

Brading Men's Shed Constitution



Preamble

The constitution is the governing document of the shed. It sets out how the shed is to be run. The rules and procedures that govern the shed are here and in the other adopted policies such as the code of practice, the Health and Safety Policy, The Data Protection Policy, The Safeguarding policy and any other policies adopted by the general meeting.

Should any of these policies or any code of practice be found to conflict with the constitution then the constitution will have precedence.

1. Name

The name of the organisation is Brading Men's Shed. In this document it is referred to as 'The Shed'.

2. The Purposes of the Shed are:

- a) To provide a workshop and a recreational, social and educational resource for older Brading men.
- b) Through activity and fellowship to help members improve and maintain their physical and mental health and wellbeing. To reduce loneliness and isolation. To make new friends, share skills and knowledge and to hopefully enjoy working together on a range of projects.
- c) To have fun. (to this end the social part of any shed meeting is at least as important as any practical activity)
- d) To assist the community of Brading in practical ways where possible. However it is no part of the remit of the shed to compete unfairly with local businesses or deprive local contractors of work which would otherwise have come their way.
- e) To be inclusive, supporting and working with the men of the local community and those from further afield who may apply to join.
- f) To co-operate with other sheds and similar organisations.

3. Membership

- a) Subject to Rule 10, men who are aged 50 or over may become members. No application will be rejected on the basis of age (apart from the exceptions in rule 10); gender reassignment; being married or in a civil partnership; disability; race including colour, nationality, ethnic or national origin; religion or belief; or sexual orientation. (See rule 10 on discrimination on grounds of sex.)
- b) Membership is continuous once accepted and dependant on payment of subscriptions unless exempted.
- c) An annual membership fee and a weekly or monthly membership subscription may be charged. The amount or period of any fee or subscription may be set only by a general meeting which may also make rulings about exemptions.
- d) Honorary life membership may be awarded by a vote at a general meeting.
- e) The secretary will keep an up-to-date membership list.
- f) A General Meeting, may cancel a person's membership if they believe it is necessary in the best interests of the shed. The member has the right to be heard by the meeting before the decision is made and can be accompanied by a friend. Details of such a resolution will be edited for privacy from any published minutes.

4. Annual and Special General Meetings (AGM & SGM)

- a) The AGM must be held every year in the month of April,
- b) The secretary may call a special general meeting to deal with an item which needs to be dealt with before the next AGM.
- c) To call a general meeting, whether annual or special, at least 21 clear days' notice must be given to all members by publication of an agenda.
- d) Any three members may require that a special general meeting be called in accordance with the procedure in rules 4(b) and 4(c).
- e) Minutes of general meetings must be kept and posted on the shed's web site and workshop notice board.

- f) There must be at least half of the members present at a general meeting. If less than half the members are present, no decision can be made. There must be an adjournment of at least 28 days for a new date and agenda to be published.
- g) Every member has one vote on each item that requires a resolution to complete. Except for rule 8(c), decisions will be carried by a simple majority of those present with no casting vote and no secret ballot.
- h) At the first general meeting then at each AGM Members shall elect a Chairman, a Treasurer and a Secretary (the officers) and five other committee members to serve for the next year.
- i) Any member may self-nominate to stand for election as an officer or committee member whether at an AGM or at another general meeting to fill a vacancy. Committee members and officers will retire at the next AGM but may stand for re-election.
- j) At an AGM the committee and officers shall present the annual report and accounts.
- k) No member may take any profit from the funds of the shed. No resolution of the committee or the general meeting can breach this rule. Reasonable reimbursement of expenses will be allowed only on production of receipts.
- l) If a member has a conflict of interest they must declare it and leave the meeting while the matter is being discussed and decided.

5. The Committee

The shed will be managed by a committee of eight members appointed at a general meeting. The committee will comprise the three principal officers of the shed and five ordinary members. During any period when the membership is less than nine the whole membership will be members of the committee.

- a) Meetings of the committee will be held as required. The agenda for each meeting must be published on the Website and Notice Board at least 7 clear days before the meeting.
- b) The committee must hold at least four meetings each year. One meeting must take place in each three month period commencing with January each year.

- c) At least half the members of the committee must be present at the meeting to be able to take decisions. If less than half are present the meeting may be adjourned for any period shorter than 21 days without the formality of publishing a new agenda. All committee members must be informed. .
- d) Minutes will be kept of every meeting and published on the shed's website and notice board.
- e) Each committee member and officer has one vote on each item that requires a resolution to complete. Decisions will be carried by a simple majority of those present with no casting vote and no secret ballot. Motions which result in a tied vote may be presented to the next general meeting.
- f) No committee member or officer may take any profit from the funds of the shed. Reasonable reimbursement of expenses will be allowed only on production of receipts.
- g) If a committee member has a conflict of interest they must declare it and leave the meeting while the matter is being discussed and decided.
- h) Vacancies on the committee can only be filled by election at a general meeting.

