



THE CONSTITUTION

OF

THE GUILD OF TRADITIONAL

UPHOLSTERERS

Revised edition
October 2019

Rule 1 Name

The Guild shall be called the Guild of Traditional Upholsterers.

Rule 2 Objectives

To protect and maintain a high standard of traditional upholstery. It is the duty of all the Guild members to maintain the highest levels of customer service. The Guild will seek to give judgement on complaints and act upon or for its members accordingly.

Rule 3 Membership

Membership of the Guild will be open to anyone in the upholstery trade. Membership shall be divided into the following categories

Certificated Membership

This category of membership will be open to persons who have satisfied the Committee as to their professional competence (see Appendix 1)

Journeyman Membership

This category shall be open to persons who have attained the AMUSF Diplomas – Levels 1, 2 and 3 or equivalent (see Appendix 2)

Student Membership

This category of membership will be open to students who are attending a full time/recognised training course (see appendix 3)

Friends Membership

This category of membership is open to any person who has an interest in upholstery but is not eligible to join any other category of membership

Honorary Membership

This category of membership will be open to persons appointed by the Committee from time to time for such period and upon such terms as they think fit. The number of Honorary Members at any one time shall not exceed ten (10)

Corporate Membership

At the discretion of the Committee Limited Companies or Corporations may be invited to become members for such period and upon such terms as it thinks fit.

Rule 4 Logo

The Guild Logo shall only be used by Certificated Members of the Guild upon application to the Committee or to such other persons Companies or Corporations as the Committee shall from time to time authorise. (See Appendix 4)

Rule 5 Management

The management of the Guild shall be in the Hands of the Committee who shall have full powers in all matters relating to the Guild, save such matters as are required to be exercised or done by Members in General meeting

The Committee shall consist of:-

The officers of the Guild (Chairman, Hon Secretary, Hon Treasurer)
and eight (8) certificated Members

Rule 6 Election of Officers

The President shall be elected by the Committee for such term as it thinks fit

The remaining officers shall be elected annually at each Annual General Meeting, Having been nominated by the Committee or by two Certificated Members. The names of such nominees and their nominators shall be posted to members with the Notice of the Annual General Meeting. Election shall be by ballot as prescribed in Rule 8. See Appendix 5)

Rule 7 Election of Certificated Members to the Committee

Any two Certificated Members may nominate in writing one or more candidates as Certificated Members of the Committee, and their names shall be posted to members with the Notice of the Annual General Meeting. Election shall be by ballot as described in Rule 8. (See Appendix 6)

Rule 8 Election by Ballot

If the number of candidates for any Officer or as a Certificated Member of the Committee shall exceed the number of vacancies an election by voting papers shall be held and each Certificated member present shall be entitled to vote

Rule 9 Casual Vacancies

Casual vacancies arising among the Officers or other members of the Committee may be filled by the Committee by co-option, to hold office until the next Annual General Meeting.

Rule 10 Examination Committee

The Committee shall appoint an Examination Committee of three Certificated Members. It will be the duty of the Examination Committee to examine all applications for Certificated Membership. Examinations shall be in three parts:

- (1) A portfolio of 24 photographs
- (2) A written examination
- (3) A practical test

It is also the duty of the Examination Committee to examine all existing Certificated Members to determine that high standards are being maintained. Each Certificated Member must (be prepared to) submit themselves for re-examination at least every three years. Any Certificated Member who fails to satisfy the Examination Committee as to their professional competence shall revert to being a Friend Member until such time as they have so satisfied the Examination Committee. (See Appendix 7)

Rule 11 Annual General Meeting

The Annual general Meeting shall be held on the first Saturday in October or as soon as conveniently possible thereafter each year but in any event not later than fifteen months after the proceeding Annual General Meeting for the purpose of adopting the Committee report; passing the accounts; election of auditors; election of Officers and members of the Committee and dealing with any other business of which notice shall have been given to the Secretary in writing by the preceding 31st January. Twenty-one clear days' notice of the Annual General Meeting shall be given to all members.

Rule 12 Extraordinary General Meeting

An Extraordinary meeting may be convened at any time by the Committee and shall be convened within twenty-one days of the receipt of a request in writing and signed by at least ten Certificated Members stating the purpose of such meeting and any resolutions to be voted upon at such meeting. Twenty-one days clear notice of any Extraordinary General Meeting shall be given to all full members and shall include any such resolutions as aforesaid

Rule 13 Procedure at General Meetings

No business other than of a formal nature or of which due notice has been given shall be transacted at any meeting without the consent of the Chairman. No amendment to any proposal will be considered unless written notice signed by at least two Certificated Members shall have been given to the hon. Secretary

The Annual General Meeting will be chaired by the Chairman or failing him/her the vice-chairman or President.

