

**THE WOODCRAFT FOLK.
CHELTENHAM DISTRICT.
CONSTITUTION.**

Adopted on the 17th day of April 2006.

1st Amendment adopted on 15th day of February 2009.

(See Appendix 1 for details of all amendments.)

1.) Name.

- a) The name of the Woodcraft Folk District Association shall be **“Cheltenham District Woodcraft Folk”** (“the District”).
- b) The Woodcraft Folk is a registered charity (number 1073665) registered at Units 9/10, 83 Crampton Street, London, SE17 3BF

2.) Geographical Area.

- a) The District shall cover the area of Cheltenham and surrounding villages.

3.) Objects.

- a) The District’s objects ("the objects") are:
 - i) To educate and assist young persons to develop their physical and mental potential, so they may grow to full maturity as individuals and members of society and that their conditions in life may be improved.
 - ii) In furtherance of the above, but not otherwise, to work as an educational movement for children and young people, to develop their self confidence and activity in society with the aim of building a world built on equality, friendship, peace and co-operation.
 - iii) to co-ordinate and supervise all the activities of the Woodcraft Folk Groups in the Cheltenham area;
 - iv) to initiate joint activities between the Woodcraft Folk Groups in it’s area and with other Groups within and outside the Woodcraft Folk, as appropriate;
 - v) to initiate and/or promote Woodcraft Folk leadership training, as necessary, in order to ensure good quality leadership;
 - vi) to ensure that all its activities remain consistent with the National Woodcraft Folk Constitution, as amended by the decisions of the Woodcraft Folk Annual Gathering;
 - vii) to ensure reasonable conduct by all members while engaged in any Woodcraft Folk activity;
 - viii) to promote an awareness of the environment and to foster sustainable lifestyles within the membership.

4.) Membership.

- a) Membership of the District shall be open to any person over the age of 6 years, interested in furthering the objects and prepared to accept the Aims and Principles of the Woodcraft Folk and who have registered with the District and paid the appropriate membership fee.
- b) Members aged 16 and over shall pay the appropriate annual membership fee to the National Woodcraft Folk. All members aged 18 and over, and any member aged 16 or 17 who also has responsibility for leading younger members, shall complete the Criminal Records Bureau procedure and sign the annual child protection declaration.
- c) Every member aged 16 years and over shall have one vote at District meetings.
- d) During any group meetings involving children and young people, at least 2 responsible adult members, (as defined above), shall be present at all times.
- e) Every member working with children and young people must comply with the Child Protection Policy as adopted by the District.

5.) District Meetings and Officeholders.

a) Annual General Meeting.

- i) The A.G.M. of the District shall be held as soon after December 31st of each year as may be practicable, but no later than 3 months after the end of the financial year, to receive the Annual Report and Annual Balance Sheet of the District.

b) District Committee Meetings.

- i) The District Committee shall consist of all members of the District eligible to vote. Meetings of the Committee shall be held for discussion on local, regional and national business. There shall be at least two meetings each year. Written minutes shall be kept.
- ii) There shall be a quorum of 4 voting members or one third of the District membership, whichever is smaller.
- iii) Every matter shall, wherever possible, be determined by consensus, such that all members present are in agreement on an issue, or, where those not in agreement are prepared not to maintain an objection. In the event of consensus not being possible, the matter shall be determined by a majority of votes of members present and voting. The chairperson of the meeting shall have a second or casting vote in the case of equality of votes.

