

Rules of the Dry Stone Walling Association

These Rules are a description of how the DSWA operates on a day-to-day basis. The rules are a supplement to the Constitution, which always takes precedence, and matters in the Constitution cannot be altered by these Rules.

Amendments to these Rules can be made by the Trustees, or at General Meetings of the members of the DSWA.

A. Trustees

- a. The Trustee Board will consist of up to 12 Trustees who are the responsible persons of the Charity.
- b. They are elected as specified in the Constitution. [i.e. At General Meetings and a third are elected every year for up to three years]. The year of office is between AGMs.
- c. There is a Nominating Committee, consisting of the current Chairman (with casting vote), a Trustee selected by the Trustees and two Members elected annually at the AGM, which will nominate candidates for election for the vacant Trustee positions each year, but this will not preclude other nominations from the membership.
- d. The Nominating Committee will solicit nominations to ensure a Trustee board with suitable range of expertise and appropriate succession. The Trustee board should include Officers, elected from the Trustees by the Trustees, including a Chairman and Vice Chairmen with specific responsibilities for Finance, the Craft, Members, and other Trustees so that the Trustee Board will be able to represent both the geographic extent of DSWA, and specific areas such as publicity, training, publications, grants, international, recruitment, branches, members, internal communications etc. etc.. [The Treasurer and Administrator are Officials, but an Hon. Treasurer could be a Trustee Officer as above as a Vice Chairman with responsibility for Finance].
- e. The Trustee Board may co-opt up to three non-voting members to the Board for the period up to the next Annual General Meeting.

B. President

There will be a President and Vice Presidents, who are not Trustees, who are elected for a three year term by the Annual General Meeting. They will promote the DSWA and offer advice. They need not be members, or be subject to a Fee.

C. Honours

- a. Past Presidents may be honoured as a 'Past President' on the nomination of the Trustees at an Annual General Meeting. Normal membership fees in the appropriate class will apply.
- b. Honorary Life Membership may be awarded at an Annual General Meeting on the nomination of the Trustees for outstanding service to the Association. The member is added to the list of members in the Life Member category.
- c. A Member may be awarded a Long Service Award by an AGM on the nomination of the Trustees for a longstanding contribution to the work of the Association. Normal membership fees in the appropriate class will apply.

D. Members' and Branches Forum

To provide a link between the Trustees, the Branches and the Members there will be a Members' and Branch Forum [the Forum] which will meet at least twice a year, once usually adjacent to the AGM, to discuss the operation of DSWA and advise the Trustees on the operation of DSWA. It will consist of the Trustees and Officials, Past Presidents, one member from each Branch and up to seven persons who can be nominated by the Forum for co-option by the Trustees. The Chairman of the Forum, who shall be a Trustee, will be elected annually at the first meeting after the AGM.

E. Membership

There shall be the following classes of members. Current fees are attached in **Appendix A**.

- a. Open members
- b. Overseas open members
- c. Joint members (two open members at same address – one mailing)
- d. Professional members [Professional members will be listed on the Register of Professional Wallers if they are Certificated]
- e. Junior members (under the age of 16 years)
- f. Corporate members
- g. Honorary Life Members (see above)
- h. Informal or Associate Members [as allowed in Constitution but not necessarily introduced] These would have very reduced rights and privileges; eg no votes, no membership of Branches, etc.
- i. Affiliated Organisations [Kindred Organisations who are members solely for the purpose of cross exchange of information, and pay no fee, and have no votes or membership rights]
- j. Such other classes as the Trustees may periodically determine.

- k. All classes of members shall be subject to such Rules and Bye-Laws as the Trustees may make from time to time and are included in this document.
- l. Note that Life Members are those members of any category who have paid a single life membership fee payment and do not pay an annual fee.

F. Branches

There will be Branches as set up by the Association. These will have territories which cover the extent of the DSWA but do not overlap. The boundaries are determined by the Trustees in consultation with existing neighbouring Branches.

The Aims of the Branches are to further the aims of the DSWA in their geographic area especially with training, activities and public awareness. The Branch will be the main social contact between the DSWA and the local members.

The Branches are not separate legal entities and hence cannot formally enter into contracts and legal agreements. Activities and initiatives are encouraged which do not obligate the central organisation and only involve that component of the DSWA funds residing with the Branch. The Branch members will be liable to any loss of funds greater than the Branch funds unless the transaction has been previously authorised by DSWA.

The Branches will be expected to be self-financing, except for an initial start up grant. The Branch funds are part of the DSWA funds and are accounted together. However the Branch funds will usually be considered as controlled by the Branch, under delegated powers, as if they were Restricted Funds although transfers to the central funds may occur in certain circumstances at the discretion of the Branches.

Branches may ask for a supplementary Branch Fee for members of the Branch who wish to be actively involved in the Branch activities.

On joining members will be asked to identify which Branch they wish to be allocated to, if any.

The Model Branch Procedures (Constitution) is attached as **Appendix B**. Updates will be required.

G. Code of Practice

The DSWA Code of Practice, which is attached as **Appendix C**, is to be followed by the organisation and its members.

