

# The Shed Wymondham Community Group Constitution



## 1. Name

The name of the Organisation shall be:

**The Shed Wymondham,**  
(abbreviated to **TSW** for the purpose of this document)

## 2. Location

The Organization contact postal address shall be:

Full address: The Shed Wymondham - Men's Shed Resource Centre, Ayton Road, Wymondham, Norfolk

Post code NR18 0QH

With meetings held at: Men's Shed Resource Centre, Ayton Road, Wymondham, Norfolk

## 3. Background

TSW was originally incorporated by the Alive Church Wymondham in the spring of 2016 and is affiliated to the National Men's Shed Association. In the Spring of 2019, members of the TSW agreed that they would form a separate Community Group in order to fulfil the objectives of the Group and help secure a sustainable future for members.

TSW as a separate entity also allows the transfer of assets held by the Alive Church (Including machinery, donated equipment and media and nominated funds) to the TSW group. It is the intention of TSW to apply for Charitable status at some point.

## 4. Objectives

We offer Men a place to pursue practical interests at leisure, to practice skills and enjoy making and mending.

We offer a place to meet, share ideas and experience

We offer a safe and secure environment to nurture new skills, maintain or re-invigore existing skill sets and encourage personal wellbeing

We provide the tools and facilities to pursue personal and collective objectives irrespective of members financial or personal dependencies

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## 5. Evidence of need

The Shed Wymondham will be a place where men over the age of 18 can go and interact with other men in a safe and non-judgmental environment. This environment is created within a facility where practical activities can be engaged with the assistance of skilled men with a strong sense of

community. This community project is aimed to assist men with social and emotional issues who may feel that they do not “fit in”. This could be to their family, community or even society in general for whatever reason, but could result from living in a difficult relationship or worse from a relationship break up, loss of job or even a past prison sentence. Shoulder to shoulder talking with direction and purpose in worthwhile tasks allow supportive relationships/ therapeutic avenues to be built and trust established. This enables positive outcomes for partners, family and the wider community where the suicide rate for men is four times the rate for women

## 6. **PROPERTY**

The property and assets of the TSW shall be safeguarded by the steering committee on behalf of club members.

## 7. **MANAGEMENT COMMITTEE**

The day-to-day affairs of the TSW shall be managed by the steering committee members

The membership of the steering committee shall be comprised as follows:

- Chairperson
- Secretary
- Treasurer
- Up to five community representatives, inc secretary, co-opted from the membership
- The positions of Chair and treasurer shall be elected at the Annual General Meeting and open to election from the second meeting when the TSW is underway, and the new membership established;
- The Committee shall be responsible for the control of the TSW activities, finance and all matters relating to the general conditions of the TSW.
- Should the Chairperson be absent from any meeting, the members shall appoint one of themselves as Chair. At every meeting the Chairperson shall have a casting, as well as a deliberative vote.
- All Sub Committees appointed shall report to the Steering committee.
- The Steering Committee shall not be unduly influenced by way of a disproportionate number of members who sit on another organising committee. All Steering Committee members must declare any interests regarding such membership to avoid such conflicts of interest.

## 8. **Inclusivity**

TSW acknowledges the general duty placed upon it by the Equalities Act 2010, in particular the public sector Equality Duty which came into force on 5th April 2011.

The TSW aims to play its part in by making society fairer tackling discrimination and providing equality of opportunity for all. It aims to give due regard to the need to:

- eliminate unlawful discrimination, harassment, victimization and any other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

It is our aim to do this regardless of

- age
- disability
- race - this includes ethnic or national origins, colour or nationality

#### 9. **Venerable adults and special needs**

TSW shall cater for adults who are vulnerable or have special needs and maintain a policy to cover such members,

#### 10. **DISCIPLINE (Members)**

The steering committee shall have the power to suspend/exclude any member who is in breach of the constitution. Any member suspended or expelled may seek a review of the decision and to this end an appeals Sub Committee will be established to consider the appeal.

#### 11. **DISCIPLINE (Steering committee)**

A Sub Committee of the Steering committee will be established to deal with discipline and grievance issues in relation to volunteers

#### 12. **COMMITTEE MEETINGS**

- The Steering committee shall meet at such times as the conduct of business requires but not less than four times per year. A Quorum shall consist of one third of the steering committee. In the case of Sub Committees, the quorum shall be not less than half of the membership.
- Steering Committee meetings shall only be called with a minimum of 48 hours' notice.
- At the steering committee meetings all motions shall require a simple majority vote of those present who are entitled to vote.
- The Treasurer will provide details of the financial state of the Organization.
- Minutes of the steering committee will be circulated to steering committee members. They will be recorded in an appropriate format and signed by the Chairperson. A copy of the Minutes of the steering committee will available for review at TSW steering committee meetings
- A member of the steering committee may resign by giving written notice to the Secretary.