c) **Officeholders.**

- i) The affairs of the District shall be administered and managed by local Officeholders, who shall all be members of Cheltenham District Woodcraft Folk and shall be elected at the Annual General Meeting, for a period of twelve months. Officeholders may, however, stand for re-election at the next and subsequent AGMs. The offices shall include: **District Coordinator; Secretary; Treasurer**, plus any other posts that the circumstances may demand.
- ii) “Job-sharing” arrangements may be employed to fill the role of any officeholder, such that more than one member of the District may act in any particular office, provided all such job-sharers act together in the best interests of the District. Such arrangements will be reviewed from time to time to ensure the work of the District is being discharged correctly. The duties and responsibilities of the principal offices are detailed below:-
 - ii) **The District Co-ordinator** will have an overview of the work within the district and shall:
 - ensure good communication within and beyond the district,
 - chair the meetings of the District Committee,
 - ensure that all Members in the District, aged 16 and over, pay the appropriate membership fee to the National Woodcraft Folk.
 - iii) **The Secretary** shall:
 - take and keep the minutes of all meetings,
 - deal with all correspondence, except that which directly concerns the work of other officeholders,
 - circulate the minutes of the District meetings to members not represented and to absent officeholders, including the times and dates of the next meeting,
 - maintain a list of all members of the District.
 - iv) **The Treasurer** will keep the monies and accounts of the District in good order and shall:-
 - keep the accounting records for the District,
 - prepare the annual statements of account for the District,
 - appoint an independent person to examine the statements of account of the District,
 - send the annual statements of account of the District to the National Woodcraft Folk,
 - ensure that all Groups in the District pay their annual Registration Fee to the National Woodcraft Folk.

6.) Finance

- a) The funds of the District, including all donations, contributions and bequests, shall be paid into an account operated by the District Committee, in the name of Cheltenham District Woodcraft Folk. Any cheques drawn on the account shall be signed by any two of the District Officeholders, as defined above.
- b) The funds belonging to the District shall be applied only in furthering the District objects.
- c) The financial year of the District shall run from 1st January. The Annual General Meeting of the District shall be held no later than three months after the end of the financial year and will receive the annual balance sheet and independently examined statement of receipts and expenditure.

7.) Property

- a) All Property owned by the District shall be retained for use by the District as and when required, and it's use or disposal shall only be as instructed by the District Committee.
- b) The District Committee shall appoint one, or more, Property Officer(s), who shall be custodian(s) of all physical assets belonging to the District. The Property Officer(s) shall be responsible for the maintenance and safe storage of these physical assets, ensuring as far as is practicable, that they will be available for use by the District, as and when required.
- c) Provided they act only in accordance with the lawful directions of the District Committee, the Property Officer(s) shall not be held personally liable for any loss of, or damage to, the assets in their care.

8.) Maintenance of the Constitution

- a) The District Committee shall be responsible for maintaining the Constitution of the Woodcraft Folk in the District. The District Committee may also terminate the District membership of any individual who acts against the best interests of the District or against the requirements of the Constitution, subject to the members right of appeal to the General Council and, if necessary, the Annual Gathering.

9.) Amendments to the Constitution

- a) This Constitution may be amended by a resolution passed by a simple majority of those present and voting at any quorate general meeting of the District, provided that notice of the meeting, stating the terms of the resolution to be proposed has been given in writing to all members of the District not less than fourteen days before the date of the meeting.

10.) Dissolution

- a) If the District Committee decides that it is necessary or advisable that the District shall be dissolved, it shall call a Special General Meeting of the District by giving twenty-one days' notice in writing to each District member stating the terms of any resolution to be proposed.
- b) If it is decided at the Special General Meeting by a simple majority of those present and voting that the District shall be dissolved, the Committee shall wind up the District's affairs.
- c) Any monies and assets remaining after satisfaction of all debts and liabilities shall be given to other Woodcraft Folk District Associations, (or like minded organisations), in the region, for the benefit of children and young people. Should the District Committee so decide, then the remaining monies and assets may alternatively be transferred to the National Woodcraft Folk for use in the development of groups nationally.

This constitution was adopted on the date stated above, by the persons whose signatures appear at the bottom of this document.

Signed:-

C. D. Sturgeon	J. M. Hook	D. Siret	S. J. Davies
R. Hook	I. E. Ohlson Powell	L. Medus	H. K. Latimer

The changes to this Constitution, as detailed at Amendment 1, were approved on the date stated above, by the persons whose signatures appear at the bottom of this document.

Signed:-

C. D. Sturgeon	J. M. Hook	D. Siret	S. J. Davies
F. Fewell	L. Medus		

Appendix 1 - Amendments.

Amendment 1, dated 15th February 2009.

- i) This amendment sheet added to the Constitution and referenced in Heading.
- ii) Section 1, b - Address of Woodcraft HQ amended to reflect the recent move of HQ office premises.
- iii) Section 6, a – The requirement for a single signatory changed to require all cheques to be signed by any two of the District Officeholders.
- iv) Approval – Approval of the changes at Amendment 1 indicated by the signatures shown.