



THE BRITISH SUGARCRAFT Guild

Constitution

Adopted – July 2021

1. NAME

The British Sugarcraft Guild

2. AIMS

The following will be the aims of the Guild: -

- 2.1 To promote and stimulate interest in sugarcraft as an art form.
- 2.2 To share knowledge.
- 2.3 To develop talents.
- 2.4 To promote standards.

3. MEMBERSHIP

Membership will be open to any person who is interested in any aspect of sugarcraft, cake decorating and confectionery art.

All members are bound by the Constitution of the British Sugarcraft Guild.

3.1 There will be five categories of members: -

- 3.1.a) Branch members.
- 3.1.b) Individual members.
- 3.1.c) International members.
- 3.1.d) Honorary Life members.
- 3.1.e) Cygnets. Open to young people up to and including the membership year in which their eighteenth birthday falls.

3.2 Application for membership will be made as follows: -

3.2.a) Application for Branch Membership, adult, and cygnet, will be made to the secretary of the local branch which the applicant wishes to join.

3.2.b) Application for Individual, International and Cygnet membership will be made to the National Office.

3.2.c) Persons of distinction within the Guild may be nominated by Branches, by Individual Members or the National Committee, to become Honorary Life Members of the British Sugarcraft Guild. All nominations for Honorary Life Membership, accompanied by supporting details of the nominee's contribution to the Guild, will be submitted to the National Committee for consideration. If approved the nominated Honorary Life Member will be invited to attend the following Annual Members' Meeting where a presentation will be made.

3.3 British Sugarcraft Guild Subscriptions will be decided as follows: -

3.3.a) The National Subscriptions will be proposed by the National Committee and submitted for approval to the Annual Members' Meeting. In addition to the National Subscription, Branch Members will be required to pay the Branch Subscription to the Branch

3.3.b) The Branch Subscription will be proposed by the Branch Committee and submitted for approval to the Branch Annual General Meeting.

3.3.c) There will be a small National subscription for Cygnets.

3.4 The National Subscription will be paid to the British Sugarcraft Guild by ALL members, except for Honorary Life Members who are exempt, as follows: -

3.4.a) By Branch Members, both adult and cygnet, to the National Office through the Branch Treasurer.

3.4.b) By Individual Members, both adult and cygnet, and International Members to the National Office either by post or through the online store.

3.5 Each member will be issued with a Membership Card as proof of payment of the current National subscription.

3.6 Members will pay the National Subscription at one Branch only. They may however join other Branches and vote on Branch matters as an associate member.

4. THE HONORARY PRESIDENT OF THE BRITISH SUGARCRAFT GUILD

The Honorary President will be elected by a majority vote of the Members to serve for a period of two years. They will be an ex-officio* member of ALL Guild Committees.

4.1 Nominations will be submitted by Branches or Individual Members to the National Committee, through the National Office, at least 6 months prior to the Annual Members' Meeting.

4.2 The Honorary President will be elected by a Postal Vote. Voting papers will be issued by the National Secretary and on completion will be returned to the National Office 8 weeks prior to the Annual Members' Meeting.

5. BRITISH SUGARCRAFT GUILD NATIONAL COMMITTEE

All National Committee members are elected to serve the membership of the British Sugarcraft Guild and they will be fully conversant with and uphold the Constitution of the Guild at all times.

The affairs of the Guild will be managed by a National Committee elected from the membership in accordance with the procedure prescribed in paragraph 7.2.b).

5.1 Only fully paid-up members or Honorary Life Members may serve on any National Committee, and those members will have held membership for at least twelve months.

5.2 A quorum of two-thirds of all members of the relevant committee will be present in order for proceedings to be valid. Each member will have one vote and all decisions reached, except those under paragraph 5.3 below, will require a simple majority vote for validation. The Chair abstains from voting except in the case of a tied vote when they may exercise the right to a casting vote. Should any committee member have a vested interest in the outcome of any matter under discussion they will be ineligible to vote on that topic. They may participate in the discussion.

5.3 Should the conduct of any officer or member serving on any National Committee be considered by the members of that Committee to be prejudicial to the interests of the Guild, or unconstitutional, or in bad faith, following debate on the matter, a vote of no confidence in the member may be proposed, seconded, and voted on by secret ballot by the members of the committee concerned. The member concerned will be entitled to be heard before the vote is taken. Should the vote of no confidence be carried, which would require a two-thirds majority vote, the member will resign immediately from that committee after the taking of the vote but will have the right of appeal and the right to appear before an Appeals Committee as in Rule 10.

