Guild of Enamellers Bye Laws

1 Purpose

These Bye Laws supplement the Constitution of the Guild of Enamellers and describe the governance arrangements adopted by the Guild for the effective management of its affairs.

In the event of any conflict between these Bye Laws and the Constitution, the Constitution shall prevail.

These Bye Laws may be amended by resolution of the Executive Committee, provided that no amendment conflicts with the Constitution.

2 Objectives

The Guild's objectives are stated in the Constitution and re-stated here for convenience.

1. to further the preservation, skill, excellence and improvement of craftsmanship in vitreous enamelling for the benefit of the public, and
2. to advance public education in such craftsmanship.

3 Governance Structure

The Guild shall be governed through:

- the Board of Trustees;
- the Executive Committee;
- Sub-committees;
- Working Parties;
- Regional Groups.

Each body shall exercise only those powers delegated to it by the Constitution, these Bye Laws or the Trustees.

4 Delegated Authority

The Trustees may delegate authority to:

- the Executive Committee;
- Sub-committees;
- individual Officers.

Such delegation does not remove the Trustees' ultimate responsibility for the governance of the Guild.

No Officer or committee may exceed the authority delegated to it.

5 Trustees

5.1 Number

The number of trustees is described in the Association CIO constitution.

5.2 Composition

The Treasurer shall always be a Trustee.

At least one Trustee should be either a Regional Representative or part of the general membership. The remaining Trustees shall normally be drawn from the elected Officers of the Guild together with members who are not officers appointed to provide appropriate experience and regional representation.

The Guild will seek to ensure that the Trustee Board collectively possesses the skills and experience necessary for the proper governance of the charity.

5.3 Responsibilities

The Trustees retain ultimate responsibility for:

- compliance with charity law;
- financial stewardship;
- safeguarding the charitable purposes;
- management of risk;
- delegation of authority.

6 Executive Committee

6.1 Composition

The Executive Committee shall comprise:

- the Officers of the Guild;
- one representative from each recognised Region.

6.2 Responsibilities

The Executive Committee is responsible for the day-to-day management of the Guild within the authority delegated by the Trustees.

6.3 Meetings

The Executive Committee shall meet not fewer than three times each year.

The quorum shall be sixty per cent of its members.

Meetings are normally expected to be electronic with voting by a show of hands. Resolutions are passed by simple majority.

Special advisors may be invited to attend Executive Committee meetings if required. Such advisors will not have voting rights.

7 Officers

The Guild shall have the following Officers:

- Chair
- Vice Chair
- Past Chair
- Secretary
- Treasurer
- Membership Secretary
- Awards and Accreditation Secretary
- Publicity Officer
- Conference Secretary
- Librarian
- Journal Editor
- Bursary Secretary
- Health and Safety Officer
- Webmaster
- Web Editor

Additional offices may be created by the Executive Committee where necessary.

Chairs are appointed for a term of three years. The first year is served as Vice Chair, the second as Chair and the third as Past Chair.

Role descriptions for each post may be found [web site link]

8 Election of Officers

Officers shall normally be elected annually by the members at the Annual General Meeting.

Officers shall remain in office until their successors take office.

Officers may be re-elected without restriction.

The Vice Chair shall normally succeed the Chair following completion of the Chair's term of office.

If necessary, the Executive Committee has delegated authority to appoint interim Officers, the appointments will be confirmed by election at the following AGM.

9 Regional Groups

The Guild may establish Regional Groups in support of its charitable objectives.

Each Region shall:

- appoint a Regional Representative;
- operate in accordance with all Guild policies;
- report annually to the Executive Committee.

A Region may choose to appoint a secretary and/or a treasurer. These posts will be recognised by the Guild but do not form part of the Executive committee.

The Executive Committee may establish, consolidate or dissolve Regional Groups where necessary.

10 Sub-Committees

The Executive Committee may establish and delegate work to Sub-committees.

The Executive Committee shall define:

- membership;
- delegated authority;
- reporting arrangements;
- terms of reference.

Sub-committees may make decisions only within the authority delegated to them.

Sub committees and current members are listed here [web site link]

11 Working Parties

The Executive Committee may establish working parties for specific projects.

Working Parties:

- have no delegated authority;
- report to the Executive Committee;
- are dissolved once their work is complete.

12 Policies

The Executive Committee shall maintain and periodically review such policies as are necessary for the proper governance of the Guild.

These may include:

- Finance Policy
- Code of Conduct
- Social Media Policy
- Health and Safety Policy
- Regional operations
- Accreditation & Awards Regulations

13 Review

These Bye Laws shall be reviewed periodically by the Executive Committee to ensure that they remain consistent with the Constitution and with current governance practice

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