

# Constitution of Tech Shed Frome

## 1. Name

The name of the group is **Tech Shed Frome**.

## 2. Aims

The aims of the group are:

- To support the tech community in Frome and the surrounding area
- To provide a space where the tech community can meet to experiment, tinker, collaborate, share skills and socialise
- To organise open events to demystify technology and share tech skills and knowledge
- To serve the wider community by undertaking projects that solve local problems
- To grow the pool of tech talent

... where 'tech' is intended as a broad term to include software, hardware, analogue and digital electronics, robotics, and other related areas

## 3. Membership

Membership is open to anyone who:

- is aged at least 16 years old; and
- supports the aims of Tech Shed Frome

All members:

- pay an annual membership fee, and
- agree to abide by the Tech Shed Code of Conduct

Members are entitled to take part in Tech Shed sessions and projects, and use Tech Shed equipment and facilities. They can also attend and vote at any general meetings and are eligible for election to the Committee.

Tech Shed sessions are also open to non-members in some circumstances:

- Under-16s may attend regularly as long as they are accompanied by a responsible adult member
- Prospective members, visitors and guests can attend their first session free of charge

A list of all members is kept by the Committee.

## Membership fees

The annual membership fee is due in January to cover the current calendar year. (For members joining late in the year the fee will be deemed to cover the remainder of the year and the next full year.)

There is also a per-session fee to attend Tech Shed sessions. The first session is free.

The level of the annual and per-session fees is determined initially by the Committee and then reviewed at each AGM.

## Ceasing to be a member

A member may resign at any time in writing to the Secretary.

Any member breaching the Code of Conduct may be asked not to attend further meetings or to resign from the group. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

# 4. Equal Opportunities

Tech Shed Frome does not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

# 5. Officers and committee

The business of the group is carried out by a Management Committee ('the Committee') which is elected at the Annual General Meeting.

At its first meeting after the AGM, the Committee will appoint from its number the following Officers:

- Chair, who chairs both General and Committee meetings
- Secretary, who is responsible for taking minutes and distributing all papers
- Treasurer, who is responsible for maintaining accounts

A Committee member may take on more than one of the above Officer roles.

The Committee meets as necessary and not less than twice a year.

The Committee may, at their discretion, co-opt such additional members as they consider necessary for the running of the group.

The Committee may, at their discretion, establish such sub-groups that the Committee feel is necessary to achieve the aims of the group. Any such sub-groups shall not enter into legal or financial agreement without the prior authority of the management committee.

In the event of a Committee member standing down during the year a replacement will be elected by the next General Meeting of members.

Any Committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

## 6. Meetings

### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified by email at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

At the AGM:-

- The Committee will present a report of the work of the group over the year.
- The Committee will present the accounts of the group for the previous year.
- The Committee for the next year will be elected.

- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## 6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least 6 other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 4 weeks of the request.

All members will be notified by email at least 2 weeks before the date of the meeting, giving the venue, date and time.

## 6.3 Committee Meetings

The Committee meets as necessary to conduct the business of the group, in person or using virtual meeting/conferencing facilities.

The quorum for Committee meetings is three Committee members.

# 7. Rules of Procedure for meetings

The quorum (the minimum number of members needed for a meeting to go ahead) at:

- a General Meeting is five or 5% of the membership whichever is larger
- a Committee is three

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

# 8. Finances

The financial year runs from 1st January to 31st December.

Records of income and expenditure will be maintained by the Treasurer and made available for inspection by the Officers at any time.

A financial statement and accounts for the previous year will be presented to the members at each AGM.

All money raised by or on behalf of the group is only to be used to further the aims of the group, as specified in item 2 of this Constitution.

An account will be opened and maintained on behalf of the group at a bank agreed by the committee. At least two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

Payments, including cheque payments, BACS payments, cash withdrawals, debit card payments and cash payments may be executed by any one signatory.

All payments are recorded by the treasurer.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a simple majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural Meeting of Tech Shed Frome on 5th February 2020

Name and position in group: Danny Hearn, Acting Chair and Acting Secretary

Signed .....

Name and position in group: Alison Bloor, Acting Treasurer

Signed .....