

CONSTITUTION
As at 01 November 2014

1. NAME AND OBJECTIVES

The name of the Guild shall be “The Miniaturia Guild of Cape Town”

The Guild is established to provide a meeting of persons interested in attaining skills of craftsmanship in the making of all miniatures; as well as the arranging of demonstrations, lectures and exhibitions.

2. MANAGEMENT

a) The management of the Guild shall be vested in a Committee consisting of the Chairman, Secretary and Treasurer and 6 elected members. Members of the Committee shall serve until the next Annual General Meeting (AGM)

b) In the event of a resignation of a Committee member, the Committee shall have the right to fill the vacancy (co-opt) until the next Annual General Meeting.

c) When a new Committee is to be elected, nominations shall be called for the positions of Chairman, Secretary, Treasurer and Workshop Co-ordinator and 5 other Committee members, one month prior to the AGM, and if the nominations for any of these positions exceed the number of Committee required, voting shall take place at the AGM.

d) The Chairman shall have served on the Committee of the Guild at any one time for no less than one year prior to the election to the chair. The Chairman shall be elected for a period of one year and may be re-elected but may not serve as Chairperson for longer than 2 years without taking a minimum 1 year break.

e) The Chairman shall have a casting as well as a deliberative vote.

f) The Committee shall hold regular meetings and minutes shall be recorded of these meetings.

g) Five members of the Committee shall form a quorum.

3. MEMBERS

A candidate for election as a member must be proposed in writing and seconded by another member. The candidate shall supply their full name, address and telephone number. No candidate may be proposed who is under the age of 16 years of age.

There will be 2 categories of membership:

a) Full Members

b) Friends of the Guild. Friends of the Guild pay a reduced fee and no Joining fee and are not eligible to vote at any General or Special Meetings. They receive the newsletter and may attend 2 workshops per annum.

4. ENTRANCE FEES

a) Every member shall, upon election, pay the current agreed joining fee which may be changed at the discretion of the Committee and approved at the AGM. This fee, in the case of a former member, re-elected to membership, may be waived at the discretion of the Committee.

b) The entrance fee and subscription shall be paid within 2 weeks for the date of election, failing which the Committee may declare the election void.

c) The Committee may cancel the membership of any member within 6 months from the date of election, in which case the subscription shall be returned. Failure to pay a subscription within one month after it is due, may, should the Committee so decide, result in cancellation of membership.

5. GENERAL MEETINGS

There shall be two classes of General Meetings:

- a) ANNUAL GENERAL MEETINGS

- b) SPECIAL GENERAL MEETINGS

A general meeting of the members shall be held once every year, not later than the month of March. The business of the AGM shall be:

- i) To receive a report on the affairs of the Guild.
- ii) To consider any resolutions concerning the affairs of the Guild, of which notice has been given.
- iii) To elect members of the Committee.
- iv) To receive a statement of the finances of the Guild.
- v) Notice of the date, time and venue of the AGM shall be communicated to each member at least 21 days prior to such a meeting.
- vi) The Committee may at any time call an extra-ordinary General Meeting, giving at least 21 days notice, specifying the subject for which the meeting is called.
- vii) The Quorum for any General Meeting shall be one third of the total membership at the time of the meeting.
- viii) All matters at a General Meeting shall be determined by a show of hands except for the election of the Committee which shall be by written ballot. No proxy votes will be allowed.
- ix) All members present at a General Meeting shall enter their names in the register for that purpose.
- x) A resolution passed by members at a General Meeting shall be binding on all members.

6. FINANCE

- a) The Treasurer shall receive all funds accruing to the Guild and shall disburse or invest them, on the instructions of the Committee.

- b) A bank account shall be opened in the name of the Guild and the Chairman, Treasurer and or Secretary for the time being shall act as signatories of the Guild. Any one of the above shall be empowered to sign cheques or other documents appertaining to the funds of the Guild with the approval of the other signatories.

- c) The financial year of the Guild shall end on the last day of February of each year.

- d) A statement of accounts shall be presented by the Treasurer at the Annual General Meeting for approval by members.

- e) Any decisions regarding the spending of money exceeding an amount set by the Committee from time to time, must be approved by the Chairman and the Committee members.

7. ANNUAL SUBSCRIPTIONS

- a) An annual subscription shall be payable by all members and shall be due as from the AGM and not later than one month thereafter.
- b) The amount of the annual subscription shall be fixed at a General Meeting of the Guild and shall continue in force until altered at a subsequent General Meeting.
- c) Any member whose subscription is unpaid after one month from the date of the AGM, shall automatically forfeit their membership, provided, however that the Committee in its discretion may re-instate such a member on payment of all arrears due by the member concerned.

8. INFRINGEMENT OF COPYRIGHT

The continued membership of members of the Guild who disregard the requests of workshop instructors not to copy or replicate the item being taught for commercial gain, will be reviewed.
(Added in March 2000)

9. DISPUTES AND MEDIATION

The grievance procedure set out here applies to disputes that affect the Guild, between:
A Member and another Member OR a Member and the Committee.

The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the issue.

If the parties are unable to resolve the dispute then the parties must hold a meeting in the presence of a mediator.

The mediator must be a person chosen by agreement between the two parties

OR in the absence of agreement, a person appointed by the Committee.

The parties to the dispute must in good faith attempt to settle the dispute by mediation.

The mediator must give the parties every opportunity to be heard.

The mediator will have the discretion to determine the dispute.

The mediation must be confidential and without prejudice.

10. DISSOLUTION OF THE GUILD

The Guild may only be dissolved at a Special General Meeting called for the purpose in terms of clause 5 above. Any funds and /or movable or immovable property to be disposed of will be at the discretion of the Committee with the approval of the members. Such a resolution shall require a quorum of at least half the total membership at the time of the meeting.