



Wayland Men's Shed

SUBJECT	WMS CONSTITUTION
AUTHOR	John Chamberlin

APPROVAL AUTHORITIES	NAME	SIGNATURE	DATE
WMS CHAIRMAN	Malcolm Trayhorn	<i>M. Trayhorn</i>	4.9.24
WMS VICE-CHAIRMAIN	Gordon Williams	<i>G. Williams</i>	04-09-24
WMS SECRETARY	Neil Rowe	<i>N. Rowe</i>	04-09-24
WMS TRASURER	John Chamberlin	<i>J. Chamberlin</i>	4-9-24
WORKSHOP SUPERVISOR	Rob Fielding	<i>R. Fielding</i>	4.9.24
COMPUTER GROUP SUPERVISOR	Jeff Heath	<i>J. Heath</i>	4/1/24
TECHNICAL	John Bunning	<i>J. Bunning</i>	4.9.24
WITHOUT PORTFOLIO	Dave Cooper	<i>D. Cooper</i>	4.9.24



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ISSUE AND CHANGE CONTROL MECHANISM

This Constitution shall be prepared, configured, controlled, and stored in a retrieval system in accordance with WMS procedures. This document **MUST** be reviewed at least once a year.

ISSUE AND CHANGE RECORD	ISSUE	COMMENTS	DATE	No. OF SHEETS
Version 4 Rev.1	4/1.0	Approved by the WMS Committee	05/06/2023	3
Committee Review	5.0	Issue & Control Mechanism Added	06/07/2024	6



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1. Name

Wayland Men's Shed (WMS)

2. Purpose

2.1 To reduce social isolation in men.

2.2 To promote men's good health and wellbeing for the benefit of the local community. In particular for persons over the age of 18 or who are retired, unemployed, recovering from ill health, social issues or who may simply wish to make use of the facilities offered in a safe and friendly environment.

2.3 To provide a physical space for persons to take part in creative and/or recreational activities that benefit themselves and the community and includes the opportunity to share skills or learn new ones, to practice interests or develop new ones, to socialise and to engage in the wider society by helping with community-based projects undertaken by the WMS.

3. Management

3.1 The WMS shall be managed by a Committee of up to 7 members who will be appointed at the Annual General Meeting of the WMS. The committee reserve the right to co-opt if required.

3.2 The Committee officers will comprise Chairman, Secretary and Treasurer, supported in various roles by the remaining Committee members.

4. Carrying out the purpose

In order to carry out the WMS purpose, the Committee have the power to: -

4.1 Raise funds, receive grants and donations.

4.2 Decide and agree on the Annual Membership subscription and attendance subs.

4.3 Apply for grants to carry out the work of the WMS.

4.4 Co-operate with and support other charitable and community interest organisations.

4.5 To make all decisions pertaining to the day to day running and operation of the WMS.

4.6 Do anything which is lawful and necessary to achieve the purpose within the constraints of this constitution.

5. Membership

5.1 Membership is open to any person (and their carer / support worker, if applicable) aged 18 and over, who accepts the principles and values of WMS, and agrees to follow the Operation and Safety guidelines as set out in the Membership Handbook and has completed and signed the WMS Workshop Induction if appropriate.

5.2 New members must have read and completed both the membership form and disclaimer.

5.3 Due to the purposes and principles of the Men's Shed the restriction of membership to males is a protected characteristic under our constitution.

5.4 Membership lasts for one year (dated from the AGM, with new members charged Pro-rata) and may be renewed if the following conditions are met: -

5.4.1 The member has not been previously excluded from membership for any reason.



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- 5.4.2 The member has attended the WMS during the year or participated in supporting promotional activities.
- 5.4.3 If applicable, the member undertakes a review of their Workshop Equipment Induction Record with a Supervisor on an annual basis.

5.5

- 5.5.1 All members are encouraged to make a positive contribution towards the WMS.
- 5.5.2 Should any member present themselves at the shed under the influence of alcohol or drugs, or generally act in an aggressive manner to other persons they will be politely asked to leave.
If this situation persists, then the committee will issue a written notice stating that this behaviour will not be tolerated. Should the member then choose to continue in the same anti-social manner their membership will be revoked with no financial reimbursement.

6. Meetings

6.1 Committee meetings

- 6.1.1 There will be monthly Committee meetings plus an AGM. Meetings may be cancelled due to unforeseen circumstances.
- 6.1.2 The Chairman may act by majority decision.
- 6.1.3 At least 5 Committee members must be present to enable binding decisions to be taken.
- 6.1.4 The Chairman shall have the casting vote on any tied decisions.
- 6.1.5 If a committee member has a conflict of interest, they must declare it at the start of the meeting and leave whilst this matter is being discussed or decided.

