGM will be asked to accept or reject this nomination. A Chair designate appointed from within the existing committee will continue to serve in their original committee role for two years before becoming Chair, with that original role becoming vacant when the Chair designate becomes Chair. If no committee member is willing to accept nomination, or the nomination is rejected by the AGM, nominations for Chair designate will be called for in the November newsletter, by the procedure specified at clause 3.1.4. A Chair designate appointed by this method will serve as a supernumerary full committee member for one year, and the committee will return to normal size and membership when the Chair designate becomes Chair.
- 3.1.10.2. In the event of the resignation, death or removal of the Chair before the Chair designate has been appointed the following action should be taken
- i. A Chair designate should immediately be sought from amongst the committee
 - ii. In the event of no committee member being willing to accept the Chair designate, then nominations should be called for in the next issue of the newsletter, by the procedure specified at clause 3.1.4.
 - iii. With immediate effect the post of Chair will be temporarily administered by a rota drawn from the rest of the committee.

3.1.11. Removed

3.1.12. Removed

3.1.13. Removal from office or committee

3.1.13.1. If any officer or committee member fails to carry out their duties satisfactorily they may be removed from that office or committee by a proposal, put to a full committee meeting and carried by a majority of all committee members and officers.

3.1.13.2. In the event of resignation or death of any other member of the committee, the procedure will be as set out for the Chair, by procedure specified at clause 3.1.10.2.

3.2. Ballots

3.2.1. Ballots will be decided by a simple majority:

3.2.2. In the ballot for an officer or committee member a tie shall be decided by a further vote omitting the names of other candidates.

3.2.3. In decisions of the committee the Chair shall have the casting vote.

3.2.4. Postal Ballots of committee

These ballots must have at least five votes cast for a decision to be taken. Ballots should be sent to the secretary for collation unless it is the secretary's proposal.

3.3. Finance

3.3.1. The Society's funds must be applied for the purpose of carrying out the objectives of the Society in accordance with its constitution and for no other purpose.

3.3.2. The Treasurer will keep detailed accounts of the financial transactions of the Society. These accounts will be available to the committee at all times. He/She will present audited accounts to the AGM. The committee will appoint an Honorary Auditor.

3.3.3. The Society's bank accounts shall be administered jointly by the Treasurer and any two members of the committee and will be held in that branch of the bank agreed by the committee.

3.3.4. All officers will be required to keep a full account of all expenses. All officers must provide details of expenses to the Treasurer by requested dates.

3.4. Administration of correspondence, etc.

3.4.1. All officers will be required to keep a full record of all correspondence on the Society's behalf. The Secretary is responsible for the archive of correspondence.

3.4.2. The Secretary is responsible for the Secretarial Notices in the November issue of the Newsletter calling for officers or committee members. The notices must include the following wording: - "Prospective volunteers should contact the Secretary for clarification of their duties".

3.4.3. Minutes from the committee meetings will be made available for inspection by any society member requesting them, at cost to the member.

3.5. Administration of membership

3.5.1. The Membership Secretary will be responsible for the supply of information regarding membership. He/She will collect all subscriptions and issue receipts. She will also ensure all officers have the most up-to-date register of members for the issuing of newsletters.

3.6. Books and Equipment

- 3.6.1. Books and equipment belonging to the Society shall be available to the members free of charge except for postage and the Librarian shall administer the loan scheme.
- 3.6.2. A list of all loan items shall be circulated to all new members either by post or through the website.
- 3.6.3. The Librarian will be responsible for the custody of the books and other items for loan to members.
- 3.6.4. A fine as set by committee will be imposed for items borrowed and kept beyond the specified period if there is no prior agreement with the Librarian for a time extension.
- 3.6.5. Office equipment belonging to the Society will be the responsibility of the individual officer in whose keeping it is at the time and the Secretary will be responsible for the safe keeping of any other Society property.

3.7. Website

- 3.7.1. The Lace Society will own the web-site domains: thelacesociety.org.uk and lacesociety.org.uk.
- 3.7.2. The details on the web-site are to be under the control of the Web-site officer who will update all/part information periodically and will forward any incoming e-mails to the respective officers as soon as they are received.
- 3.7.3. It is his/her responsibility to ensure that no unauthorised material be made available for non-members.
- 3.7.4. No links to other web-sites will be allowed that will bring the Society into disrepute, and members personal details will not be made accessible.
- 3.7.5. Removed

3.8. AGM

- 3.8.1. An Annual General Meeting must be held as near to the last Saturday in April as possible.
- 3.8.2. Notice of the meeting giving the date, place and hour of the meeting will be published in the newsletter.
- 3.8.3. The committee will present officer's reports including statements of accounts and any other resolutions.
- 3.8.4. Any member may put forward resolutions to be discussed at the AGM, but such resolutions must be signed by a proposer and a seconder and must reach the Secretary by the date published in the August Newsletter.
- 3.8.5. The quorum for the AGM is attendance of 10% of the total vote holding membership. If too few members attend, decisions will be made by postal ballot following the AGM.
- 3.8.6. Voting at the AGM will be by show of hands, except for contested elections.

3.9. Newsletter

- 3.9.1. The Editor has the responsibility for the content and production of the Newsletter; he/she has the right to refuse any material that is supplied that does not meet with the objectives of the Society.
- 3.9.2. Any member who infringes copyright law may have his/her membership withdrawn for life.

4. Dissolution of the Society

Should the dissolution of the Society become necessary, through fall in membership or other causes, this must be proposed and carried by a majority vote at a special general meeting called for that purpose. Any cash or assets belonging to the Society at that time will be disposed of as agreed by a vote of all members present at that special meeting.