



# **Trafford and District Woodcraft Club**

## **Welcome Pack**

**Thank you for your interest in becoming a member of Trafford and District Woodcraft Club.**

**Please read through the following pack and then complete both the membership form and the emergency contact form at the back. These two forms should then be returned to the club Membership Secretary.**

**On behalf of the committee and all the members we hope you have an enjoyable and educational and constructive time at our club.**

## **Contents**

- **Constitution and Rules**
- **Basic Safety Rules**
- **Emergency Contact Form**
- **Membership Form**

# Trafford and District Woodcraft Club

## Constitution and Rules

(revised and updated January 2019)

### **1. Title**

The name of the club shall be 'Trafford and District Woodcraft Club', also known as 'Trafford Woodcraft Club' (hereinafter called the club).

### **2. Club Objectives**

- (a) The objectives of the club are to encourage, promote, publicise and develop woodcraft in all its forms within the local area to all sections of the community.
- (b) To promote and organise or assist in promoting and organising the holding of meetings, competitions, demonstrations and events.
- (c) To give awards, certificates or prizes in recognition of work or products that have been produced by members of the club.
- (d) To collect and receive money and funds by way of contributions, donations, subscriptions, legacies, grants or any other lawful means for or towards the running of the club.
- (e) To procure or be made, print, publish, issue, exhibit and circulate gratuitously or otherwise any reports, periodicals, books, pamphlets, leaflets, films, photographs, instructional matter or any other such documents as may be thought expedient in connection with all or any of the objects of the club.

### **3. Officers of the club**

The officers of the club shall consist of a Chairman, Treasurer, Secretary and Events co-ordinator. The officers of the club shall be elected at the clubs annual general meeting and they shall hold the post for one year. An officer may not hold more than one executive position at any one time. Any officer shall be eligible for re-election at the annual general meeting. (other non-executive roles may be filled as and where required and can be combined with other titles e.g. Librarian, Webmaster, Publicity)

### **4. Club Management**

The club shall be managed by a committee of at least five (5) members consisting of Chairman, Treasurer, Secretary, Events Organiser and an elected, non-executive member of the club to be on the committee. Ideally there should be committee members representing each area of woodcraft e.g. turning, carving or general woodcraft. Committee members are to be elected at the clubs annual general meeting and shall hold their respective positions for one year. The committee shall have the power to fill any vacancy that may occur. Any committee member shall be eligible for re-election at the club annual general election.

## **5. Membership**

Membership shall be granted in one of four categories:

(1) Adult (over 18 years of age),

(2) Junior (between 14 - 18 years of age), (junior membership shall only be granted if a legal guardian can always be present during meetings. It is the responsibility of the legal guardian to ensure the behaviour and safety of the junior member). It is not a requirement that the legal guardian is a member of the club though we would encourage this. The Club is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act *in loco parentis* in relation to any members who are under the age of 18 years. In order to comply with safeguarding a junior member should at no point be left on their own or be in a situation whereby they are alone with another lone club member(s) whom is not their legal guardian.

(3) Student (must provide written evidence and proof of enrolment on a full-time educational course within the UK). This will also apply to apprenticeship or other full time training schemes

(4) Significant Other (two full adult members living as partners).

## **6. Fees**

- (a) All membership fees and subscription rates shall be decided on by the committee and shall be announced prior to the club annual general meeting.
- (b) A membership fee of £10.00 shall be charged for administration for any member wishing to join the club. The membership fee is applicable each time a member wishes to join the club irrespective of the membership category. If a member fails to renew their membership subscriptions within the allotted timescale then the membership fee shall be required again. The membership fee is a one off payment and is valid for the duration of time that the individual is a club member.
- (c) The subscription fee for an adult shall be £104.00 per annum (payable in either one lump sum on the 1<sup>st</sup> April or in two instalments of £52.00 on the 1<sup>st</sup> April and 1<sup>st</sup> October)
- (d) The subscription fee for a junior shall be £52.00 per annum (payable in either one lump sum on the 1<sup>st</sup> April or in two instalments of £26.00 on the 1<sup>st</sup> April and 1<sup>st</sup> October)
- (e) The subscription fee for a student shall be £52.00 per annum (payable in either one lump sum on the 1<sup>st</sup> April or in two instalments of £26.00 on the 1<sup>st</sup> April and 1<sup>st</sup> October)
- (f) The subscription fee for significant other shall be £156.00 per annum (payable in either one lump sum on the 1<sup>st</sup> April or in two instalments of £78.00 on the 1<sup>st</sup> April and 1<sup>st</sup> October)
- (g) Visitors fees shall be charged at £3.00 per meeting. A visitor shall be allowed three (3) visits within a six-month period before they are required to become full members.
- (h) Persons joining the club after the commencement of the year shall pay a due proportion of the annual subscription.
- (i) No person joining the club shall be entitled to the privileges of club membership until payment of the annual subscription fee has been received.
- (j) Any member whose subscription is outstanding beyond two (2) months of the due date shall be considered to have resigned from the club.
- (k) All fees and payments shall be paid in a manner prescribed by the committee.

