

## THE RULES OF THE NORFOLK CONTEMPORARY CRAFT SOCIETY

### 1. NAME

The name of the Society shall be The Norfolk Contemporary Craft Society.

### 2. AIMS

The aims of the Society shall be:

- a) To promote the interests of artists and makers in East Anglia.
- b) To encourage high standards in design, craftsmanship and display.
- c) To formulate programmes of lectures, meetings, exhibitions and educational programmes.

### 3. EQUAL OPPORTUNITIES

The Norfolk Contemporary Craft Society opposes all forms of discrimination or harassment on the grounds of sex, race, colour, language, religion, disability, sexual preference, political, or other opinion, nationality or social origin, association with national minorities, property, birth, or other status as defined under Article 14 of the European Convention of Human Rights (ECHR).

### 4. COMPLAINTS

NCCS aims to uphold an ethos that reflects respect, fairness and accepted standards of behaviour for all its members. Normally it is hoped that issues that arise can be resolved in an informal way. However, a member may at times feel a grievance about NCCS, or its members, which needs to be dealt with more formally. In such cases a complaint should be lodged in writing to the Chair, or Secretary of the Committee. A form is available from the Secretary.

The Chairperson will undertake to clarify the circumstances of the grievance, decide how it will be investigated and what action might be taken to resolve the complaint in a satisfactory way. Hopefully the majority of complaints can be dealt with in this way. In normal circumstances this will be carried out within 30 days of a complaint being received.

5. MEMBERSHIP
  - a) Full Members – makers whose work has been passed by the Society’s selection committee and who are listed in the Society’s Directory.
  - b) Friends – those members who either have an interest in contemporary craft and/or those makers who may wish to apply for full membership.
  - c) On joining the Society all members consent to the NCCS Members agreement
  
6. SUBSCRIPTIONS
  - a) To be agreed annually at the Annual General Meeting and become due on 1<sup>st</sup> October each year. (The Society’s financial year shall run from 1<sup>st</sup> October until 30<sup>th</sup> September).
  - b) Any member or friend who shall fail to pay within two months of receipt of the renewal notice shall be sent a reminder. Those members or friends who fail to pay within one month of receipt of the reminder shall automatically cease to be a member or friend of the Society. The member or friend thereupon will have to apply for re-admission.
  
7. RESIGNATION
  - a) Any member or friend shall cease to be a member, or friend if he/she notifies the Secretary of his/her resignation, in writing.
  - b) A member or friend whose subscription is more than three months in arrears shall be deemed to have resigned.
  
8. THE COMMITTEE
  - a) The Committee shall consist of the Chairman, Secretary, Treasurer and seven elected members.
  - b) The Committee shall have the power to co-opt members and friends to the Committee from time to time.
  - c) The Committee members shall be proposed, seconded and elected by a vote at each AGM. They shall remain in office until their successors are elected at the next AGM. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members shall be eligible for re-election.

9. COMMITTEE MEETINGS

- a) Committee meetings shall be held at least once every three months and the quorum of the Committee shall be five members.
- b) The Secretary shall give the Committee members not less than 14 days notice of the date, time and venue of the meeting and each member shall be sent the minutes of the previous meeting and agenda for the forthcoming meeting.
- c) Decisions of the Committee shall be made by a simple majority and in the event of equality of votes the Chairman shall have the casting vote.
- d) The Committee shall have the power to appoint sub-committees and may delegate such powers to them as they see fit. All sub-committees shall report to the Committee and shall conduct their business in accordance with the Committee's direction.

10. ANNUAL GENERAL MEETING

The Society's Annual General Meeting shall be held each year not later than June to transact the following business:

- a) To receive the Chairman's report of the activities of the Society during the previous year.
- b) To receive and consider the accounts of the Society and the Auditor's report on the accounts and the Treasurer's report as to the financial position of the Society.
- c) To remove and/or elect the Auditor and/or confirm that he/she remain in office.
- d) To elect the Chairman and other members of the Committee.

11. SPECIAL GENERAL MEETINGS

A Special General Meeting may be called at any time by the Committee and shall be called within 28 days of a requisition in writing signed by not less than eight members and/or friends stating the purpose for which the meeting is required and the resolutions proposed.

12. PROCEDURE AT THE ANNUAL AND SPECIAL GENERAL MEETINGS

- a) The Secretary shall send to each member and friend at his/her last known address written notice of the date of the General Meeting together with the resolutions to be proposed (if any) at least 21 days before the meeting.
- b) The quorum for the Annual and Special General Meetings shall be 10 members and/or friends.

- c) The President, or in his absence the Chairman, or in his/her absence a member selected by the Committee, shall take the chair.
- d) Each member or friend shall have one vote and resolutions shall be passed by a simple majority. In the event of the equality of votes, the Chairman shall have a casting vote or additional vote.
- e) The Secretary, or in his/her absence a member or friend selected by the Committee shall take the minutes.

### 13. ALTERATION OF THE RULES

The rules may be altered by a resolution at an Annual General or Special General Meeting.

### 14. FINANCE

- a) All moneys payable to the Society shall be received by the Treasurer and deposited in a bank account in the Society's name. No sum shall be withdrawn from that account except by cheque signed by two signatories who shall be the Chairman and the Secretary or the Treasurer.
- b) The income and property of the Society shall be applied only in furtherance of the objects of the Society and no part shall be paid by way of profit, bonus or dividend to any member or friend of the Society save as set out in rule 14c.
- c) The Committee shall have the power only to authorise the payment of remuneration and expenses to any member or friend or to any other person for services rendered to the Society.
- d) The financial transactions of the Society shall be recorded in such a manner as the Committee think fit by the Treasurer.

### 15. DISSOLUTION

- a) A resolution to dissolve the Society shall only be proposed at an Annual or Special General Meeting. It shall only be carried by a majority of at least two thirds of the members and friends present.
- b) Any such dissolution shall take effect from the date of the resolution and members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Society.
- c) Any property remaining after the discharge of all the debts and liabilities shall be divided amongst the members and friends rateably in proportion to the amount that each member and friend has paid in subscriptions.