



# The WORCESTERSHIRE GUILD CONSTITUTION

ISSUE No 17 April 2015

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# INTRODUCTION

The Worcestershire Guild is a non profit making mutual association, which was formed in 1952 to aid craftsmen by organising exhibitions of their work. Its secondary purpose is to combat the isolation of self-employed craftsman in his workshop.

The Guild now finds itself to be a respected body, with the demand for membership increasing.

It is hoped that the following pages meet current needs and many future requirements, whilst maintaining the basic philosophy of the founding members.

## 1.0 DEFINITIONS

In these rules:

"the Guild" means The Worcestershire Guild.

"Member" means an individual or partnership.

"Partnership" means Members, who in working together, jointly contribute to the making of a single identifiable product. They have one vote, pay one Subscription, Show Fee and Commission and have one entry in the Membership Brochure.

"Joint Exhibiting Members" means those Members who share a single exhibition space.

"Designer-Craftsmen" & "Guest Exhibitor" means any person, who makes creative use of durable material; designing, making and selling his/her work through agents or directly to the public. The term, in this definition, does not cover the fine arts.

"the Committee of Craftsmen" means all the Full Members of the Guild.

"the Organising Committee" means the Officers of the Guild, who may be Exhibiting or Non-exhibiting Full Members.

"show/s" means show/s and/or exhibition/s.

"selling price" means the price paid for an item by the purchaser to the vendor.

## **2.0 NAME**

### ***2.1 The Society shall be called "The Worcestershire Guild"***

## **3.0 THE OBJECTIVES OF THE GUILD**

- 3.1** To bring together independent craftspeople, who take pride in their work and who, with originality and in the pursuit of excellence, produce high quality well designed items.
- 3.2** Members should aim to derive the majority of their earnings from the practice of their craft
- 3.3** To organise shows where, through the support of the Guild, Members' products are made available to the public.
- 3.4** To combat the isolation of self-employed craftsmen with the mutual help of the Members, both professionally and socially.
- 3.5** To promote greater interest in and knowledge of the various crafts.

## **4.0 RULES**

- 4.1** All Members are expected to attend meetings and play an active part in the work of the Guild.
- 4.2** All full Members are expected, from time to time, to serve on working parties and hold an office on the Organising Committee.
- 4.3** All Members are expected to exhibit their work at shows as frequently as possible.
- 4.4** Members may only exhibit work designed and produced by them and may not, without the approval of the Committee of Craftsmen, exhibit in a different craft from that in which they were elected into membership.
- 4.5** Members are expected to comply with the overall layout design of each show, which is prepared by the Exhibition Secretary.
- 4.6** When exhibiting, Members are expected to play an active part in mounting and dismantling Shows.
- 4.7** At the discretion of the members of the Organising Committee present, any work considered to be sub-standard or badly displayed may be removed from a show, after discussion with the Member concerned.

**4.8** Members shall ensure that there are stewards covering their stands at all times during a show and by familiarising themselves with the work of other Members shall be able to help generally with sales and to steward other Members' stands in emergencies.

**4.9** Members are expected to be ambassadors for the Guild at all times.

**4.10** The Guild shall be self-supporting and non-profit making, i.e. Members shall not personally benefit from any surplus monies.

## **5.0 EQUAL OPPORTUNITIES POLICY**

**5.1** The Guild welcomes on equal basis, regardless of disability, sex, colour, race age, religion, marital status or sexual orientation, everyone who shares its aims and who fulfils the criteria for Guild Membership as defined in this Constitution.

**5.2** The Guild will make accessibility a priority when booking venues for shows.

## **6.0 ADMISSION OF MEMBERS**

**6.1** Membership is not exclusive to residents of Worcestershire.

**6.2** The number of members from each craft is not limited.

**6.3** Each applicant (either an Individual or a Partnership) will complete the approved form, obtainable from the Membership Secretary. At an agreed time the applicant will be asked to submit examples of work to an Ordinary Meeting of the Committee of Craftsmen, which will consider the work, together with the applicant's form.

Applicants will be invited to make a verbal presentation about their work, career and reasons for wishing to join the Guild. Applicants who declined this offer will not be disadvantaged.

All applicants will be notified in writing of the Committee's decision. A successful applicant will be offered Guest Exhibitor membership for a probationary period during which they should exhibit at three major Guild shows over a period of not less than eighteen months.

The Membership Secretary will introduce the successful applicant to a Full Member of the Guild, who will act as a Mentor. Membership will be reconsidered if the Guest Exhibitor participates at no shows during the probationary period.

For further information see Supplement 5 - Mentoring Guidelines. Following satisfactory completion of the above conditions the applicant will be considered for full membership by the Committee of Craftsmen.

Alternatively, a new applicant may be invited to exhibit at one Guild show as an Invited Craftsman. This may or not result in the Committee offering the applicant Guest Exhibitor membership. All the Committee's decisions will be made known in writing.

- 6.4** The Membership Secretary also has the right to invite a Craftsman, to exhibit at one show (providing space is available) as an Invited Craftsman without following the above procedure.

