

# Carsphairn Producers Group

## Constitution

### **Name**

The group shall be called Carsphairn Producers, also known as Coffee & Craft Group.

### **Aims**

To help members develop their skills through mutual support.

To share ideas and socialise through craft activities.

### **Meetings**

Meetings shall take place as desired but normally weekly.

Business Meetings will take place as part of the normal meeting as called by the Committee.

The emphasis is on working together at all times and attempting to agree all matters by consensus. In the event of this not being possible, a vote will be taken with the Chairperson having the casting vote in the event of a tie.

### **Committee**

The Committee shall consist of a Chairperson, a Vice Chairperson if desired, Secretary and Treasurer plus an optional further two committee members if needed, and in proportion to the size of the membership. Committee meetings will be held as desired by the Committee.

### **Committee Members**

Office bearers will usually be in post for three years and are re-electable. It is not normally seen as desirable for all office bearers to change in any one year, so that expertise can be passed from one committee to the next. Committee members will be elected at the Annual General Meeting. In the event of two nominations for the same post, a paper vote will take place. If the number of votes is equal a name will be drawn at random by placing names in a hat and drawing one out.

### **Annual General Meeting**

This will be held once a year as part of a normal day meeting. The business of the AGM will be amendments to the Constitution and election of the Committee for the coming year. Election of Committee members and amendments can take place at an Extraordinary General Meeting if one requires to be called in exceptional circumstances.

### **Quorum**

A quorum of a Committee is three Committee members. A quorum for business, AGM and Extraordinary Meetings is 20% of current membership but must include at least two Committee members, unless that is impossible.

### **Grievances**

All matters should ideally be dealt with by friendly discussion and consensus in the first instance. However, should this fail, grievances shall be brought to a Committee member and thereafter at a Business Meeting where appropriate.

### **Behaviour**

Any member acting in such a way as to bring discredit on the group, or who conducts themselves in a disorderly way in meetings shall have their membership ceased.

Unacceptable behaviour in a meeting will also result in exclusion from the meeting. Any member whose behaviour or activities are contrary to the aims of the group or to its' detriment shall have their membership ceased.

This also applies to threatening behaviour, verbal and/or physical abuse.

In the event of such a situation arising, 2 committee members will initially discuss the problem with the member concerned in an attempt to resolve the issue. If further action is deemed necessary an extra ordinary meeting will be called outwith the normal group meeting to be attended by at least 3 committee members – their evaluation and decision will be final.

### **Responsibilities of Committee Members**

**Chairperson** will chair meetings, help the secretary with correspondence and maintenance of membership list; be a signatory to any bank account, and undertake any other appropriate tasks. In the Chairpersons' absence another member shall be nominated to chair meetings.

**Secretary** will minute group meetings; maintain a book of Business and other general meeting minutes to be made available to members; maintain a separate record of Committee Meeting minutes; deal with correspondence; be a signatory to any bank account, and undertake any other appropriate task.

**Treasurer** will keep accounts of all money transactions; give verbal or written information of finances at all Committee Meetings and at Business Meetings when requested (nominating another member, normally a committee member, to pass on that information if unable to attend); will have the books available for inspection at meetings wherever possible but in any event at 50% of meetings and when requested, and will undertake any other appropriate tasks.

**Committee Member** will assist in the general running of the group

### **Dissolution**

Should the Group cease to function, all funds and assets will be donated to a constituted group with similar aims and objectives. The exception being any outstanding grant aid which should be returned to source.

### **Signed on behalf of Carsphairn Producers**

**Role**                      **Chair**

**Name**                     **Jane Metcalf**

**Signature**

**Date**                      **30th June 2016**