

LuneLab Makerspace Constitution

1) NAME

- a) The name of the association shall be **LuneLab Makerspace**, hereafter referred to as the Association.

2) AIMS AND OBJECTIVES

- a) The aims and objectives of the Association shall be:
 - i) to provide shared facilities that enable members to meet, learn, swap skills, and work on projects either as individuals or collaboratively;
 - ii) to promote and encourage craft, technical, scientific and artistic skills through social collaboration and education.

3) EQUALITY STATEMENT

- a) The Association is fully committed to the principles of the equality of opportunity. No participant, volunteer, job applicant or employee of the Association will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other;
- b) The Association will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant Association rules.

4) POWERS

- a) To further its objectives the Association may do all such lawful things as may further the Association's objectives and, in particular, the Association has power:
 - i) to raise funds, and to open a bank account to manage such funds;
 - ii) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - iii) to sell, lease or otherwise dispose of all or any part of the property belonging to the Association;
 - iv) to enter into any partnership or joint venture arrangement with any other association;
 - v) to publicise and promote the work of the Association and organise meetings, training courses, events or seminars;
 - vi) to employ staff, engage consultants, and take on volunteers as necessary.

5) MEMBERSHIP

- a) Membership and access to the facilities owned or run by the Association, hereafter referred to as the Facilities, shall be open to all on payment of relevant fees (if applicable);
- b) The Association may determine categories of membership, assign members to a category and determine the benefits of membership between such categories
- c) All members will be subject to the regulations of the Constitution and by joining the Association will be deemed to accept these regulations and codes of practice that the Association has adopted

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- d) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the Association.
- e) Any member of the Association may resign their membership by giving to the Secretary of the Association written notice to that effect.

6) FEES

- a) The rate of fees will be managed by the Committee. Members shall be given 2 months advance notice of changes to the fees;
- b) The current rates of fees shall be prominently publicised;
- c) Fees shall be payable in advance in order to access the Facilities;
- d) Any Member who has unpaid fees in excess of 6 months shall cease to be a member;

7) MEMBERS RESPONSIBILITIES

- a) All members are responsible for their own safety, they should read and understand the Health and Safety Guidelines, together with the operating instructions for any equipment and tools they plan to use. Members who identify any Health and Safety risk, or any act or omission, that could harm members or bring the Association into disrepute should rectify it and / or report it to a Committee member immediately;
- b) Members should satisfy themselves that they have adequate insurance to cover themselves for their personal injury and liabilities when undertaking their activities;
- c) Membership of the Association is conditional upon:
 - i) providing up-to-date contact details including name, address, phone number and email address (these will only be available to the Committee for administrative purposes and will not be provided to anyone else without the member's consent);
 - ii) abiding by all of the rules of the Club and the reasonable directions of the Committee and their organisers, including but not limited to the Association's Health & Safety policy.

8) OFFICERS

- b) The Officers of the Association shall be:
 - i) Chair;
 - ii) Secretary;
 - iii) Treasurer.
- c) The Officers shall be elected for a term of 2 years at the Annual General Meeting.

9) COMMITTEE

- a) The Association will be managed through the Committee;
- b) The Committee shall consist of
 - i) the Officers;

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- ii) a maximum of 6 Members elected at the Annual General Meeting, who shall serve a term of 1 year.
- c) All Committee members shall be Members of the Association;
- d) The Committee shall meet at intervals determined by the business of the Association and a quorum shall be 3 members of the current Committee (all serving Officers plus all serving Committee Members) on the day the meeting is held, of whom at least 1 shall be Officers of the Association;
- e) Only members of the Committee will have the right to vote at meetings of the Committee;
- f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the Association;
- g) The Committee shall be empowered to appoint sub-committees and co-opt members as may be required from time to time for any special purpose or purposes;
- h) The Committee will be responsible for disciplinary hearings of members who infringe the Association rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

10) ELECTIONS

- a) Nominations for candidates for the Officers duly proposed and seconded by individual Members and countersigned by the candidate consenting to serve if elected, shall be sent to the Chair not less than 28 days prior to the date of the Annual General Meeting. A list of nominees within each Office shall be available to the Members at the Annual General Meeting;
- b) Retiring Committee members who are willing to serve may stand for re-election.