5.4 A member of any National Committee will cease to hold office if they are absent without permission of that National Committee from all meetings held within a period of six months and that National Committee resolves that their office be vacated, or the member notifies the Chair of the National Committee that they wish to resign.

5.5 The National Committee will comprise: -

Chair	Vice Chair
Secretary	Treasurer

(These four members will be the **National Officers** of the British Sugarcraft Guild) and five other members, plus the Standing Committee Chairs and Area Coordinators. Additionally, the Honorary President, the Editor and the National Administrator will attend meetings in an ex-officio capacity with no voting rights.

5.5a) Members may be co-opted to serve on the National Committee as required. Such co-opted members will be empowered to vote. Approval by a majority vote must be given at a National Committee meeting. Any such co-opted Officer or member will serve until the next Annual Members' Meeting.

5.5.b) Each officer or member of the National Committee will be elected to serve for a term of two years. They will, however, be eligible for re-election for one or more further two-year terms, either in the same or in a different position on the National Committee.

5.5.c) Should an officer or member of the National Committee wish to apply for a National position within the Guild other than that currently held they will resign and may then seek election to the vacant post.

5.6 The National Officers

The responsibilities of the National Officers include the appointment and employment of staff to facilitate the proper administration of the Guild at such salaries and on such terms as agreed by the National Committee.

5.6.1 The National Chair

The National Chair will: -

5.6.1.a) provide guidance to the National Committee, through democratic discussion, to formulate a policy by which the Guild can be administered.

5.6.1.b) be fully briefed in all matters concerning the Guild and will ensure that decisions made by the National Committee are properly minuted and implemented. The National Chair abstains from voting except in the case of a tied vote when they may exercise the right to a casting vote.

5.6.1.c) be an ex-officio* member of all Guild committees.

5.6.2 The National Vice Chair

The responsibilities of the National Vice Chair include: -

5.6.2.a) deputising for the National Chair if they are absent from any meeting. If the Vice Chair is also absent then the members of the Committee present will choose, by majority vote, one of their members to be Chair for the meeting before any business is transacted.

5.6.2.b) conducting the affairs of the Guild with the same degree of integrity, impartiality, and strict compliance with the Constitution as that required of the National Chair.

5.6.3 The National Secretary

The responsibilities of the National Secretary include:

5.6.3.a) ensuring the correct and efficient running of the National Office.

5.6.3.b) ensuring the recording and the distribution of the minutes of:

- i.) the Annual and Special Members' meetings to all Members
- ii.) National Committee Meetings to National Committee members, Area Coordinators, Standing Committee Chairs plus the Honorary President, the Editor, and the National Administrator.

5.6.3.c) responding within a reasonable time to requests or correspondence from members.

5.6.3.d) ensuring the maintenance of complete records by the Office Administrator of all members.

5.6.3.e) ensuring the distribution to each adult member a copy of the convening notice, agenda and minutes for each Annual Members' Meeting or Special Members' Meeting or other meetings; the notification of such meetings to be distributed by the required time prior to each meeting: -

- i.) In the case of the Annual Members' Meeting or Special Members' Meeting, in a timely manner prior to that meeting.
- ii.) In the case of a Special Members' Meeting called to amend the Constitution, not less than 6 weeks prior to that meeting.
- iii.) In the case of other meetings suitable notification as decided by the National Committee.

5.6.3.f) issuing the ballot papers to those members who are entitled to vote at the Annual Members' Meeting or Special Members' Meeting.

5.6.4 The National Treasurer

The responsibilities of the National Treasurer includes: -

5.6.4.a) The accurate maintenance and monitoring of all National Guild Finances and records, which will include the annual submission of certified income and expenditure account and balance sheet for the preceding financial year to the National Committee for adoption at the next Annual Members' Meeting. A copy of the certified accounts is made available to every member through the members' only area on the official website of the British Sugarcraft Guild or on request from the National Office.

5.6.4.b) Producing the annual accounts and maintaining the financial records of the Guild. Any member may inspect the accounts and records provided that they have made an appointment with the National Treasurer to do so.

5.7 STANDING AND AD HOC COMMITTEES

There will be two Standing Committees of the Guild covering the interests of Judges, and Demonstrator Training, respectively. Other Standing and Ad Hoc Committees may be authorised as required by the National Committee. Each Standing and Ad Hoc Committee will operate within the terms of the British Sugarcraft Guild and is responsible to the National Committee working within its own Terms of Reference that will be approved by the National Committee.

