

# S·W·F·M·A·R·F

SOUTH WEST FURNITURE MANUFACTURERS' AGENT AND REPRESENTATIVES FEDERATION

Est. 1992

## Constitution as of April 2023



Rules of Conduct / Constitution of

## **South West Furniture Manufacturers Agent & Representatives Federation**

### **Name**

South West Furniture Manufacturers Agent & Representatives Federation aka SWFMARF

### **Vision / Objectives**

The aims of the Federation shall be to uphold and improve the status of the profession and promote fellowship, unity and mutual assistance amongst members, thus presenting a responsible body of experienced representatives for the discussion of relevant problems in furniture manufacturing, distribution and retailing, as well as other relevant subjects.

### **Legal Structure**

The Federation is intended to be a nonprofit entity.

### **Membership**

Representatives or agents, serving the South West and/or South Wales - calling on home interiors and furnishing retailers in the area may be allowed to join, should none of the current members have any objections. If accepted the new member pay an entrance fee plus subscription for the ensuing year. Thereafter, the new member will be required to attend the next meeting to be formally introduced to the members.

### **Management**

The day to day running of the association will be vested in the Committee which consists of Chairman, Secretary, Treasurer, and Social secretary.

The Committee will have the authority to co-opt members in, to help when necessary.

The Committee positions will be endorsed annually at the AGM with a proposer and seconder for each position.

All nominations for office should be advised in writing to the Chairman prior to the AGM.

### **Funds**

The Committee are responsible for handling funds and property of the Federation.

Any significant changes to investments, banking, movements of funds, property and/or membership charges of the association, must be endorsed the 2/3 majority of members.

### **Meetings**

Members meetings will be as required but should be at least 3 times per annum, one of which is the AGM and members will be advised of the dates in advance. Each member must attend at least ONE meeting per year.

### Conduct of Meetings

The Chairman, or in his absence the Secretary, will act as Chair to all meetings.

All motions and amendments must be presented before the meeting and be included in the agenda. Minutes of meetings will be distributed to members.

### Voting Rules

Whereas a decision is required / choice to be made, it will require at least 2/3 majority from the voting pool present at the meeting, for either members or committee vote.

Proxi-vote is permitted, as long as 48hrs notice is given to the Secretary in writing by the member him/herself (whom will vote and how for each relevant subject). Proxi member MUST be attending the meeting, for votes to be counted.

### Subscriptions

The amount of subscription and entrance fee will be decided annually and become due by the day prior to the AGM.

Any member not having paid his/her subscription by the due date will be deemed to have resigned. Members not present for, at least, one meeting a year will deemed to have resigned.

## ROLES & DUTIES

### Chairman

The duties of the Chairman are to overview the running of the Federation, conduct meeting and mediate any disagreement between the members, with the casting vote as and when required.

### Secretary

The duties of the Secretary will entail dealing with all pertinent correspondence and meetings' administration (information, agenda, minutes, etc.), and conduct any business activity on the Federation's behalf. The Secretary will also look after the Federation's PR, to include but not limited at: press, branding, general visibility / market exposure when required. The Secretary must also support the Chairman when necessary, maintain effective records, and uphold the legal requirements of governing document.

### Treasurer

The duties of the Treasurer will entail keeping regular and correct accounts of the income and expenditure, undertaking the financial administration required such as invoicing and chasing payments, etc. The treasurer shall submit at each AGM a statement of accounts. Ensure the Federation's funds are secured, procedures are followed and complies with relevant legislation.

All monies shall be lodged in the name of SWFMARF, no cash payment can be made.

Any outgoing must be signed / authorized by 2 out of the 3 signatories i.e. the Treasurer and either the Chairman or the Secretary. All Expenditure on behalf of the Federation must be presented to the full Committee and agreed by 2 / 3 majority.

Social Secretary

The duties of the Social Secretary will be to propose social events to members, organize and run such events, within the parameters voted by the members and in line with the budget set by the Chairman, under the control of the Treasurer.

Honoraria

Honoraria will be dispersed each year at the members’ discretion and following review / approval at each AGM.

All office bearers will be entitled to claim any out of pocket expenses whilst on Federation business. Receipts must be obtained for these expenses and authorized by the Committee.

Alterations to the Constitution

The constitution may be added to, amended or repealed at the AGM or at an Extra Ordinary General Meeting, called for this purpose, by a 2 / 3 majority of the members present. This is subject to reasonable notice being given to the membership of any proposed change.

Rules of Conduct / Constitution of SWFMARF

Patrick Gulliford <b>Chairman</b>	April 2023 Chairman is John Pilling	
Maud A Laine <b>Secretary</b>	April 2023 Secretary is Sas Haines	
Andrew J Lip <b>Treasurer</b>		
Karen Saunders <b>Social Secretary</b>		