

Constitution of the Glossop Guild for Enquiring Minds

1. Name

The Glossop Guild for Enquiring Minds (hereafter known as “the Guild”)

2. Aim

The aim of the Guild shall be to provide and organise adult education in the Glossop area on a not-for-profit basis.

3. Powers

In order to achieve its aim the Guild may:

- a) organise courses and events
- b) raise money
- c) open bank accounts
- d) take out insurance
- e) make payments for room hire, tutors’ fees, agreed expenses
- f) work with similar Guilds and exchange information and advice with them
- g) do anything that is lawful which will help it to fulfil its aim

4. Membership

- a) Membership of the Guild shall be open to any individual over the age of sixteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is interested in helping the Guild achieve its aim, willing to abide by the rules of the Guild and willing to pay any subscription agreed by the Committee.
- b) The membership of any member shall be terminated for good reason by the Committee provided that the member concerned shall have the right to be heard by the Committee before a final decision is made.

5. Management

- a) The Guild shall be administered by a Committee of not less than five and not more than ten individuals elected at the Guild’s Annual General Meeting (A.G.M.)
- b) The Officers of the Committee shall be: the Chairperson, the Treasurer, the Secretary, and such officers as deemed necessary

- c) The Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Guild
- d) The Committee shall meet at least three times a year
- e) At least five Committee members must be present for a Committee meeting to take decisions
- f) Voting at Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a casting vote
- g) The Committee shall have the power to remove any member of the Committee of good and proper reason
- h) The Committee may appoint any member of the Guild as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded

6. The Duties of the Officers

- a) The duties of the Chairperson shall be to:
 - Chair meetings of the Committee and the Guild
 - represent the Guild at functions/meetings to which the Guild is invited
 - act as the spokesperson of the Guild when necessary
- b) the duties of the Secretary shall be to:
 - prepare in consultation with the Chair the agenda for meetings of the Committee and the Guild and keep minutes of all meetings
 - collect and circulate any relevant information within the Guild
- c) the duties of the Treasurer shall be to:
 - supervise the financial affairs of the Guild
 - keep proper accounts that show all monies received and paid out by the Guild
- d) other officers of the committee will be responsible for:
 - organising courses of a suitable standard
 - selecting tutors of relevant expertise, previous experience and high level presentational skills
 - the organisation of publicity

7. Finance

- a) All monies received by and on behalf of the Guild shall be applied to further the aim of the Guild and for no other purpose
- b) Any bank accounts opened for the Guild shall be in the name of the Guild

- c) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Committee
- d) The Guild shall keep proper accounts and ensure that its accounts are audited or independently examined every year
- e) The Guild may re-imburse agreed expenses to members or Committee members

8. Annual General Meeting

- a) The Guild shall hold an A.G.M.
- b) All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote
- c) The business of the A.G.M. shall include:
 - receiving a report from the Chair on the Guild's activities over the year
 - receiving a report from the Treasurer on the finances of the Guild
 - electing members to the Committee and
 - considering any other matter as may be decided
- d) At least 15 members must be present for the A.G.M. and any other General Meeting to take decisions

9. Special General Meeting

A Special General Meeting may be called by the Committee or three members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting, together with notice of the business to be discussed.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. Dissolution

The Guild may be wound up at any time if agreed by at least two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Guild with a similar aim.

12. Adoption of the Constitution

This Constitution was adopted on 26th March 2012 by Glossop Guild members at their Annual General Meeting.