- A member of the steering committee who fails to attend three consecutive steering committee meetings shall, unless the steering committee is satisfied that the failure to attend has been due to illness or other unavoidable causes be deemed to have resigned from the steering committee. The steering committee will fill the vacancy as soon as is practicable.
- The Secretary will inform the TSW if there is a vacancy on the Committee.

### 13. **Resolution**

All resolutions shall be subject to majority vote by the Steering Committee with only those required through legislation or to maintain a safe environment being exempt

**All** expenditure other than petty cash must only be done through prior authorization by a majority vote by the Steering Committee.

No member of the Steering Committee is permitted to enter any contract on behalf of TSW with a third party, transfer TWS funds or assets, or commit TSW to deliver services on behalf of TSW without prior resolution supported by majority vote of said committee

### 14. **ANNUAL GENERAL MEETING**

- The club shall hold an Annual General Meeting each year.
- The Secretary shall publicize the date of the AGM with 14 days' notice.
- The Agenda of the AGM will include the following matters:
  - Election of the Steering committee
    - The Organisations Annual Report
    - Presentation of the Organisations Accounts
    - Matters raised under Any Other Business
- An Extraordinary General Meeting can be convened at the request of one third of the steering committee, or members
- The right to vote at the AGM or Extraordinary General Meetings shall be open to all Registered Members.

### 15. **Dissolution**

If TSW regular meetings still occur, a resolution to dissolve the TSW can only be passed at an AGM or EGM through a majority vote of the membership. If regular meetings have ceased, such resolution may be by majority vote of the TSW Steering Committee

In the event of dissolution, any financial assets of the club that remain, will be distributed to such charities or organizations as decided by the TSW committee. Any property or non-financial assets will pass to the National Men's Shed for the continued benefit of *the National Men's Shed Organization*.

### 16. **Health and Safety general statement**

TSW recognizes and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the TSW.

TSW will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide as far as is reasonably practicable, the resources necessary to fulfill this commitment.

TSW will seek as and when appropriate expert Health and Safety advice to assist the secretary in fulfilling the TSW responsibilities for ensuring safe working conditions.

#### AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

A safe place of work and a safe working environment.

Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.

Systems of work that are safe and without risks to health.

Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.

Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.

Care and attention to the health, safety and welfare of employees, contractors and voluntary helpers and members of the public who may be affected by the Council's activities.

No person under the age of 18 is permitted to join TSW or use any tools/equipment in any workshop.

#### ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY AT WORK POLICY

As the TSW Safety Officer, the Secretary will:

Keep informed of relevant Health and Safety policy legislation.

Advise the Council on the resources and arrangements necessary to fulfill the TSW responsibilities under the Health and Safety at Work Policy.

Make effective arrangements to implement the Health and Safety at Work Policy.

Ensure the matters of Health and Safety are regularly discussed at meetings where events other than general meetings are planned.

Ensure risk assessments are carried out of working practices with subsequent consideration and review of any necessary corrective/protective measures.

Make effective arrangements to ensure those contractors or voluntary helpers working for the TSW comply with all reasonable Health and Safety at Work requirements.

Ensure that work activities by the TSW do not unreasonably jeopardize the health and safety of members of the public.

Maintain a central record of notified accidents.

When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

Co-operate fully with the aims and requirements of the Health and Safety at Work Policy and comply with the Codes of Practice or work instructions for Health and Safety.

Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing, and, where appropriate, ensure that appropriate First Aid materials are available.

Take reasonable care for the Health and Safety of other people who may be affected by their activities.

Will not undertake any operation likely to involve risk, without seeking guidance and permission from the TSW first.

Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.

Not misuse any plant, equipment tools or materials so as to cause risk to Health and Safety.

Report any accidents or hazardous incidents to the Secretary.

17. **Constitution changes or amendments**

The Constitution cannot be amended without the 2/3rds majority approval of the Steering committee. This includes vote by proxy if attendance is not possible.

18. **ADOPTION**

The Constitution was adopted at a meeting held

Day \_\_\_\_\_

Year \_\_\_\_\_

Signed \_\_\_\_\_ Chair

Witness \_\_\_\_\_

position \_\_\_\_\_