11) GENERAL MEETINGS

- a) Voting:
 - i) Every member shall have one vote at General Meetings;
 - ii) Subject to the provisions of this Constitution a resolution put to the vote at a General Meeting shall be decided upon by a show of hands, or paper ballot. Any resolutions must be agreed by a majority of members present. In the case of equality of votes the Chair of the meeting shall have a second or casting vote;
 - iii) The quorum for Meetings will be 25% of membership on the day of the meeting;
- b) General Meetings:
 - i) Any member may submit items to the agenda of General Meeting. To consider any resolution submitted by a member, any such Resolution shall be sent to the Chair duly proposed and seconded at least 14 days before the date of the General Meeting;
 - ii) General Meetings of the Association shall take place on a regular basis, at a minimum of every 6 months;

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- iii) The purpose of these meetings is to ensure that Members are given the opportunity to participate in the decision-making process of the Association, review the business planning and management processes and to ensure the Association manages itself in accordance with its Constitution.
- c) Annual General Meetings:
 - i) The Association shall in each calendar year hold a general meeting of the Members as its Annual General Meeting (AGM);
 - ii) The AGM shall take place no later than three months after the end of the financial year;
 - iii) The business of an AGM shall comprise, where appropriate:
 - (1) Consideration of accounts and balance sheets;
 - (2) Election of the Committee;
 - (3) Approval of an annual operating plan;
 - (4) Approval of a schedule of delegated matters and committee appointments.
- d) Calling a General Meeting:
 - i) 3 members or 10% of the membership, whichever is the greater, may, in writing, call a General Meeting.
 - ii) All General Meetings shall be called giving 28 clear days' notice to all Members but may be held at shorter notice if so agreed in writing by a majority of Members together comprising not less than 70% of the total membership of the Association.
 - iii) It shall be the responsibility of the Committee to arrange and publicise a date, time, a venue and an agenda for each meeting;
 - iv) The accidental omission to give notice of a meeting to, or non-receipt of notice of a meeting by any member shall not invalidate proceedings at that meeting.
- e) It shall be the responsibility of the Chair to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and shall be publicly available.

12) FINANCE

- a) The financial year of the Association will run from 1st May to 30th April;
- b) Any money acquired by the Association, including donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Association. All funds must be applied to the objects of the Association and for no other purpose;
- c) Bank accounts shall be opened in the name of the Association;
- d) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Association stays within budget;
- e) Official accounts shall be maintained and will be presented at the Annual General Meeting. The accounts will be available to all members upon request.

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13) DISCIPLINE AND APPEALS

- a) All complaints regarding the behaviour of members should be submitted in writing to the Committee;
- b) The Committee will meet to hear complaints within 28 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership if the complaint is upheld;
- c) The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the Member(s) against whom the complaint was made within 28 days of the hearing;
- d) There will be the right of appeal to the Committee following disciplinary action being notified. The Committee will consider the appeal within 28 days of the Committee receiving the appeal. The appeal must be lodged within 7 days of initial outcome being notified, to the Committee;
- e) The Committee or the Member against whom the complaint was made has the right to have the appeal heard by 3 members of the Association who have not been involved the complaint in the first stage.

14) ALTERATION OF THE CONSTITUTION

- a) Amendments to this Constitution must be conveyed to the Secretary formally in writing. The Committee shall then decide on the date of a General Meeting to discuss such proposals;
- b) This Constitution may only be altered by a majority vote at a General Meeting and if an amended copy is subsequently circulated to all members within 28 days;

DISSOLUTION

- a) The Association may be dissolved if deemed necessary by the members in a majority vote at a General Meeting;
- b) Once all debts have been paid, any donated assets shall initially be offered back to their original donators. Any remaining assets or remaining funds will be transferred to local charities or similar associations at the discretion of the Committee.