5.7.a) Chairs of Standing and Ad Hoc Committees will have an ex-officio*, with voting rights, role on the National Committee.

5.7.b) A Standing or Ad Hoc Committee Chair may seek election to the National Committee at the Annual Members' meeting. If successful, they will relinquish their position on the Standing or Ad Hoc Committee and the vacancy will be filled by the co-option of the Vice Chair of that committee until the end of their term of office.

5.8 LOCAL REPRESENTATION

For administrative purposes, the United Kingdom will be divided into geographical areas as decided by the National Committee. Any member seeking election to an Area Team will either reside in the Area or the Branch through which they pay the National Subscription will be within that Area.

5.8.a) Each Area will elect an Area Coordinator who will serve as an ex-officio member of the National Committee with voting rights. As a member of the National Committee an Area Coordinator will represent the views of members of that area at a national level and disseminate national policy to the members of their Area. An Area Coordinator will be elected to serve for a period of two years. However, they will be eligible for re-election to serve for one or more periods of two years.

5.8.b) Each Area will elect a team to conduct the affairs of the Area including the management of the Area funds in accordance with the policy laid down by the National Committee. Each Area Team member will be elected to serve for a period of two years. However, they will be eligible for re-election to serve for one or more periods of two years.

5.8.c) The primary objective and responsibility of each Area Coordinator and Team member is to:

- (i) advise, encourage, and support the activities of Branches within their Area.
- (ii) advise and actively assist in the formation of new Branches, visiting and supporting, as necessary. Area Coordinators and Team members may attend any meeting of any Branch within their Area but will not be entitled to vote.
- (iii) maintain contact with individual members within the Area.
- (iv) ensure that Area websites and social media pages are up to date and comply with guidelines set by the National Committee.
- (v) arrange exhibitions, demonstration days and other activities in their Area for the benefit of all members.

5.8.d) The National Secretary is responsible for administration of the election of Area Coordinators and Team members by electronic/postal ballot through the National Office. Nominations will be sent to the National Office by a specified date prior to the election.

6. LOCAL BRANCHES

6.1 A Branch may apply to be formed as soon as there are a minimum of eight persons sufficiently interested to do so. Once the Branch is formed, and the members enrolled, all selected officers and **team** members will be fully paid-up members of the British Sugarcraft Guild. Branches may set up Cygnets Groups. Cygnets are not entitled to vote at Branch meetings.

6.1.a) Each new Branch will draw up rules based on the Guild's recommended guidelines plus any additions particular to that Branch. These Rules will not conflict with this Constitution. These Rules and any subsequent amendments will be sent to the Area Coordinator who will submit them to the National Committee for approval and until such approval is obtained will have no effect.

6.1.b) The subscription for Branch Membership will be determined at the Branch Annual General Meeting in addition to any other fees.

6.1.c) Branch Rules will make provision for the holding of an Annual General Meeting of Branch Members for the selection of a Chair, Secretary, Treasurer and Team Members.

6.1.d) Branch membership may be withdrawn from any member who wilfully infringes the articles of the Constitution or acts in a manner prejudicial to the interests of the Branch, or acts in bad faith, as determined by Branch rules. The said member has the right to appeal to

a Committee set up and chaired by the Area Coordinator, such Committee to consist of four impartial members to adjudicate.

6.1.e) Should a Branch wish to cease operating,

i.) A Special Meeting, inviting all the members of the Branch concerned, will be held, and attended by the Area Coordinator. The Minutes of that meeting will reflect a majority decision in favour of closure, with fewer than five members voting against closure before the Branch ceases to function. A copy of these Minutes will be forwarded to the National Secretary.

ii.) All assets remaining after any administration costs incurred by the British Sugarcraft Guild in the process of closure have been discharged are to be disposed of at the discretion of the majority of members of that Branch and Minutes recording the voting on this issue will be forwarded to National Office within one month of the decision.

iii.) All Guild stationery, unused membership cards, documents, records, and printed matter bearing the British Sugarcraft Guild Logo (a registered trademark) will be returned to the National Office on closure.

6.2 The Branch Chair

The responsibilities of the Branch Chair will include: -

6.2.a) Being responsible to the Branch and to the Branch Team for which they have been selected.

