

## ORKNEY CRAFT INDUSTRIES ASSOCIATION

### CONSTITUTION

Name:	The Orkney Craft Industries Association.
Aims and Objectives:	<ol style="list-style-type: none"> <li>1. To represent and safeguard the special local needs and interests of the growing crafts industry in Orkney, both within the county and elsewhere, with particular reference to new developments that may have a bearing on the interests of members.</li> <li>2. To promote the interest of the crafts industry in Orkney by means of advertising, publicity and exhibitions and such other promotional activities which may be beneficial to members.</li> <li>3. To provide a contact point for the crafts industry in Orkney and to disseminate any information of a general or particular nature likely to be of interest to members.</li> <li>4. To encourage and maintain the highest possible standards of workmanship and presentation.</li> <li>5. To assist, where possible, and encourage, new companies to achieve their business and creative goals. To admit businesses in various stages of development and welcome different ideas on business strategy and avenues of approach.</li> <li>6. To assist and give support for mutual benefit of the group and its members.</li> </ol>
Members:	Any person, firm or company actively and directly engaged in the production of a craft in Orkney, and where that craft is their means of support, or where they can assure the Association that they are working towards this end.
Membership:	<ol style="list-style-type: none"> <li>1. Applicants must satisfy a selection panel that their product is of a suitably high standard in terms of quality of materials, design, finish, workmanship, packaging and presentation.</li> <li>2. By the same token any existing member can be asked to present for scrutiny if,             <ol style="list-style-type: none"> <li>a. their product is considered to have</li> </ol> </li> </ol>

	<p>fallen below a standard deemed necessary for continuing membership, and</p> <p>b. if any existing member introduces a product of a different discipline from the one they are known for or were admitted to membership with.</p>
Group Membership:	<p>3.</p> <p>a. Where a company of more than one person is trading under one company name they are deemed to be one business, will pay one membership fee and be entitled to one vote.</p> <p>b. where more than one business each pursuing its own business interests, and trading under different names, but using one name for particular purposes or conveniences, may be considered for group membership, however, judgement on membership type and fee will be made, by management committee. Such groupings cannot be considered for single membership.</p>
Selection Panel:	<p>4. This panel shall consist of between 3 and 5 people, comprising 2 or 3 members of the Association, and others as deemed necessary to complement balance. From time to time more than one applicant is to be seen by a panel, therefore, to ensure fairness to all applicants it is deemed essential that the relevant mix of panel members is achieved. All business of selection panel is strictly confidential.</p> <p>5. Whilst the Association does not delve into applicants business accounts etc., it wishes to be satisfied that the applying company is able and willing to participate in the various projects undertaken by the group in the furtherance of its aims and objectives and in accordance with its strategic plan.</p>
Expulsion:	<p>1. The management committee shall have the right, for good reason, to terminate the membership of any individual or business. The management committee must notify, first verbally, reasons/allegations for considered expulsion. Where there is doubt</p>

	<p>a thorough investigation shall be undertaken. Before expulsion two written warnings must be given.</p> <ol style="list-style-type: none"> <li>2. Examples of 'good reason' are when it can be proved that a member has maligned or impugned a fellow member publicly; where by deed or word, they have brought the Association or any of its members into disrepute, or by their deeds and words threatened any members' business interests. Or those listed at 2a and b above.</li> <li>3. All and any complaints and allegations must be put to the Coordinator in writing. All complaints will be in strict confidence. The Coordinator shall bring the complaint or allegation to the immediate attention of the management committee. The management committee must protect members' confidences.</li> <li>4. Management committee must ensure that involved members have endeavored to resolve any difficulties between themselves.</li> <li>5. Said member(s) shall have the right to be heard and kept informed of all stages of the process.</li> </ol>
<p>Appeals Panel:</p>	<p>Shall consist of up to 5 members of the management committee, or where any are implicated or have an interest, then suitably neutral persons shall be drawn from the membership. Chair and V Chair for final appeal, neither shall be involved before this stage.</p>
<p>Project and Exhibitions</p>	<p>Member businesses, where more than one artist is trading under one name, but at exhibitions they wish their individual identity to be known, then their share of costs will be levied as deemed fit by the management committee. The Association can, occasionally, invite other crafts people and artists to participate in its projects, and can levy a fee or charge commission for participation on invited non-member businesses as considered necessary. They shall not benefit from any financial assistance received for members, neither will they have rights within the Association.</p>

Sponsorship:	The Association may seek sponsorship as and when membership feels it appropriate.
Committee	The Association will be run, by a committee comprising of not less than six members, including a Chairperson, vice-Chairperson, elected at the Annual General Meeting. For the sake of continuity, no more than one-third of the Committee will stand down annually, but will be eligible for re-nomination. The committee has power to co-opt members who shall have full voting rights.
Meetings	There should be 3 general meetings per year. The Annual General Meeting and 2 others as the members or management committee feel necessary. Proposed changes to the Constitution should be put in writing to the Chairperson not less than one month before the AGM. Changes to the constitution can be considered at other times of the year. The proposed changes should be submitted to the Coordinator for Management Committee consideration. If Management Committee wish to change the constitution they must submit a draft change to members not less than one month prior to any proposed Extraordinary General Meeting. Other meetings for specific interest groups, e.g. Exhibition or Trade show participants can be held whenever consider necessary by participants.
A. G. M.:	To be held no later than 31st December in any year. Members shall be notified of date, time and venue no later than one month before the proposed meeting.
Fees:	Membership fees will be recommended by the Management Committee to members at the AGM.
Quorum:	A Quorum shall consist of four members at committee meeting and ten full members at an AGM.
Voting:	Voting shall be by a show of hands and a simple majority shall be used to pass all resolutions at meetings. The Chairperson shall have the casting vote.