## **7.0 MEMBERSHIP CATEGORIES**

- 7.1 FULL MEMBER.** This category provides full membership of the Guild; i.e. the Member can apply to exhibit at all Guild Shows, is a Member of the Committee of Craftsmen with full voting rights and can hold any office in the Guild. In this class members pay Subscriptions, Show Fees and Percentage Sales Commissions.
- 7.2 VOLUNTEER MEMBER.** These are Makers who have decided not to exhibit at Guild shows, either permanently or for the time being. They may also be members of the Organising Committee who are full members of the Guild, but who are not craftsmen and who consequently cannot exhibit at Guild Shows. These members only pay Subscriptions.
- 7.3 HONORARY LIFE MEMBER.** The Committee may elect as an Honorary Life Member of the Guild anyone who has made an exceptional contribution to the Guild. An Honorary Life Member shall continue to have all membership rights but will not pay Subscriptions.
- 7.4 AFFILIATE MEMBER.** These are Makers, who through personal circumstances do not wish to exhibit at shows, but who wish to maintain contact with the Guild. They can receive all the Guild papers and attend meetings, but cannot vote. In this class Members pay a reduced Annual Subscription. Applications for this class should be in writing to the Membership Secretary, giving reasons and an estimated period of non-exhibiting (minimum two years). Submitting work to the Committee of Craftsmen in the usual manner can reactivate full Membership.
- 7.5 GUEST EXHIBITOR MEMBER.** These Designer-Craftsmen are on probation in the Guild. They can apply to exhibit at shows and can attend meetings of the Committee of Craftsmen, except when their full membership is being considered, but they have no voting rights and

cannot hold a Guild Office. They are welcome to enter into debates and express their views. These members pay Subscriptions, Show Fees and Percentage Sales Commissions.

**7.6 INVITED CRAFTSMAN.** These are Makers who are invited to exhibit at one show. They cannot attend meetings of the Guild. The makers pay no Subscriptions but pay a one-off Show Fee, before the show. The Invited Maker's fee for each year shall be proposed annually by the Organising Committee and approved by the majority of the Committee of Craftsmen present at the AGM of the Guild. Notice giving details of any proposed revision to this fee, together with an explanation of the need for change, will be given in writing to members fourteen days prior to the AGM.

**7.7 FRIEND of the GUILD.** Anyone may become a Friend of the Guild for a donation. Friends may attend meetings of the Committee and are encouraged to join discussions. They do not have voting rights.

## **8.0 REGISTER OF MEMBERS**

**8.1** The Guild shall keep a register of Members' names and contact details and the date at which each person became a member. The register shall include names of the Officers of the Guild, together with the dates on which they assumed office.

**8.2** The Secretary and Membership Secretary should be notified of any modification of such information.

## **9.0 CESSATION OF MEMBERSHIP AND CHANGE OF CATEGORY**

**9.1** Membership shall cease by giving notice of resignation in writing to the Membership Secretary.

**9.2** Members wishing to become Affiliated Members shall make their wishes known in writing to the Membership Secretary.

## **10.0 EXPULSION**

**10.1** The Committee may, by resolution in writing, expel any Member who infringes any part of this constitution or whose conduct is, in the opinion of the Committee, such as to render the Member unsuitable for membership of or association with the Guild.

The nature of the complaint will be made known, by the Secretary, in writing. Seven days notice will be given of the meeting at which the Member will be given the opportunity to answer the complaint.



## **11.0 SUBSCRIPTIONS**

- 11.1** Each person who is a Member shall pay to the Guild a subscription in respect of each year beginning the first of the month after the AGM. The amount will be annually proposed by the Organising Committee and approved by the majority of the Committee of Craftsmen present at the AGM. Notice giving details of any proposed revision to the subscription rate, together with an explanation of the need for change, will be given in writing to members fourteen days prior to the AGM.
- 11.2** Persons becoming members after three months of the subscription year will pay as follows:
- four - six months, 3/4 of the annual subscription
  - seven - nine months, 1/2 of the annual subscription
  - ten - twelve months, Nil
- 11.3** Current and newly elected members shall pay their subscription within 21 days from the 1st April or from the first of the month following their election upon receipt of an invoice.

Failure to comply with this requirement, unless a special arrangement has been made, will result in void Membership, which can be reactivated by payment of £15 in addition to the Annual Subscription.

If in due time Membership is not reactivated, its loss will be concurred by the Committee of Craftsmen at its next meeting.

- 11.4** The approved value of the Annual Subscriptions shall be issued to each Member every year after the AGM in Supplement No. 3 of this document.

## **12.0 SHOW AND EXHIBITION SPACE**

- 12.1** The Guild does not sell space at shows. The Exhibition Secretary allocates the available space dependent on the considered needs of each exhibiting Member.
- 12.2** Individual Members who wish to become 'Joint Exhibiting Members' must apply in writing, stating their reasons, to the Secretary, for approval at a meeting of the Committee of Craftsmen. Joint Exhibiting Members shall pay 1.5 times the Show Fee.

- 12.3** The Exhibition Secretary, in order to improve a show, may offer a shared exhibition space to members at a joint cost of 1.5 times the Show Fee.

### **13.0 SHOW FEES**

- 13.1** All Members exhibiting at shows shall pay to the Guild a Show Fee of the amount annually proposed by the Organising Committee and approved by the majority of the Committee of Craftsmen present at the AGM. Notice giving details of any proposed revision to the Fee rate, together with an explanation of the need for change, will be given in writing to Members fourteen days prior to the AGM.
- 13.2** The Fee must be paid with the Show entry application form.
- 13.3** The approved value of the Show Fee will be issued to each Member every year after the AGM in Supplement No. 3 of this document.