H. The Pinnacle Award Scheme

The Pinnacle Award Scheme recognises outstanding projects incorporating dry stone walling. The Award is only available for projects within Great Britain.

It is administered by the DSWA Office and there is a co-ordinator appointed by the Trustees.

I. The Ronnie Ball Award Scheme

The Ronnie Ball Award recognises and rewards special achievement in walling or dyking by those aged 25 years or under and is open to young people interested in any aspect of dry stone walls and walling, regardless of whether or not they are members of the Dry Stone Walling Association.

It is administered by the DSWA Office and there is a co-ordinator appointed by the Trustees.

J. Sub-Committees

The Trustees may set up standing sub-committees for specific purposes. Each must contain at least one trustee.- The Terms of Reference and delegated powers will be approved by the Trustee Board as specified in the Constitution.

- a. Craft Skills sub-committee
To recommend and implement policy with regard to
 - Training
 - Instructing
 - Testing
 - Certification
 - Apprenticeships
- b. Member Services including Waller and Dyker

K. Working Parties

The Trustees may set up time-limited or task- limited working parties for specific tasks. These may include co-opted members. The Terms of Reference will be approved by the Trustee Board.

L. Name

The Dry Stone Walling Association of Great Britain will be known as the Dry Stone Walling Association for all except legal/formal purposes.

M. Financial Year

The financial year for the Association, and Branches, will start at the first day of September. Branch accounts, inspected by an independent examiner, will be sent to DSWA by the end of October. They can be presented to the Branch at any time. Draft DSWA accounts will be approved by the Trustees at the end of February and the AGM will be held in the spring.

Appendix A	List of the current fees
Appendix B	Model Branch Procedures (Constitution)
Appendix C	DSWA Code of Practice
Appendix D	Statement on Public Benefit
Appendix E	Reserves Policy

April 2011

Current Membership Rates (as of January 2011)

Open	£24.00
Overseas Open	£28.00
Professional	£60.00
Corporate	£80.00
Junior (under 16)	£5.00
Joint (1½ x open fee) (two open members at same address – 1 mailing)	£36.00

Model Branch Constitution (Current Version)**1. Name**

The name of the Branch shall be *The.....branch of the Dry Stone Walling Association of Great Britain.*

2. Address

The address of the branch shall be that of the Secretary.

3. Objects

The objects of the branch shall be to preserve, improve and advance education in the craft of dry stone walling and otherwise further the charitable purposes of the Dry Stone Walling Association of Great Britain (hereinafter referred to as "DSWA") for the benefit of the public in

.....(see note 1.).

4. Membership and Subscriptions

a) The Annual General or Special General Meeting of a branch shall determine the categories of branch membership and levels of subscription to apply.

b) The membership of the branch shall only be open to current members of the DSWA interested in actively furthering the purposes of the branch. The branch shall have the right, for good and sufficient reason, to refuse an application or terminate the membership of any person provided that the person shall have the right to attend the be heard by the Committee before the decision is made. The branch shall inform the DSWA Management Committee of any such action.

c) Membership of the branch shall begin when the applicant's subscriptions to the branch and/or to the DSWA at the appropriate current rate have been received. Continued membership shall be conditional upon the renewal of the subscriptions. The only exceptions to this rule shall be honorary members or life members of the branch and/or of the DSWA. A branch wishing to confer membership in these categories shall first obtain the approval of the DSWA Management Committee.

d) If a members' branch subscription remains unpaid for more than three months, the branch committee shall terminate the membership. The DSWA shall be notified of any such decision.

e) A person who is a member of two or more Branches may not concurrently hold office, or represent, concurrently, more than one branch.

5. Officers and Functions

a) A branch is a group of at least eight members of the DSWA formed in accordance with the constitution approved by the Annual General Meeting of the DSWA to which the branch shall be affiliated.

b) The business of the branch may be conducted by the branch acting as a whole or by a general purposes committee of the elected officers of the branch and branch members elected by a general meeting. The members of the committee shall be subject to annual election.

c) The chairman, vice-chairman, secretary and treasurer shall be elected by the branch from among their members at the annual general meeting. The branch may also elect other officers as agreed. Any restrictions of the length of service of officers (beyond on year) shall be at the discretion of the branch annual general meeting.

d) The branch or committee shall meet when convened by the chairman or acting chairman, or at the request of not less than three of its members which shall be at least times each year. Notice of meetings shall be given to all eligible to attend. Accurate minutes of all meetings shall be kept and shall be made available to the DSWA Management Committee on request. The branch or committee shall arrange a programme of activities and events to meet the needs of the members and the objects of the branch.

e) Decisions shall be taken by a majority vote of those members present. In the event of an equality of votes at any branch or committee meeting, the chairman or acting chairman shall have a second, or casting, vote.

f) The branch shall work in collaboration with the DSWA, shall co-operate and assist other branches by co-ordination of activities and otherwise; may co-operate with local authorities and other bodies having the same or similar objects.