## **7. Meetings**

- (a) The committee shall endeavour to arrange meetings for members for the purposes of lectures, discussions, demonstrations, competitions and other activities or events that are likely to be of interest to members.
- (b) The club annual general meeting shall be in the month of April each year.
- (c) The annual general meeting shall be for the presentation of the club activities from the previous year, the programme of activities for the following year, the presentation of the accounts from the previous year, the appointment of the club officials and committee members and any other business providing it has been communicated to the secretary in writing and included in the notice of the meeting sent out to club members.
- (d) The club committee should meet once per month to discuss club business
- (e) The committee may call an extraordinary committee meeting at any point that they deem it necessary.
- (f) The committee may call at any time an extraordinary general meeting for special purposes that require the input from all club members.
- (g) Club members may call an extraordinary general meeting, from a minimum of ten club members, providing they do so in writing stating the purpose of the meeting.
- (h) At committee meetings and at the club general meeting the chairman of the club shall preside and if they are not present then a chairman shall be elected to preside. The presiding chairman shall have the casting or additional vote in the event of an equality of votes.
- (i) Junior members may attend general meetings, but they shall not be intitled to vote and they shall not be counted as part of the necessary quorum.
- (j) At committee meetings four (4) shall form a quorum. At the annual general meetings four (4) shall form a quorum.
- (k) On a poll, votes may be given in person or by proxy. On show of hands only members present shall be counted.

## **8. Finance**

- (a) All monies raised by the club shall belong to the club funds and may only be spent in accordance with the Objects of the club.
- (b) All monies shall be dealt with by the Treasurer. All monies shall be banked by the treasurer and all payments shall be made by the Treasurer on the authority of the committee.
- (c) Each cheque shall have two nominated signatories from the officers of the club.
- (d) For club purposes the financial year shall end on March 31<sup>st</sup> in each year and a copy of the reconciled accounts shall be available to all members at the club annual general meeting.

## **9. General**

- (a) No member shall use the clubs name on behalf of the club except with the consent of the committee.
- (b) A list of members and their contact information shall be kept in a secured, locked storage box at the club for the purposes of contact should there be an accident or emergency to a club member. Committee members shall be the only access points to this information in order to comply with GDPR.
- (c) It is the responsibility of each member to inform the committee in writing of any changes of contact information, special needs, emergency contacts, medical needs.
- (d) A register of club tools, machines, equipment and property shall be kept and all relevant laws relating to the correct and safe use of tools, machines and equipment shall be adhered to.
- (e) All Electrical tools and machines shall be Portable Appliance Tested (PAT) each year.

- (f) All club members should follow the club Health and Safety rules and should additionally familiarise themselves with any emergency procedures required at the meeting or demonstrating events.
- (g) Any club member who brings the club into disrepute shall have their membership revoked.
- (h) Any club member failing to follow the club Health and Safety policy, or any other National or legal Health and Safety requirements will have their membership revoked and shall not be liable for readmission unless they can satisfy the committee that they are safe to do so.
- (i) The club is a non-profit making organisation. In the event of the dissolution of the club all assets remaining after payment of debts shall be donated to a charity. The charity chosen is by majority vote of the members at the time of dissolution. In the event of insolvency an equal levy shall be applied to all members paying full subscriptions.
- (j) These Articles of Constitution and Rules and any of the articles within may from time to time be revoked, altered or added to by a resolution passed at an annual general meeting.