### **14.0 PERCENTAGE SALES COMMISSION FEE**

- 14.1** All Members exhibiting at shows shall pay to the Guild a Percentage Sales Commission Fee of the amount annually proposed by Organising Committee and approved by the majority of the Committee of Craftsmen present at the AGM. Notice giving details of any proposed revision to the Fee, together with an explanation of the need for change, will be given in writing to Members fourteen days prior to the AGM.
- 14.2** The Percentage Sales Commission Fee, based on the selling price, shall be payable on all sales made and orders taken at a Show.
- This Fee will be calculated by the Member using the instruction on the Sales Commission Form, received from the Treasurer after the Exhibition. On sales it shall be paid within two weeks of the show closing. On orders taken it shall be paid by a time to be agreed with the Treasurer.
- 14.3** VAT registered Members are not expected to pay commission on the VAT portion of the selling price. Members may inform the Treasurer if they are VAT registered and whether or not they wish the VAT to be deducted from the selling price prior to commission payments.
- 14.4** The approved value of the Percentage Sales Commission Fee will be issued to each Member every year after the AGM in Supplement No. 3 of this document.

## **15.0 CREDIT AND DEBIT CARD SALES**

- 15.1** A facility enabling payment for sales by Credit and Debit Card shall be available to Members at all shows. A sales commission for each card, based on the selling price, is due on each transaction to the facility provider. The level of Commission Fee for each card will be detailed in Supplement 3 of this document.

## **16.0 THE ORGANISING COMMITTEE**

- 16.1** At the AGM the Committee of Designer Makers shall nominate and vote for an Organising Committee comprising the Chairman, President, Secretary, Treasurer, Membership Secretary, Publicity Officer, Exhibitions Secretary, Exhibitions Administrator, Equipment and Training Officer, Education Officer, Social Secretary and three Investment Managers.
- 16.2** The Organising Committee and Committee of Designer Makers shall have authority to form working parties to manage specific Guild matters.
- 16.3** An Officer of the Guild shall not be entitled to any remuneration. However out of pocket expenses shall be paid to officers.
- 16.4** Each Officer is nominated and elected at the AGM and holds office for one year. Normally an officer shall serve for no more than three successive years.
- 16.5** The names, addresses and contact numbers of the members of the Organising Committee shall be issued to each member every year after the AGM in Supplement No. 4 of this document.

## **17.0 DUTIES OF THE OFFICERS**

- 17.1** **The Chairman** shall preside over all meetings of the Guild. In the absence of the Chair, the President will undertake this duty. In the absence of both, a Chairman shall be elected by the full members of the Guild who are present.
- 17.2** **The President** shall deputise for the Chairman when necessary. The President will be a person with a significant number of years' active participation in the Guild.
- 17.3** **The Secretary** shall (whenever possible) attend all meetings of the Guild and shall record and archive the minutes. These shall be sent, together with any other relevant documentation, to all Members of the Guild not less than fourteen days prior to the next meeting. In the absence of the Secretary another member shall be appointed by the

full members present to record the minutes. In addition the Secretary shall:- 1. organise the venues for meetings and be responsible for the Attendance Book and 2. prepare and circulate an agenda not less than fourteen days prior to the meeting.

- 17.4 The Treasurer** shall submit a financial report at each Guild meeting. The Treasurer shall produce books, documents and details of monies of the Guild in his possession and render a full and clear statement of accounts so that certified accounts can be available at the AGM. The Treasurer shall give up all books, documents and monies of the Guild upon ceasing to hold office or when otherwise required to do so by resolution of the Guild.
- 17.5 The Membership Secretary** shall send application forms, upon request from prospective members and shall then receive all applications for membership. There will be designated meetings to consider applications. The Membership Secretary shall inform applicants of the decision of these meetings, together with requesting the appropriate subscription and be responsible for maintaining and updating the Register of Members.
- 17.6 The Publicity Officer** shall be responsible for all matters relating to the promotion of the Guild and the relationship between the Guild and the public, press, media and other organisations.
- 17.7 The Exhibitions Secretary** shall be responsible for the layout and for organising the mounting and dismantling of each show.
- 17.8 The Exhibitions Administrator** shall assist the Exhibitions Secretary by ensuring that venues are booked, that space requirements are agreed and that tickets and passes from show venues are acquired and distributed to exhibitors. Where necessary, the Exhibitions Administrator will provide details of Guild exhibitors to show organisers, for inclusion in show catalogues.
- The Exhibitions Administrator will also be responsible for the collection of show application forms and fees, and will pass these to the Exhibitions Secretary and Treasurer respectively.
- 17.9 The Equipment and Training Officer** shall be responsible for the safe storage, general maintenance and testing of all Guild equipment and will instruct all members in the safe use of the equipment. The Officer will also maintain an equipment inventory and present an inventory status at the AGM.
- 17.10 The Education Officer** shall implement Objective No.1 of the Education Policy detailed in Supplement No. 1.

**17.11 The Social Secretary** shall organise social events.

**17.12 The Investment Managers** shall invest the Guild's monies, maximising the return proportional to the level of risk, taking into account the short and long term needs of the Guild. They shall also ensure that the Accountant, Secretary and Treasurer each have up to date details of all investments.