During the election of Officers, the meeting will be conducted by the President or hon. Secretary, whilst the position of Chairman is being decided unless the current Chairman standing down. The outgoing chairman will continue to chair the meeting to the end of the proceedings

Rule 14 Quorum

No business shall be transacted at any meeting unless a quorum of members is present, a quorum being seven Certificated Members

Rule 15 President

The President will be elected by the committee. The post will be for a period of three years but may be for a longer or shorter period as the committee sees fit.

Rule 16 Treasurer

The Treasure shall be responsible to the Committee for overseeing the Guild's finances and investment funds and shall submit a statement of financial affairs of the Guild at the Annual General Meeting, such statements having been previously examined by Auditors. In case there shall be no Auditor or Auditors so appointed, able and willing to act, the financial statement shall be examined by the Committee

Rule 17 Voting at Meetings

Only Certificated Members shall have a vote at General Meetings

At any meeting, unless a poll is demanded, all proposals shall be decided by a show of hands, the declaration of the result of which by the Chairman shall be conclusive evidence.

If a poll is demanded by the Chairman or by any three Certificated Members present, it shall be taken at such time and in such manner as the Chairman directs.

Rule 18 Chairman's Casting Vote

In the case of an equality of votes whether on a show of hands or on a poll in a ballot, the Chairman of the Committee shall be entitled to a second or casting vote

Rule 19 Entrance Fees

The entrance fee and subscription payable by members in each category shall be such as the Committee prescribe from time to time.

Rule 20 Subscription in Arrears

If any member's subscription is unpaid two months after it has become due notice of suspension shall be sent unless payment is received forthwith. Names so removed may be reinstated at the discretion of the Committee on payment of arrears.

Rule 21 Expulsion

If the conduct of a member be such that in the opinion of the Committee, it is injurious to the interests of the Guild the offender may be summoned before the committee. If such a request is refused or ignored, the Committee may suspend or terminate an individual's membership. A member so expelled shall have the right to appeal within fourteen days of being notified of such expulsion. Such a meeting shall be convened as Rule twelve (12).

Rule 22 Alterations to the Constitution

Alterations to the Constitution may be made at an Extraordinary General Meeting provided that notice of the meeting containing particulars of the proposed changes has been given to members in accordance with Rule twelve (12) and providing the resolution is passed by a majority of three quarters of the members present.

Rule 23 Interpretation

Any dispute or question which may arise as to the meaning or interpretation of the rules or byelaws shall be determined by the Committee whose decision shall be final and binding on all members of the Guild.

Appendixes

Appendix 1 - Rule 3 – Certificated Membership

Only an individual person may become a Certificated Members.
Corporate bodies, limited companies or any group organisation may not become a Certificated Member

Appendix 2 - Rule 3 – Journeyman Membership

An individual must have attained AMUSF Diplomas in Level 1, 2 & 3 or equivalent training (as the Guild deem fit)

A minimum of two years membership in this category is required to enable a Journeyman to gain and demonstrate appropriate practical 'bench' experience, skills and knowledge
After two years the Journeyman may apply to become a Certificated Member in accordance with Rule 10

Appendix 3 - Rule 3 – Student Membership

Students will be required to provide evidence of attending a recognised training programme delivering appropriate training (e.g.: AMUSF training in Diploma Levels 1,2 & 3) as the committee deem appropriate

Appendix 4 - Rule 4 - Logo

Only Certificated Members may use the Guild Logo. Membership will only be confirmed after an applicant has successfully passed the Guild examination process.

For Corporate Members the Guild Logo may be used at the permitted discretion of the Committee

Certificated Members who choose not to remain members automatically and immediately loose the right to display the Guild Logo in any form what-so-ever and where-so-ever.

Certificated Members who are in arrears with membership fees (see Rule 20) automatically and immediately loose the right to display the Guild Logo in any form what-so-ever and where-so-ever

Appendix 5 - Rule 6 - Election of Officers

Only Certificated Members are eligible to become Officers of the Guild

Appendix 6 - Rule 7 - Election of Committee

Only Certificated Members are eligible to become Committee members.

However, the Committee may co-opt a 'non-certificated' Member where it is deemed appropriate.

Appendix 7 - Rules 10 - Examination Committee

The Examination Committee will administer the examination process in accordance with procedures approved by the Guild Committee.

There will be written rules and guidelines relating to the requirements of examinations procedures, methods of examination (practical and written) and criteria for marking and pass marks.

This process will be subject to review as the Committee see fit

Members serving on the Examination Committee shall do so for a maximum period of five (5) years and will not be eligible for re-appointment for a further two years