6.2 Annual General Meeting (AGM)

- 6.2.1 The AGM must be held every year early in June giving 14 days minimum notice to all members informing them of the date of the AGM and the contents of the agenda.
- 6.2.2 The current Committee will stand down but may stand for re-election.
- 6.2.3 Every attending member will have one vote.
- 6.2.4 Annual accounts shall be examined in good time for presentation at the AGM.
- 6.2.5 The current Committee shall present the annual report and accounts.
- 6.2.6 Any member may stand for election to serve on the Committee.
- 6.2.7 Members shall elect a Committee to serve for the next year.

6.3 Extraordinary General Meetings (EGM)

- 6.3.1 If the Committee consider it necessary to consult the membership, change the constitution before the next AGM or wind up the WMS, they must call an EGM so that the membership can make the decision.
- 6.3.2 An EGM must also be called on receipt of a written request from a minimum 33% of paid-up members.
- 6.3.3 All members must be given 7 days' notice and told the reason for the meeting.
- 6.3.4 All decisions require a two third majority of those present.



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- 6.3.5 **Winding up:** Any money or property remaining after payment of debts must be given to a local charitable or community interest organisation with similar purposes as the WMS.
- 6.3.6 No changes to the constitution can be made that would make the organisation no longer viable under the current constitution.

6.4 Meetings General

- 6.4.1 Minutes of ALL meetings must be recorded and made available to all members.
- 6.4.2 Physical and Electronic copies of the minutes must be kept at a secure location by the Secretary for accessible referral.
- 6.4.3 Copies of minutes must be available for perusal and a signed copy kept in the minute book.

7. Money and Property

- 7.1 Money and property must be only used for WMS purposes.
- 7.2 The Treasurer must keep examined accounts. All monthly and annual accounts may be requested for perusal by any member upon request.
- 7.3 Committee members cannot receive any money or property from WMS, except to refund reasonable out of pocket expenses (to an agreed limit).
- 7.4 All monies must be held in the recognised WMS bank account or within petty cash. All cheques must be signed by two out of three appointed signatories. Appointed signatories will be the Chairman, Secretary and Treasurer. A single receipt of up to £30 will be honoured, reimbursements of between £30 and £75 will need to be accompanied by a procurement form signed by at least one senior officer plus 2 other committee members. Amounts greater than £75 will not be reimbursed without full committee approval.

8. Disciplinary procedure

- 8.1 Members are expected to abide by the principles of the Wayland Men's Shed by following the guidelines laid out in the Constitution and Members Handbook.
- 8.2 Members are expected to always act in a responsible and respectful manner to others.
- 8.3 If one or more members create an unacceptable situation, firstly, the full facts will be established including any witness accounts. Secondly, the member or members whose fault it is deemed will be issued a verbal warning and the issue recorded.
- 8.4 Should a further situation arise, said member/s will be issued written warnings stating that their membership is at risk, should they continue. The member/s may also be told to abstain from attending for an appropriate period agreed by the committee. This second occurrence will also be recorded.
- 8.5 Should the situation persist then the perpetrator/s membership/s will be immediately revoked with no financial reimbursement. Said members will be allowed, by arrangement to remove any personal belongings left onsite.

9. Complaints procedure

- 9.1 Should a member of the Wayland Men's Shed have a complaint against another member or members they must submit their complaint in writing to the committee within 10 days of the alleged incident. The content must include the date, time, circumstances of the event along with any documentation relevant to the complaint.



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- 9.2 The committee will then be obliged to investigate the complaint in an impartial manner to establish the facts and decide if the complaint is credible and needs to be taken further.
- 9.3 If the committee agree that the complaint has some legitimacy, a meeting will then be arranged between both parties in an attempt to resolve the issue. Both parties will be asked to attend the meeting and produce any evidence including any witness accounts that they feel would be helpful in the mediation process. The Committee should offer the member/s three dates when the meeting can take place.
- 9.4 The member may be supported by another person if they wish. This will ensure that the meeting is carried out in a fair, unbiased manner. If the complaint is upheld, then the appropriate steps will be taken.
- 9.5 If the complaint is against a committee member, then the same procedure will apply, with the person involved attending the meeting as a standard member of The Wayland Men's Shed.
- 9.6 Should the complaint be directed against the entire committee then an EGM must be called. The Chair for this EGM will be elected from the general membership and a two thirds majority will decide the complaint.

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