**17.13 All Officers** shall be responsible for keeping the Secretary fully informed of their activities.

## **18.0 COMMITTEE OF DESIGNER CRAFTSMEN MEETINGS**

**18.1** The Committee of Designer Craftsmen will meet when necessary, but at least four times per year. The date of a meeting will be agreed by the members. The quorum for these meetings shall be ten full members.

## **19.0 ANNUAL GENERAL MEETING (AGM)**

**19.1** Notice of the AGM shall be deemed to have been given if sent to the last address notified by a member to the Secretary.

**19.2** The Annual General meeting of the Guild shall be held not later than the 31<sup>st</sup> March each year on a date to be fixed by the Committee of Designer Craftsmen. The Secretary shall give not less than fourteen days notice in writing of an AGM to every member.

**19.3** Members of the Committee of Designer Craftsmen, who wish for a proposition to be included on the agenda for the AGM shall submit details to the Secretary twenty eight days prior to the meeting.

**19.4** No business shall be transacted at the AGM unless a quorum is present. The quorum for an AGM shall be one third of the total membership of the Committee of Designer Craftsmen.

## **20.0 AN EXTRA-ORDINARY MEETING**

**20.1** An Extra-Ordinary Meeting may be called at any time by a letter signed by five full members of the Guild. Seven days notice in writing shall be sent to every member stating the business to be discussed at the meeting.

**20.2** The quorum for an Extra-ordinary Meeting shall be the same as that for the AGM.

## **21.0 VOTING**

- 21.1** At meetings Full Members of the Guild who are present are entitled to vote. A casting vote is available to the Chairman in addition to his vote as a member.
- 21.2** All decisions taken at meetings, except for the election of Designer-Craftsmen Members, will be made by a simple majority vote of those full Members present.
- 21.3** When Guest Exhibitors are to be considered for Designer-Craftsmen Membership, Members who are unable to attend the meeting may vote by post or email, informing the Secretary and Membership Secretary of their decision no later than 24 hours before the meeting. They may support their vote by giving reasons for their decision and these will form part of the discussion at the meeting.

## **22.0 ATTENDANCE BOOK**

- 22.1** An Attendance Book shall be kept at all of the Guild meetings and shall be signed by each of the members present.

## **23.0 ANNUAL REPORTS, BUDGET AND ACCOUNTS**

- 23.1** An Annual Report of the year's activities of the Guild shall be presented at the AGM by the Chairman and the Officers.
- 23.2** An annual budget shall be prepared by the Organising Committee for acceptance at the AGM. A copy of the proposed budget shall be sent to each Member of the Guild not less than fourteen days prior to the AGM.
- 23.3** A Copy of the Certified Accounts made up to the previous 31st December shall be sent to each Member of the Guild not less than fourteen days prior to the AGM.

## **24.0 APPLICATION OF SURPLUS MONIES**

- 24.1** Any surplus monies accruing from the year's work of the Guild shall be used to further the objects of the Guild.

## **25.0 CERTIFICATION of ACCOUNTS**

- 25.1** The Committee of Designer Makers shall appoint in each year of account a qualified accountant to certify the Guilds accounts and balance sheet for that year.

## **26.0 AMENDMENT OF CONSTITUTION**

- 26.1** The Constitution may only be amended at the AGM.
- 26.2** Any approved changes to the Constitution shall be recorded in Supplement No. 5 and a copy issued to each Member after the AGM.
- 26.3** Annual updating of the Constitution and circulation of changes to Members shall be the responsibility of a Member of the Organising Committee.

## **27.0 DISSOLUTION**

- 27.1** The Guild may at any time be dissolved by a resolution which has been passed at a meeting of the Committee of Designer Craftsmen by a majority or two thirds of the total membership.
- 27.2** The Secretary shall give not less than fourteen days' notice in writing of such a resolution and meeting to every Member.
- 27.3** Such a resolution may give instruction for the disposal of any assets held by or in the name of the Guild provided that if any property remains after the satisfactory settlement of all debts and liabilities such property shall not be paid to or distributed among the Members of the Guild, but shall be given to such other organisations having objectives similar to some or all of the objectives of the Guild, as the Members determine.

## **28.0 AWARDS**

- 28.1** **The Alan Knight Memorial Award.** For details see Supplement No. 2.

**Statement of Intent**

The Worcestershire Guild aims to inform as wide an audience as possible on all aspects of design and craftsmanship and support new\_and established makers in their professional development.

The Education Officer and other members of the guild will establish links with schools, colleges and other educational organisations, through contact with the County Education officer, through personal contact and through invitations to Guild Shows.

**Objectives**

1. Widen the scope of exhibitions and explore new venues reaching new audiences through the Committee.
2. Continue to hold a number of exhibitions each year to which a wide cross-section of the public has access.
3. Continue to change the displays regularly at the Guild Shop at Hartlebury County Museum where there are a large number of school visitors and where entry to the shop and Café are free. Also to take part in special events at the Museum through demonstrations of crafts.
4. Include an educational element in exhibitions where possible, through demonstrations and displays.
5. Encourage all members to organise displays of Guild work in their own communities, for instance, in local libraries.
6. Continue to charge as low an exhibition fee as possible in order to encourage makers from a wide range of disciplines to take part in shows.
7. Support a new maker through the Alan Knight Award.
8. Continue the mentoring Scheme for new members.
9. Invite makers (where space permits), who are not members to exhibition with the Guild.
10. Exchange information at Guild meetings and events about opportunities for professional development (grants, shows etc.).
11. Support each other with advice on technical and business matters.
12. Encourage members to run workshops or courses and give talks on their craft on an individual basis and to take up residencies.