## **TRAFFORD AND DISTRICT WOODCRAFT CLUB**

As a member of the club you must follow the safety rules and use the club equipment in a responsible and safe manner. The basic safety rules are as follows:

1. Always remember that your safety and other club members safety depends upon your actions.
2. No member is to use any tools or equipment until they are familiar with its use and are competent to do so. If you are in any doubt about tools or equipment, ask a committee member for advice.
3. There must be at least two club members in attendance for any tools or equipment to be used. This includes hand tools, and power tools and machinery. No club member should undertake any lone work whatsoever.
4. Members must ensure that they do not wear loose fitting clothing especially loose fitting long sleeves when using machines. All long hair should be tied back to ensure it cannot become caught in moving machinery.
5. Safety equipment and Personal Protective Equipment (PPE) should be used for undertaking any woodworking activity whilst at the club. Items such as eye protection, face shields, hearing protection, dust protection and cut or abrasion resistant materials e.g. gloves should be worn as appropriate. Some items are available from the club, please contact a committee member but it is recommended that each member has their own.
6. All wood dust is classed as carcinogenic and some timbers can cause allergic reactions. Be aware of what you are doing and what the potential outcome could be.
7. Report any defective, damaged or dangerous tools, machines or processes to a committee member. Any accidents should also be reported and recorded.
8. Keep your workspace tidy and clutter free. Be aware of trailing cables from power tools and machinery. Please help by cleaning up at the end of each session. Dustpans, brushes and vacuum cleaners are readily available.

### **OFFICIALS OF TRAFFORD and DISTRICT WOODCRAFT CLUB**

#### **CHAIRMAN:**

Robin Walling, 24 Colwick Avenue, Altrincham, Cheshire WA14 1LQ  
Tel: 0161 928 2660 (M) 07879 406616

#### **SECRETARY:**

Martin Nield, 10 Howard Avenue, Lymm, Cheshire, WA13 9EQ  
Tel: 01925-757542, (M) 07836-768959

#### **TREASURER:**

David Jones, 24 Greenfield Avenue, Urmston, Manchester, M41 0XN  
Tel: 0161-747-0392

#### **EVENTS SECRETARY:**

Julian Birtwell, The East Gatehouse, 14 Harewood, Mottram Road, Broadbottom, Cheshire, SK14 6BB Tel:  
(M) 07779 874513

ALL CORRESPONDENCE TO THE CLUB SECRETARY



# TRAFFORD AND DISTRICT WOODCRAFT CLUB MEMBERS APPLICATION FORM

Name (Mr. Mrs. Ms.) 1<sup>st</sup> Name ..... Surname .....  
Address .....

Post Code ..... Date of Birth .....

Telephone Number ..... Mobile Number .....

E-mail address .....

Occupation/Ex-occupation (*Optional*) .....

Qualifications in Woodworking (*if appropriate*) .....

Contact Name, Address & Phone No. (*Required in case of emergency*)  
.....

Are there any particular needs that we should be aware of? .....

Membership Fee £104.00 for 12 months (£52 If joining after 1<sup>st</sup> October)

Data Protection: Trafford & District Woodcraft Club records personal data of each member as provided by them on their membership application form, updated as we are made aware of any changes. No sensitive data is recorded.

We hold this data on the lawful basis of legitimate interest. The data is used to communicate with and between members and to administer the affairs of the club.

The data is held on private computers of the Officials of the Club and is controlled and processed by the Committee.

The club has arranged third party insurance through the Association of Woodturners of GB Woodturning Clubs.

As a member of the club you must follow the safety rules and use the club equipment in a responsible and safe manner. We ask you to read the Basic Safety Rules, a copy of which has been provided herewith, and sign below to say you have read them.

We hope that you enjoy the club activities and fellowship of other members.

Remember the club exists for the benefit of all the members; if you have any comments or suggestions regarding the club, or its organization, please contact any committee member. You can recognize them by their badge and their details are shown overleaf.

I agree that my details can be held on Club Official's computers for club use as stated.

I have read and understood the safety information.

Members Signature: ..... Date: .....

*For office use:*

Cheque Rec'd:	SO PAYMENT Requested:	Notes:
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**Please send the completed application form to the  
Secretary, Martin Nield, 10 Howard Avenue, Lymm, Cheshire WA13 9EQ**

**Cheques payable to: Trafford and District Woodcraft Club  
Or arrange a Standing Order to: Barclays Bank Sort Code: 20-01-96 TDWC A/c 80563323**

As one annual payment of £104 or two payments of £52 per year (1<sup>st</sup> April/1<sup>st</sup> Oct)

# Trafford and District Woodcraft Club

## Emergency Contact Form

Please fill in this form with as much information as possible. Please fill in as clearly as possible so the information is easy to read (hopefully it will never be needed!)

<b>Name</b>	
<b>Address</b>	
<b>Home Phone Number</b>	
<b>Email Address</b>	
<b>Emergency Contact Name</b>	
<b>Relation to member</b>	
<b>Contact Phone Number</b>	
<b>Any Allergies</b>	
<b>Other info</b>	