6.2.b) Being fully conversant with and uphold the Constitution of the British Sugarcraft Guild.

6.2.c) Being fully briefed in all matters concerning the Branch and ensuring that decisions made by the Branch Team are properly minuted and implemented.

6.2.d) Abstaining from voting except in the case of a tied vote, when they may exercise the right to a casting vote.

6.3 The Branch Secretary

The responsibilities of the Branch Secretary will include: -

6.3.a) The correct and efficient running of the Branch.

6.3.b) Recording the Minutes of all Branch business meetings, including the Annual General, Special and Team meetings.

6.3.c) The maintenance of a list of Branch members and the members of the Cygnet Group if any.

6.3.d) Passing subscriptions received from applicants for Branch membership, including the Cygnets if applicable, to the Branch Treasurer.

6.4 The Branch Treasurer

A bank account will be held by the Branch Treasurer in the name of the "British Sugarcraft Guild Branch." Cheques and all official documents will be signed by any two from at least three signatories authorised by the Branch Team, one of whom will be the Branch Treasurer.

6.4.1 The responsibilities of the Branch Treasurer will include: -

6.4.1.a) The collection of National and Branch Membership subscriptions and those of the Cygnets where applicable.

6.4.1.b) The payment of the National subscription to the National Office.

6.4.1.c) The submission of certified income and expenditure account and balance sheet for each financial year as specified by the National Treasurer: -

i.) to the National Treasurer via the National Office by 31 July.

ii.) to the Branch Members at their next Annual General Meeting.

These submissions will include the annual record of the income and expenditure from any attached Cygnet group.

6.4.1.d) Ensuring that Branch membership funds are expended only with the approval of the majority of the Branch members.

7. ANNUAL AND SPECIAL MEMBERS' MEETINGS

A Quorum of not less than 35 adult members will be present at an Annual Members' or Special Members' meeting in order for the proceedings to be valid. In the event of a quorum not being achieved, the National Committee will postpone the Meeting.

7.1 Annual Members' Meeting

An Annual Members' Meeting will be held in October each year. Should unforeseen circumstances outside the control of the British Sugarcraft Guild force the cancellation or postponement of the scheduled Annual Members' Meeting, arrangements will be made to hold such a Meeting as soon as practical after the cancellation or postponement, in any case

not later than 31st March of the following year. Existing members of the National Committee will continue in office to ensure the routine administration of the Guild until any cancelled or postponed meeting can be re-convened.

7.1.a) Preliminary notice of the date, time, venue, and agenda will be published in that issue of the "British Sugarcraft News" which will be in the hands of the members before the date of the meeting (except in the event of a postponement).

7.1.b) Copies of the convening notice, agenda and voting notice will be distributed by the National Secretary in a timely manner and a copy inserted in the British Sugarcraft News.

7.2 The business at each Annual Members' Meeting will include:

7.2.a) The submission of reports by the National Committee covering its work, including the certified income and expenditure account and balance sheet for the preceding financial year, and the approval of the amount of the subscriptions to be set for the following year.

7.2.b) The election of officers and members to serve on the National Committee, the procedure for which will be as follows: -

i.) Nominations of candidates for any or all of the vacant positions may be put to the Annual Members' Meeting, provided that for each nomination a written paper showing the names and signatures of the proposer and seconder (being fully paid-up Branch, Individual or Honorary Life Members) and accompanied by the signed agreement of the nominee, will have been received by the National Secretary. They should be received by them at least three months before the date of the Meeting for inclusion in the Agenda booklet for that meeting, but nominations may also be accepted up to one week prior to the date of the Annual Members' Meeting.

ii.) The National Committee may nominate members to fill any vacant position. These nominations will be included in the Agenda booklet for the Annual Members' Meeting.

iii.) The opportunity will be given to the proposer or a member to speak on behalf of the nominee, and a similar opportunity will be given to the National Committee to have one Committee or other member each speak in support of each of its nominees. All nominees and their proposers will be present at the Annual Members' Meeting, or their nomination will be declared void, unless good cause can be given.

iv.) If, one week prior to the Annual Members' Meeting, only one nomination has been received, the Chair will declare at the Meeting that candidate has been elected and no ballot will be necessary.

v.) In the event of there being no nominations received for one or more vacancies prior to the meeting, nominations, proposed and seconded, may be accepted from the floor. The necessary electoral procedures will then be followed as above.

7.2.c) The consideration of resolutions proposed by adult members or the National Committee.