1. This award is given by the *Guild* in recognition of the quality of a craftsman's work and to help at the beginning of his or her career.
2. **Eligibility** Any *Maker*, who has exhibited at a minimum of one *Guild Show*, can be nominated by any full member of the *Guild*.
3. **Procedure** The Award will be given on merit at any meeting of the *Committee*. The Award does not have to be granted every year. There shall be only one recipient of the Award at any one time.
4. **Award** The Award shall comprise up to four free shows with the *Guild* (i.e. no Show Fee, Sales Commission and Annual Subscription), the free shows to be taken within twelve months from the date the Award is bestowed.

**SUPPLEMENT No. 3      SUBSCRIPTIONS AND FEES****FOR THE PERIOD April 1<sup>st</sup> 2015 – Mar 31<sup>st</sup> 2016****Issue No. 17/2015**

1. Annual Subscription for:

Maker & Guest Exhibitor Members	£70.00
Affiliate Member	£20.00
2. Show Fee for all Exhibitors except Invited Makers
  - Spring Gardening Show 8<sup>th</sup> – 11<sup>th</sup> May
  - Individuals and Partnerships £116.00
  - Joint Exhibitors £174.00
  - Autumn Show 27<sup>th</sup> & 28<sup>th</sup> September
  - Individuals and Partnerships £70.00
  - Joint Exhibitors £105.00
  - Worcester Guildhall Exhibition 21st & 22nd November
  - Individuals and Partnerships £55.00
  - Joint Exhibitors £82.50
3. Percentage Sales Commission for all Exhibitors except Invited Craftsmen 10%
4. Show Fee for Invited Makers 2 x Show Fee
5. Credit Card provider's commission 1.50% of sales plus 2p per transaction
6. Debit Card provider's commission £0.14 plus 2p per transaction
7. Charge for use of Card Facility at non-Guild Shows 5% of sales
8. Mileage Rate for use of cars on Guild business
  - Exhibiting and Non-Exhibiting Members 45p per mile
9. Membership Application Fee £15.00

1.     President:             Ray Key  
  
The Firs, 53 Weston Road, Bretforton, Nr. Evesham, Worcs. WR11 7HW  
Tel: 01386 830142  
Email: [ray.key@btopenworld.com](mailto:ray.key@btopenworld.com)
  
2.     Chair:                 Brian Maiden  
  
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Tel: 01299 877015  
Email: [b.maiden@virgin.net](mailto:b.maiden@virgin.net)
  
3.     Minutes Secretary:     Judith price  
  
Friars Glade, Halls Farm Lane, Trimpley, Nr Bewdley, Worcs. DY12 1NP  
Tel: 01299 403167  
Email: [price1np@btinternet.com](mailto:price1np@btinternet.com)
  
5.     Treasurer:             Peter Bennett  
  
The Pile of Stones, Main Street, Cleeve Prior, Evesham, Worcs. WR11 8LD  
Tel: 01789 772459  
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4.     Administration Secretary: Simon Conolly  
  
Lower Earnstrey Park Farm, Tugford, Craven Arms, Shropshire. SY7 9HT  
Tel: 07770 968999  
  
Email: [ssconolly@gmail.com](mailto:ssconolly@gmail.com)
  
6.     Membership Secretary: Jo Dewar  
  
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Email: [jo@jodewar.com](mailto:jo@jodewar.com)  
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7.     Publicity Team:         Barry Lockwood - Secretary  
  
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Email: [becca@beccawilliams.co.uk](mailto:becca@beccawilliams.co.uk)

Dilyana Evtimova

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Email: [antm1@mac.com](mailto:antm1@mac.com)

8. Exhibition Secretary: Martin Howard

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Tel: 01691 610013

Email: [info@martinhowardfurniture.co.uk](mailto:info@martinhowardfurniture.co.uk)

9. Exhibition Administrator: Ettore Consorte

76 Queens Road, Smethwick, West Midlands, B67 7HE

Tel: 0121 552 7267

Email: [ettconsorte@hotmail.com](mailto:ettconsorte@hotmail.com)

10. Equipment & Training Officer: John Lepper

Lock House, 9 Parkes Passage, Stourport, Worcs DY13 9EB

Tel: 07885 426255

11. Education Officer: t.b.a.

12. Website Manager: Ria Poyton

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13. Social Secretary Claudia Petley

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14. Investment Managers

Ray Key - see President above

Peter Bennett - see Treasurer above

Stephanie Kemp

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Guild Archivist: t.b.a.

Hartlebury Shop Manager t.b.a.

