



Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

# WOODTURNING CONSTITUTION

## NAME:

The name of the Society shall be ATU Connemara Woodturning Society hereinafter referred to as the Letterfrack Woodturning Society or simply Woodturning Soc.

## OBJECTIVES:

The Woodturning Soc. is setup to introduce students to the art of woodturning, and to encourage the continuation of the skills of woodturning.

## COMMITTEE:

a) The Woodturning Soc. will be under the management of the committee, the officers of which shall be elected by majority vote at the annual general meeting.

b) The officers of the committee shall consist of:-

1. The Chairman.
2. The Secretary.
3. The Treasurer.
4. The Equipment Officer
5. The Master-At-Arms
6. Representative(s) from each year group.

c) The committee shall meet at its discretion, but must meet at least twice annually.

d) The Chairman of the Society shall be an ex-officio member of any sub-committees set up by the Woodturning Soc.

e) The committee are under management of the ATU Galway Mayo Students Union, and the staff of ATU Connemara.

## **MEETINGS:**

- a) Meetings of the committee shall be as per the Constitution. Minutes of all meetings be made and retained by the Secretary.
- b) The committee shall convene one Annual General Meeting of all members within each calendar year. AGM must take place before the end of college term 2 at a place and time which in their opinion is most acceptable to the general membership.
- c) The purpose of the Annual General Meeting shall be to review the activities and performance of the Woodturning Soc. over the previous year and to set targets for the following year and to elect a new committee.

## **ELECTIONS:**

All elections within the Woodturning Soc. will be decided by majority vote and each candidate will require one nominator and one seconder.

## **MEMEBERSHIP:**

Membership is open to all registered students and full-time staff of ATU Connemara.

## **SAFETY & DISCIPLINE:**

There will be strict adherence to the Health & Safety standards set out by the Woodturning Soc, the Health & Safety Authority and ATU Connemara. Refusal to adhere to these standards will result in removal from the Woodturning Soc. and appeals will be dealt with at the discretion of the Committee.

## **DUTIES OF OFFICERS:**

**Chairperson** To chair all meetings. To allow equal time for debate and discussion. To advise secretary on meetings agendas. Have casting vote in the event of a tie. To pursue resolutions passed at meetings – making sure people do their job.

**Treasurer** Responsible for all monies in the society and to keep account of all transactions. Submit to the committee a yearly report. To be chairman of all fund-raising activities.

**Secretary** Responsible for keeping an up-to-date minute book with an attendance record. For making out the agenda with the chairman for all meetings. All correspondence to and from the Society. Maintaining Membership records.

**Equipment Officer** Responsible for the care and maintenance of all Society equipment, and ensuring inventory is taken of all equipment and materials.

**Master-At-Arms** Responsible for ensuring all members adhere to Health & Safety procedures.

**Year-Group Representative(s)** Responsible for ensuring the members from their respective year have their voices and opinions heard by the committee.