7.2.d) The appointment of certified accountants to examine the accounts for the ensuing year.

7.2.e) The announcement of the successor to the Honorary President on completion of their term of Office or when that office otherwise becomes vacant.

7.2.f) Any other business at the discretion of the National Chair.

7.3 All matters requiring to be determined at an Annual Members' Meeting will be decided by ballot with each adult member entitled to one vote. Proxy votes will not be permitted.

8. SPECIAL MEMBERS' MEETING

8.1 A Special Meeting of Members will be called if: -

8.1.a) A matter of serious import, which in the judgement of the National Committee cannot wait to be dealt with at the next Annual Members' Meeting, has arisen; or

8.1.b) There are Amendments to the Constitution to be considered.

8.2 The convening Notice for a Special Members' Meeting will quote all proposed Motions in full.

8.2.a) Approved amendments will take effect immediately except in the case of existing tenure of office.

8.3 The National Committee may from time to time arrange other meetings or events giving appropriate notice thereof.

9. FINANCIAL PROVISION

The British Sugarcraft Guild will obtain its revenue from the National Subscriptions paid by all members as provided in paragraph 3.4 and from such other sources as approved by the National Committee.

9.1 Bank accounts will be held in the name of "The British Sugarcraft Guild". Cheques and other financial instruments will be signed or approved by at least two of three or more signatories authorised by the National Committee - one of whom will be the National Treasurer except in exceptional circumstances.

9.2 Expenses incurred by members in attending meetings or performing specific duties that have prior authorisation by the National Committee will be paid from National Guild Funds.

9.3 Should the Guild cease to operate, the assets remaining upon its winding up or liquidation will be donated to a society, organisation, or registered charity within the United Kingdom. The society, organisation or charity will be selected at a Special Members' Meeting convened in accordance with Paragraph 8 above.

10. DISCIPLINARY ACTION

The National Committee may withdraw membership of the British Sugarcraft Guild, either permanently or for a specified period, or to take any other action as may be deemed appropriate by the Committee against any member if in its opinion the member has committed a serious misdemeanour prejudicial to the interests of the Guild. The member involved will have the right to appear before the National Committee when their case is considered and will have the right to speak in their defence. They may be accompanied by another member of the British Sugarcraft Guild who will also be allowed to speak. The member involved will be advised at least one month before the meeting of the date, time, and venue and of the details of the matter under consideration.

In the case of non-attendance without valid reason, the meeting will be convened, and the member concerned informed of the subsequent decision of the National Committee. Should the member wish to challenge the decision of the National Committee, they may appeal to an Appeals Committee set up for the purpose. This Committee will be chaired by the Honorary President of the Guild who will appoint six impartial members to adjudicate. These will have held membership for at least 5 years. The decision of the Appeals Committee is final.

11. THE "BRITISH SUGARCRAFT NEWS"

11.1 The Guild will publish a periodical called the "British Sugarcraft News".

11.2 Each Member will be entitled to receive a copy of each issue.

11.3 Cygnets may obtain copies from the National Office on payment of the appropriate annual adult subscription.

11.4 The Editor will be appointed by the National Committee and will normally be in attendance ex-officio* at meetings of that Committee. The Editor may, as invited, attend other Guild meetings at National, Area or Branch level.

12. USE OF THE BRITISH SUGARCRAFT GUILD NAME AND LOGO

12.1 Members will be entitled to describe themselves orally and in writing as "A member of the British Sugarcraft Guild". They are not entitled to use the registered trademark logo on any personal correspondence, advertising, or any social media platforms.

12.2 All correspondence and publicity material used by Branches will bear the name and logo of the Guild and will conform to the standards of quality and presentation set down by the National Committee. The logo is a registered trademark and accordingly will be used strictly in accordance with such standards and further in accordance with any other policies relating to its use publicised from time to time by the National Committee.

13. DATA PROTECTION ACT

The Guild is required to be compliant with current Data Protection legislation.

13.1 All members of the National Committee are responsible for maintaining compliance with GDPR.

13.2 Any new National Committee will appoint from within its members a named Data Protection Officer who will be responsible for ensuring:

13.2.a) National Office compliance with current GDPR legislation And

13.2.b) All committees and branches are informed and kept up to date with their responsibilities under the legislation.

*Ex-officio – An ex-officio member is a member of a body (notably a board, committee, council) who is part of it by virtue of holding another office.

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