



CONSTITUTION OF FERRYSIDE MEN'S SHED

As of 30th of April 2025

- **NAME**

The name of the Charity is *Ferryside Men's Shed*.

- **AREAS OF BENEFIT**

Ferryside, Llansaint, Broadlay, Llandyfaelog, St. Ishmaels, Kidwelly and surrounding districts

- **AIMS**

The Charity aim is to promote the cause of health and well-being; to provide a beneficial social outlook for all members; to help combat social isolation; to provide more opportunities for social inclusion and to help all its members develop and to learn new skills. *Ferryside Men's Shed* is a not-for-profit unincorporated Charity registered with the Charity Commission of the United Kingdom of Great Britain and Northern Ireland.

- **OBJECTIVES**

- To help members gain experience and confidence in the Charities activities and any other suitable projects which the members begin.
- To raise, collect, receive and use monies to pay for the work of the Charity
- To organise any activities that further the aims of the Charity.

- **MEMBERSHIP**

- Membership shall be open to anyone in the community that are 18 years of age and older.
- Every member shall have one vote.
- Anyone can be member regardless of gender, race, colour, sexual orientation, state of mental health and political or religious views provided they can be responsible for their own health and safety.
- Minimum age for membership is 18 years old due to constraints from insurance providers and health and safety.

- **COMMITTEE STRUCTURE**

- The Committee shall comprise of the Chairman, Vice Chairman, Secretary, Treasurer and additional officers as the Charity deems necessary.
- The Committee shall meet at least four times a year.
- The Committee shall be elected each year at the Annual General Meeting by the members.
- The Committee shall have the power to appoint a Steering or Executive Committee to carry out specific tasks.

- **RULES OF PROCEDURE**

- A quorum of at least three members must be present at a meeting with at least one Officer for it to be able to conduct business.
- Minutes of all meetings shall be kept. If the Secretary is unable to attend the meeting then notes must be taken by another member or officer and then forwarded onto the Secretary,
- In the event of a tied-vote, a point of indecision or deadlock, the Chairman shall exercise the right of a casting vote, even if this vote be his second.
- A protocol of Ground Rules for meetings has been drawn up and agreed, to form part of this Constitution

- **ANNUAL GENERAL MEETINGS**

- Shall be held within 18th months of the previous Annual General Meeting
- The Secretary shall give at least two weeks notice of the Annual General Meeting to all members with the attendance open to the public.
- Officers of the Committee, serving from 12 months to 18 months, and eligible for the re-election shall be elected at the Annual General Meeting
- Annual accounts shall be presented for acceptance at the Annual General Meeting, together with a report of the years previous activities and their outcomes.

- **SPECIAL OR EXTRAORDINARY GENERAL MEETINGS**

These shall be called by the Secretary following requests from members or the Committee stating the special reasons and giving at much notice as reasonably practical.

- **FINANCE**

- A bank account shall be opened in the name of the Charity.
- Cheques must be signed by two of the three signatories, one being the Treasurer.

- **DISSOLUTION**

- If It is deemed necessary for any reasonable cause to dissolve the Charity it shall be done at a Special General Meeting.
- A two-thirds majority vote is required.
- All assets must be sold and proceeds given to another not-for-profit charity or association with similar aims.

- **ALTERATIONS TO THIS CONSTITUTION OR CODE OF CONDUCT**

- The constitution and Code of Conduct may be altered at any Annual General Meeting or a Special General Meeting called for that purpose.
- Proposals must be submitted in writing to the Secretary by giving notice of motion.
- Any alterations require the approval of a two-thirds majority.

This Constitution has been adopted by the Members of Ferryside Men's Shed on 30th of April 2025:



FERRYSIDE MEN'S SHEDCODE OF CONDUCT

All Committee members should:

- Act in the best interests of the Charity.
- Declare all relevant personal and financial interests to the Secretary.
- Never use their position to seek preferential treatment for themselves, family or relatives.
- Attend meetings and read the papers for the meeting beforehand. If unable to attend the meeting send apologies beforehand to the Secretary.
- Accept collective responsibility for the discussions of the Committee.
- Not divulge any Charity business which is deemed by the Committee as confidential to other persons or organisations.
- Support the Chairman at all times in ensuring that members abide by the code of conduct.
- The Secretary should endeavour to notify members and distribute the agenda of a meeting at least seven days before the date of the meeting and distribute a draft version of the minutes of a meeting within seven days of the meeting.