**SUPPLEMENT No. 5.    MODIFICATION HISTORY****Page No. 1 ISSUE No.9/2007**

Effective Date	Details of Modifications	Authority for Change
28/6/99	Constitution revised and rewritten. Issue No. 1 approved.  Show Fee for Invited Craftsmen increased by £25 to £100 Bhava Mitchell elected Membership Secretary. Harry Brown elected Equipment & Training Officer. Margret Hallmark elected Education Officer. Brian Maiden elected Social Secretary.	AGM 26/6/1999
21/3/00	Front Cover raised to Issue 2. Page 4 raised to Issue 2 because Section 5.1 modified to include words - sexual orientation. This was requested by West Midlands Arts during the Lottery Grant Application process and agreed in principle at Guild meeting held 19 <sup>th</sup> October 1999. Supplement 3 raised to Issue 2:- Subscription increased by £5 to £25. Show Fee raised by £5 to £45. Show Fee for Overbury & Evesham Library Ex £25 & £5 respectively. Supplement 4 raised to Issue 2:- Danek Piechowiak, Brian Maiden, Tony Davies, Stephen Smith, Judith Price & Martyn Pugh elected Chairman, Secretary, Publicity Officer, Website Manager & Joint Lottery Coordinators respectively.	AGM 21/3/2000
24/4/01	Front Cover raised to Issue 3. Supplement 3 raised to Issue 3:- Subscription increased by £10 to £35, effective from 1/4/01. Three Choirs Festival-Gloucester Show Fee £45. Supplement 4 raised to Issue 3:- Peggy and Harry Brown elected Exhibition Secretaries. John Lepper elected Equipment & Training Officer.	AGM 24/4/2001

26/3/02	Constitution main body updated and re-issued with front cover to Issue 4. The main changes were as follows:- Section 1.0:- Definitions of "Member", "partnership" & "selling price" added. Definitions of "Designer-Craftsman" & "the Organising Committee" clarified. Section 3.2 added. Section 11.2:- Notes concerning payment of Subscriptions at various times through year added. Section 11.3:- payment of Subs now due within one month, not two as before. Notes on untimely payment added. Section 12.0 SHOW AND EXHIBITION SPACE added. Section 13.3 concerning VAT registered Members added. Section 14.0 CREDIT AND DEBIT CARD SALES added. The need for an Inventory added to Section 17.8. Section 25.2 added. Other small changes reflect the affect of the above on the document and current practice. Supplement 1 rewritten and raised to Issue 2. Supplement 3 raised to Issue 4:- joint Exhibitors fee of £67.50 and Credit & Debit Card commissions added. Supplement raised to Issue 4:- Stan Greer, assisted by J Pearce, elected Publicity Officer. M-T King elected Education Officer.	AGM 26/3/02
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## SUPPLEMENT No. 5. MODIFICATION HISTORY continued

Page No. 2 ISSUE No.9/2007

Effective Date	Details of Modifications	Authority for Change
25/3/03	<p>Front Cover raised to Issue 5. Supplement 3 raised to Issue 5:-</p> <p>Subscription increased by £10 to £45. Three Counties Showground &amp; Guildhall Show Fees increased by £5 to £50. Cirencester Park Show Fee increased by £15 to £75, but no Sales Commission will be paid. Three Choirs Festival - Hereford Fee increased by £15 to £65. Charge for use of Card facility at non-Guild shows reduced from 10% to 5% of sales. Mileage Rates for use of cars on Guild business - 25pp &amp; 32p per mile for Exhibiting &amp; Non-Exhibiting Members respectively. Supplement 4 raised to Issue 5: Angie Hughes elected Membership Secretary effective from</p>	AGM 26/3/03

	1st August. Sarah Walker, Sam Hemming and Sue Lauzier elected Website Manager, Catering Officer and Guild Archivist respectively. Supplement 5 raised to Issue 5 and page 2 added.	
30/3/04	<p>Front Cover raised to Issue 6. Supplement 3 Raised to Issue 6:-</p> <p>Three Choirs Festival - Gloucester Fee increased by £15 to £80. Supplement 4 raised to Issue 6: Jocelyn Perry and Brian Maiden elected Secretary and Publicity Officer respectively. John Lepper elected to new post of Assistant Treasurer. Supplement 5 raised to Issue 6.</p>	AGM 30/3/04
26/4/05	<p>Front Cover raised to Issue 7. Supplement 3 raised to Issue 7:-</p> <p>Subscription increased by £5 to £50. Three Counties Showground &amp; Christmas Show Fees raised by £5 to £55. Three Choirs Festival - Worcester Fee increased by £5 to £85. The Birmingham Rep Show Fee fixed at £90. Mileage Rates increased by 2p to 27p &amp; 34p per mile for Exhibiting &amp; Non-Exhibiting members respectively. Website Hosting fee Subscription was agreed at £10. Supplement 4 raised to Issue 7. Julie Hedges elected Membership Secretary. Marie -Therese King resigned as Education Secretary; replacement T.B.A. Supplement 5 raised to Issue 7.</p>	Extra Ordinary AGM 26/4/05
21/3/06	<p>Front Cover raised to Issue 8. Section 19.4 The Quorum for an AGM changed from one half to one third of the total membership. Supplement 3 raised to Issue 8:-Spring Gardening Show fee increased by £10 (4 day show) to £65. Hereford Three Choirs Festival fee set at £75. Birmingham Rep &amp; Three Counties Shows deleted. Supplement 4 raised to Issue 8:- Judith Price elected Chair and Frans Wesselman elected Exhibition Secretary. Supplement 5 raised to Issue 8.</p>	AGM 21/3/06



