

Management Rules of the Association of Pole-Lathe Turners & Green Woodworkers Limited

1. The Management Committee

The Management Committee shall be responsible for the general management and operation of the Association of Pole-Lathe Turners & Green Woodworkers Limited ("The Company").

2. Officers of the Management Committee

- 2.1 The Officers of the Management Committee as provided by these Rules shall be a Chairman, Secretary, Treasurer and any other Officer that the Management of the Company may require. The Chairman, Secretary and Treasurer and any other Officers shall be elected annually at the Annual General Meeting and shall hold office until the next Annual General Meeting.
- 2.2 The Management Committee shall consist of: -
- a) The Officers of the Association
 - b) Not less than 3, nor more than 12 other members (elected committee members) to be elected by the Association in General Meeting.
 - c) Co-opted members as outlined in 2.3
- 2.3 The Management Committee shall meet at least three times in every year and shall at its first meeting after the Annual General Meeting fix the quorum for its subsequent meetings until a new quorum is fixed under this rule. It may fill any casual vacancies in the Management Committee and it may co-opt any other member or members provided that the number of co-opted members shall not exceed three at any one time.
- 2.4 The management and control of funds of "The Company" shall be in the hands of the Management Committee. The Management Committee shall have full power of interpretation of these Management Rules and shall decide all questions as to their construction. In doing so they must act reasonably and judiciously.
- 2.5 Nominations for the election of Management Committee members must be made in writing and received by the Secretary not later than 21 days before the date of the Annual General Meeting; but nominations may be made at the meeting in respect of any vacancies for which written nominations have not been received. If the number of nominations exceeds the number of vacancies, voting shall be by ballot by the members present at the meeting.
- 2.6 At the Annual General Meeting each year all officers and other members of the Management Committee shall retire and shall be eligible for re-election. Any existing Officer or Committee Member who wishes to re-stand will be deemed to have been nominated. The Chairman, Secretary and Treasurer, after five years in such office, shall not be eligible for re-election to such office for the following year unless the Annual General Meeting decides otherwise, but shall be eligible for election to any other office or position on the Committee.
- ### **3. General Meetings**
- 3.1 An Annual General Meeting shall be held at least once in each year on the same date as and following the AGM of "The Company". The Management Committee shall present a report of its proceedings, the affairs of "The Company" and a Statement of Accounts.
- 3.2 The Management Committee may at any time and the Secretary shall on written request of any 20 members of "The Company", stating the business for which it is required, convene at not less than one months notice an Extraordinary General Meeting for any specific purpose, and the notice shall state the business to be transacted at the meeting.

- 3.3 The quorum for a General Meeting shall be the number of the full committee plus three except at the Inaugural General Meeting where it shall be six, and all matters shall be decided by a simple majority of those attending and voting, and in the case of equality of votes the Chairman of the Meeting shall have second and casting vote.
- 3.4 No alteration or addition to these Rules (except so far as the same are reserved to the Management Committee or to "The Company" in General Meeting under these Rules) shall be made except by resolution passed by a three quarters majority of those present and voting at a General Meeting.
- 3.5 Notice of every General Meeting shall be sent by post, email or via the "Bodgers Gazette" to each member whose address is known to the Secretary at least fourteen days before the date of the meeting. Any member wishing to propose at the Annual General Meeting any alteration of the Rules, or any other business of importance, shall notify the same to the Secretary at least one month before the Annual General Meeting. The Secretary shall include notice of such proposition in the Notice of the next Annual General Meeting where such proposition is to be discussed at the meeting.

4. Membership

- 4.1 The Management Committee shall determine the extent of the benefits that members receive. Membership includes the right to a single copy of each issue of the Association's Newsletter. The benefits of any insurance cover the Association may arrange will extend to each member of "The Company" (but not family) or no more than one nominated person from the organisation.
- 4.2 The annual subscription shall be payable on joining. The level of subscription shall be fixed by "The Company" as may be recommended by the Management Committee and shall become payable from the date agreed at that AGM.
- 4.3 Any member whose subscription has not been received by the 31st day of January shall be deemed to have resigned, unless the Management Committee shall decide otherwise, and their membership will be terminated by the Directors of the Company following the AGM.
- 4.4 The Management Committee may by notice in writing recommend to the Directors of the Company the expulsion of any Member who shall offend against the Rules, or whose conduct shall, in the opinion of the Management Committee, render them unfit for Membership. Before any Member is expelled the Secretary shall give them 7 days written notice to attend a meeting of the Management Committee, or a nominated sub-committee, and shall inform them of the complaints made against them. No member shall be expelled under this rule without first having an opportunity of appearing before the Management Committee and answering the complaints made against them.

5. Other Matters

- 5.1 The Management Committee shall decide on all other matters regarding the operation and running of "The Company" but in doing so must act consistently and in compliance with the Articles of Association and Memorandum of "The Company".