During a meeting:

- All members at the meeting are responsible for conducting themselves in a way that does not cause offence or limits the ability of others to participate in the meeting.
- Members must speak in the polite and respectful manner at all times.
- Members must never use rude, obscene or abusive language.
- Members must not behave violently or aggressively.
- Members must not insult or demean others in any meeting.
- Members must not use racist or other discriminatory language.
- Only one person shall speak at one time and speakers should not be interrupted. The Chairman shall decide who shall speak if two or more members try to speak at the same time.
- Members need to be sensitive to others whose first language is not English and/or not used to speaking in public.
- Avoid lengthy discussion of points of detail on the minutes of previous meetings and matters arising, unless there is a fundamental problem.
- Respect the authority of the Chairman.
- Raise items of any other business with the Chairman or Secretary before the meeting.
- Avoid singling out and naming individuals in a negative manner if possible.
- Avoid public criticism of individuals.
- Avoid straying from items on the Agenda or introducing side issues.
- Voters should always be prepared to accept the majority decision and not take decisions as any form of personal slight or criticism.
- It is the responsibility of the Chairman, with the assistance and co-operation from all members, to ensure that this Code of Conduct is adhered to during meetings.

Communication on behalf of the Charity.

Statements to the media or other organisations on behalf of the Charity should be made by the Chairman or Secretary with the prior approval of the Committee.

Correspondence sent on behalf of the Charity must be signed by the Secretary or chairperson.

Procedure if the Code has been ignored or broken.

All Committee and charity members must comply with the Constitution, Grievance Procedure and Code of Conduct. Any serious breach of the Constitution or Code of Conduct may result in Committee members, following a majority vote of the Committee, being asked to resign and, if appropriate, termination of membership, according to the procedures set out in section 3, *Termination of Membership*.

1. Committee members.

- if a member feels that another member has ignored the Code, they should raise this with the Chairman/Vice Chairman either at the time or immediately after the meeting
- If they agree the member will be advised that they have breached the Code of Conduct and that their behaviour is not acceptable.
- If the member persists with this behaviour the Chairman will put to the meeting a motion that the member be asked to leave the meeting immediately. A simple majority of members present will suffice to pass such a motion
- Continued unacceptable behaviour from the individual may result in the Committee putting a motion to a general meeting that the individual's membership is either suspended for a period or terminated according to procedures in point 3.

2. General members.

Any complaints received about the conduct of the Charity or individual members will be taken to the Committee who will respond within twenty-eight (28) days. The committee will only deal with complaints that relate to the activities of the Charity and its members in relation to the Constitution and Code of Conduct. Committee members will not deal with interpersonal disputes and disagreements in other matters.

3. Termination of Membership.

In the event of breaches of the Constitution or Code of Conduct membership of the Charity can be suspended or ended by a two-thirds majority vote of the Committee. Notification of suspension must be given in writing with a copy of the Constitution attached.

4. Appeals.

- Any member who has been suspended or has had their membership terminated shall have the right of appeal. Any member who feels that they have not been treated fairly and equally by the Charity can raise this with the Committee, who will respond within twenty-eight (28) days. If a member wishes to appeal they have the right to ask the Secretary to arrange a special meeting to hear their appeal.
- Appeals must be made to the Secretary within twenty-eight (28) days of receipt of the letter suspending them. A special meeting must be held to hear the appeal within twenty-one (21) days of the Secretary receiving notification from the member.
- This appeals panel shall include at least three ordinary members of the Charity which are not on the Committee. Any member appealing suspension shall have the right to bring a third party and also, if they wish, to be represented by the third party. The decision by the appeals panel shall be binding to both parties.