Effective Date	Details of Modifications	Authority for Change
20/3/07	<p>Front Cover raised to Issue 9. CONTENTS:- Supplement 6 - Mentoring Guidelines - added. Section 6.3:- Reference to Supplement 6 added (see Page 5). Supplement 3 raised to Issue 9:-Annual Subscription increased by £5 to £60. Website subscription increased by £2 to £12. Hartlebury Exhibitors Subscription set at £20. Spring Gardening Show fee increased by £30 to £95. Hartlebury Show added and Fee set at £30. Fees for Three Choirs Festival and Autumn Show increased by £10 to £90 &amp; by £5 to £60 respectively. Christmas Show fee unchanged at £55. Show Fee for Invited Craftsmen increased by £50 to £150. Mileage rates increased by 2p to 29p &amp; 36p per mile for Exhibiting &amp; Non-Exhibiting Members respectively. Supplement 4 raised to Issue 9. Anna Yelland elected Education Officer and Jenny Pearce confirmed Assistant Exhibition Secretary. Sam Hemming resigned as Catering Officer. Supplement 5 raised to Issue 9.</p>	AGM 21/3/07
1/4/08	<p>Front Cover raised to Issue 10. Supplement 3 raised to Issue 10:- Hartlebury Shop Fee increased by £5 to £25, paid once after first £50 gross sales. Spring Gardening Show fee increased by £15 to £110. Hartlebury Show reference deleted. Worcester Three Choirs Festival fee increased by £10 to £ 110. (note: increased to £100 after 2007 AGM). Autumn Show fee raised by £5 to £65. St. Helen's Show fee decreased by £5 to £55. Debit Card commission due to provider increased by 0.024p to 0.474p per transaction. Mileage rates increased by 2p to 31p &amp; 38p per mile for Exhibiting &amp; Non-Exhibiting members respectively. Supplement 4 raised to Issue 10. Julie Hedges' &amp; P Bennett's address &amp; email address changed respectively. Supplement 5 page 3 raised to Issue 10.</p>	AGM 1/4/08

31/3/09	<p>Front Cover raised to Issue 11. Supplement 1 raised to Issue 3. Education Policy rewritten. Supplement 2 raised to Issue 2. Addition to Eligibility statement - 'who has exhibited at a minimum of one Guild Show,'.</p> <p>Supplement 3 raised to Issue 11. Hereford Three Choirs Festival Fee increased by £20 to £130. St Helen's Christmas Show reference deleted. No. 8 Pershore Christmas Show added with £110 Fee. Show fee for Invited Craftsmen Changed from £150 to 2 x Show Fee. Credit Card commission due to provider increased by 0.03% to 5.115% of sales from 1/1/09.</p> <p>Supplement 4 raised to Issue 11. Sam Hemming &amp; Belinda Gilbert elected Secretary &amp; Membership Secretary respectively. Publicity Team comprising Marie Therese King, Sharon McSwiney, Sian Hughes &amp; Penny Williams elected. Website Management Team comprising Gavin Davidge, Melanie Hamlet, Mary Marsh, Danek Piechowiak &amp; Frans Wesselman elected. Supplement 5 page 3 raised to Issue 11.</p>	<p>AGM 31/3/09</p>
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Effective Date	Details of Modifications	Authority for Change
1/4/10	<p>Front Cover raised to Issue 12. Page 6, Section 8.2 modified:- 'Secretary and' added. Page 12, Section 21.2 modified:- 'except for the election of Designer-Craftsmen Members' added after 'at meetings'. Section 21.3 concerning addition of postal voting for election of Designer-Craftsmen Membership added. Supplement 3 raised to Issue 12. Annual Subscription increased by £10 to £70. Hartlebury Shop Subscription changed from £25 after £50 gross sales to £10 &amp; £25 after £75 &amp; £150 gross sales respectively. Spring Gardening and Autumn Show fees increased by £6 &amp; £5 to £116 &amp; £70 respectively. Pershore Show, now a three day show, and Fee increased by £30 to £140. Credit &amp; Debit Card commission, due to Provider, increased from 5.115% to 5.2% of sales and from £0.474 to £0.50 per slip respectively. Guild Business Mileage Rate increased to 40p per mile for all Members. Supplement 4 raised to Issue 12. Allison Dupernex elected Chair. Martin Howard and Ettore Consorte elected Exhibition and Assistant Exhibition Secretary respectively. Sarah Walker confirmed as Website Manager and Janette Mackinnon replaced Frans Wesselman on Website Management Team. Mary Marsh elected Additional Assistant Treasurer and Brian Maiden elected Social Secretary. New position, Hartlebury Shop Manager, confirmed, but t.b.a. Sue Piechowiak resigned as Guild Archivist; position now t.b.a. Supplement 5, Page 4 raised to Issue 12.</p>	<p>AGM 24/3/10</p>
1/4/11	<p>Front Cover raised to Issue 13. Supplement 3 raised to Issue 13. Credit &amp; Debit Card commission reduced from 5.2% to 1.63% and from 50p to 23p per transaction respectively. Supplement 4 raised to Issue 13. Stephanie Kemp elected Membership Secretary. Anna Yelland resigned as Education Officer: position now t.b.a. Supplement 5, Page 4 raised to Issue 13.</p>	<p>AGM 30/3/11</p>