6. Carrying out the Purposes

In order to carry out the purposes of the shed, the committee has the power to:

- a) Open and maintain a bank account.
- b) Raise money, receive grants and donations.
- c) Collect an annual and weekly subscription from Shed members.
- d) Spend money to carry out the work of the Shed
- e) Co-operate with and support other sheds, organisations or charities with similar purposes.
- f) Do anything which is allowed by this constitution and is lawful and necessary to achieve the purposes .
- g)** Call a general meeting to deal with any issue outside their competence.

7. The Officers

(a) The Chairman

The chairman will preside at general meetings and at meetings of the committee. In the absence of the chairman the meeting will elect a day chairman for the current meeting.

The chairman does not run nor control the shed and will have no delegated powers and no casting vote. Any rulings made by the chairman at meetings must be in accordance with this constitution and, if challenged by a member the chairman must be prepared to justify the ruling with 'chapter and verse'.

The chairman will give an annual report to the AGM.

(b) The Treasurer

The Treasurer is responsible, under the supervision of the general meeting, for:

1. Collecting membership fees and subscriptions
2. General financial oversight
3. Funding, fundraising and sales
4. Financial planning and budgeting
5. Financial reporting
6. Banking, book keeping and record keeping
7. Control of fixed assets and stock

The treasurer may authorise spending up to £25 on any item without the necessity for prior committee approval if they believe the expenditure to be necessary.

The treasurer will give a financial summary to each committee meeting and an annual report to the AGM. The general meeting may appoint an assistant treasurer if required.

If no treasurer can be found amongst the membership a general meeting may appoint someone from outside the shed to be an honorary treasurer and hold office for the current year. An honorary treasurer who is not a member will not have a vote.

(c) The Secretary

The Secretary is the proper officer of the shed. He is responsible for:

1. Ensuring meetings are effectively organised and minuted
2. Maintaining records and administration including a list of members.
3. Upholding the requirements of this constitution and any relevant law.
4. Maintaining the shed's communication and correspondence.

The secretary may delegate parts of these tasks including minute taking and website operation. The general meeting may appoint an assistant secretary or a separate minutes secretary if required.

8. Additions Revisions and Amendments to this Constitution

- a) The committee may propose additional rules to help run the shed. These rules must not conflict with this constitution or the law. They will take effect once voted on by a General Meeting and will then be annexed to this constitution.
- b) Once this constitution has been accepted by the first general meeting it may not be revised or amended (other than by additions per rule 8(a)) unless the proposed changes have been fully published to all members at least 21 days prior to a general meeting and subject to Rule 8(c)
- c) The general meeting may make the changes only upon two-thirds majority votes taken at two sequential general meetings held no less than 28 days apart.

9. Winding up

If a general meeting should resolve to wind up the shed or if at any time the membership of the shed falls below 3. No committee decisions can be taken. The remaining members shall constitute a general meeting. At that meeting the members will decide whether to continue or to wind up the shed.

If the shed continues all decisions will be made by the General Meeting until there are at least eight members. If the shed is wound up then any remaining funds must be directed to a charitable purpose. Any remaining equipment must be disposed of in the same way. Individual members may not benefit from this process. Any sales of shed property to members or their family must be after independent valuation by a volunteer valuer appointed by the General Meeting.

10. Objective Justifications

(a) Sex Discrimination

In the same way that membership of the Women's Institute is only open to women, Brading Men's Shed is entitled to restrict membership to men.

The Shed is based on the idea of bringing men together, providing them with educational, recreational and social opportunities and the chance to make a difference in their community.

For that reason the Shed has been set up with a constitution which states that membership is only open to men. Women will, of course be welcome to attend most of our functions, events and training courses and may be invited to attend shed meetings as guests.

(b) Age Discrimination

Whilst the membership of the shed is under 25 the law on age discrimination does not apply. However at all times the provision below will apply.

For the avoidance of doubt, The Shed has been set up for the benefit of older men of Brading. As an organisation we are positive action to encourage or develop people in an age group that is under-represented or disadvantaged in a role or activity.

However, applications for membership from men under 50 will be considered by the committee and exception granted at their discretion subject to rule 10(c) below and the considerations in rule 3(a) above.

(c) Children and Young People

Children and Young people under the age of 18 will not be admitted into membership.

Almost all the activities of the shed take place during the time that people under 18 should be in full-time education or training.

We have no facilities for specialist training, safety oversight or safeguarding of young people. The purposes of the shed and its reasons for existence are incompatible with having children or young people in membership.

Young people may be invited to attend shed meetings and other functions which do not interfere with education and training. On these occasions they must be accompanied by and sponsored by a shed member who will be responsible for their safety and wellbeing.