1/4/12	Front Cover raised to Issue 14. Supplement 3 raised to Issue 14. Reference to Hartlebury Shop Fee, due deletion & Three Choirs Festival, due to cancellation deleted. No.8 Pershore Christmas Show duration reduced from 3 to 2 days & Fee reduced by £40 to £100. <b>Supplement 4</b> raised to Issue 14. Jocelyn Perry elected Secretary. Publicity Team elected, led by Secretary Barry Lockwood, assisted by Brian Maiden, Sharon McSwiney, Siobhan Jones and Bridget Drakeford. Janette Mackinnon elected Website Manager. Supplement 5, page 4 raised to Issue 14	AGM 28/3/12
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## SUPPLEMENT No. 5. MODIFICATION HISTORY Continued

Page No. 5 ISSUE No. 17/2015

Effective Date	Details of Modifications	Authority for Change
1/4/13	<p>Front Cover raised to Issue 15. Contents modified to reflect addition of Affiliate Member category. AFFILIATE MEMBER category added to Section 7.0. Exhibitions Assistant Secretary added to Section 17.7. SUPPLEMENT No. 3 raised to Issue 15. Affiliate Member £20 Annual Subscription added. Worcester Guildhall Exhibition added in place of Pershore No8 Show. Fees £50 &amp; £75 for Individuals &amp; Partnerships and Joint Exhibitors respectively. Car Mileage Rate increased by 5p to 45p per mile.</p> <p>£15 Membership Application Fee added. SUPPLEMENT No 5 raised to Issue 15, with Page No 5 added. Brian Maiden elected Chair in place of Alison Dupernex.</p>	AGM 27/3/13
1/4/14	<p>Front cover raised to Issue 16. In the Introduction 'their work' replaced 'best work'. 'aim to' added to Section 3.2. Payment of Subs, Section 11.3, changed from a 3 month process comprising request, followed by written &amp; verbal reminders, to payment in 21 days, after which membership is void. Membership can be reactivated by payment of an additional £15. Section 6.3 Membership Applicants to be invited to make verbal presentation as part of selection process. Section 17.0</p>	AGM 26/3/14

	<p>Duties of Officers, Exhibition Assistant Secretary name change to Exhibition Administrator. Other changes clarify current practice. Changes in Sections 1, 4, 6, 8, 9, 10, 14, 21, 27 &amp; Supplements 1 and 2, clarify sense and current practice.</p> <p>Supplement No 3 raised to Issue 16. Worcester Three Choirs Festival added. Fees for Individuals &amp; Partnerships, and Joint Exhibitors £130 &amp; £ 195 respectively. Guildhall Show fees increased from £50 to £55 &amp; from £75 to £82.5 for Individuals &amp; Partnerships, and Joint Exhibitors respectively.</p> <p>Credit Card commission reduced by 0.03% to 1.60%. Debit Card commission increased by 1p to 24p per transaction. Supplement No 4 raised to Issue 16. Mary Marsh elected Secretary, Jo Dewar Membership Secretary and Ria Poynton Website Manager. Ria Poynton received the Alan Knight Award.</p> <p>Supplement No 5 raised to Issue 14</p>	
1/4/15	<p>Front cover raised to Issue No. 17. Supplement No. 3 raised to Issue No. 17. Reference to Three Choirs Festival deleted. Credit and Debit Card commission changed from 1.6% to 1.5% and from 24p to 14p respectively. 2p added to all card transactions. Supplement No. 4 raised to Issue No. 17. Judith Price and Simon Conolly elected Minutes &amp; Administration Secretary respectively. Dilyana Evitimova &amp; Tony Muckle added to Publicity Team. Claudia Petley elected Social Secretary. Tony Muckle received the Alan Knight Award. Supplement No. 5 raised to Issue No. 15.</p>	<p>AGM 25/3/15</p>

When a new Guest Exhibitor has been elected by the Guild, the Membership Secretary will ask a Full Member, with a similar specialism or craft, to become a Mentor. Contact details of the Mentor and Guest will be exchanged.

After **an initial conversation** regular meetings/discussions should take place, particularly

**before the Guest Exhibitors first show** - to discuss procedures for showing, expectations etc, and **after each show** - to discuss successes and concerns.

These short friendly and supportive sessions are intended to address concerns and queries on both sides and offer reassurance as needed.

If the Mentor is not exhibiting at a show, they may ask another Full Member to act in their place for that meeting.

*Rules, 4.00.*

'At the discretion of the Organising Committee present, any work considered to be sub-standard or badly displayed may be removed from a show, after discussion with the member concerned'. (This may also include inappropriate work) *Rules,4.7.*

Any Full Member having concerns about a Guest Exhibitor should draw the matter to the attention of the Mentor, who will either deal with it immediately or take it to their next meeting with the Guest Exhibitor. (A list of Mentors names are held by the Membership Secretary)

If the Mentor has concerns about the suitability of a Guest Exhibitor becoming a Full Member, that they feel unable to resolve through discussion with the Guest, the problem will be brought to the attention of the Membership Secretary and/or Organising Committee.

If a Guest Exhibitor has problems with his/her Mentor, they should draw the matter to the attention of the Membership Secretary.

One month prior to a meeting at which Guest Exhibitors are considered for Designer-Craftsman membership, the Membership Secretary will ask each Guest, in writing, if he/she still wishes to be considered for full Membership of the Guild. At this time Guests should be encouraged to consider how appropriate the Guild is for them. e.g. Is it the right outlet for their work and are they able to commit enough time to their work or to the Guild?