6. Annual General Meeting

a) An annual general meeting of all members of the branch shall take place each year at a time and place to be decided by the branch or committee within three months of the end of the branch's financial year. At least fourteen days notice of the date and business of the meeting shall be given to all branch members and to the DSWA Management Committee.

b) The business of the annual general meeting shall, inter alia:

i) approve the minutes of the previous annual general meeting

ii) consider and approve the accounts for the previous year

iii) elect a chairman, vice-chairman, secretary, treasurer and committee (if agreed) for the forthcoming year, also other offices as agreed by the branch

iv) appointment of an independent inspector for the accounts (to meet current requirements of the Charity Commissioners)

v) elect one member to attend meetings of the DSWA Management Committee

vi) elect at least two Master Craftsman Certificate holders to act as examiners in accordance with the Craftsman Certification Scheme

vii) discuss and if necessary vote on all motions of which at least seven days notice shall have been given to the branch secretary

viii) discuss any other competent business

c) The chairman, or acting chairman, shall preside at the annual general meeting. If both are absent, the members shall choose a chairman from among their number.

d) In the event of an equality of votes at an annual general meeting, the chairman, or acting chairman, shall have a second or casting vote.

e) The minutes of the annual general meeting shall be accurately recorded and shall be made available to the DSWA Management Committee on request.

f) The names of all officers and Management Committee representative shall be forwarded to DSWA within one month of elections having taken place.

g) All elections shall be by secret ballot.

7. Extraordinary General Meeting

a) The chairman or acting chairman or any five members of the branch acting together may convene an extraordinary general meeting of the branch. At least fourteen days notice of the time, place and purpose of such meetings shall be given to all members of the branch and the

DSWA Management Committee. Members acting together to convene such a meeting may require the secretary to give the necessary notice. The conduct of any extraordinary general meeting shall be similar to that of an annual general meeting.

- b) A decision of the whole branch membership, made through a majority vote at an annual general meeting or extraordinary general meeting shall be binding on the committee and may be reversed only by a majority vote at a similar meeting.
- c) For the purposes of the constitution, a quorum of members shall be considered as representing the whole branch membership.

8. Quorum

- a) A quorum of any general purposes committee shall be the chairman, or acting chairman, and one-third of the members of the committee.
- b) At an annual or special general meeting, decisions shall be by majority vote of those members present.

9. Branch Funds and Accounts

- a) A bank account shall be opened in the name of the branch at such bank as the branch committee may decide. Two members of the committee nominated for that purpose shall sign all cheques.
- b) The treasurer shall keep proper books of account, and these books shall be independently inspected each year before the annual general meeting by a person (not a member of the branch) appointed by the membership at the annual general meeting.
- c) The treasurer shall produce a statement of account for the preceding year at each annual general meeting and the statement shall be made available to the DSWA Management Committee on request at any time.
- d) The financial year of the branch shall end on **31st August**.
- e) The branch may solicit and receive contributions to its funds in the form of grants, donations, legacies, subscriptions, loans or otherwise.
- f) The branch may invest any moneys not immediately required for its purposes in such securities as are at the time being authorised by law for the investment of trust funds and may transpose any such investments.
- g) The branch may do all such other lawful acts and things as are necessary for the attainment of its objects and charitable status.

10. Dissolution

- a) Any proposal to wind-up the branch shall be made known first to the DSWA Management Committee which shall have power to suspend the proposal pending further investigation of the circumstances. On approval by the DSWA Management Committee, at least twenty-one days notice shall be given to all branch members of the winding-up meeting. The motion to wind-up the branch must be passed by the votes of at least three quarters of the members present at the meeting, which shall be conducted in a manner similar to that of an annual general or extraordinary general meeting.
- b) Any funds remaining in the possession of the branch after winding-up shall, after payment of all debts and expenses, become the property of the DSWA Management Committee to be used for the benefit of the Association.

11. Interpretation

The DSWA Management Committee shall be the arbiter in any dispute over the interpretation of this constitution. Any five members of the branch acting together may appeal to the DSWA Management Committee to provide such arbitration.

12. Amendments t the Constitution

- a) Amendments to the constitution may be made only at an annual general or extraordinary general meeting with prior approval of the DSWA Management Committee. Each member shall receive at least twenty-one days notice of a meeting for this purpose and shall be informed at the same time of the nature of the amendment proposed.
- b) No amendment shall be made to clauses 3, 10 and 12 without prior approval of the Charity Commissioners and no amendment shall be made which would cause the branch to cease to be a charity.

Approved by the DSWA Management Committee, adopted by the branch at the annual general or special general meeting held on:

Day.....Month.....Year.....

and signed by the Chairman or Acting Chairman:

.....(Name:.....).
(Signature) (Please print)

Though these rules may be varied in detail, the general principles involved must be adhered to. Approval of alterations must be sought from the Dry Stone Walling Association of Great Britain before the constitution is laid before the branch for acceptance and any alterations to items 3, 10 and 12 of this standard document must receive the prior approval of the Charity Commissioners.

NOTES:

- 1. Branches are required to notify the DSWA Management Committee of their proposed major area for activities and seek approval prior to the proposal being placed before the branch for adoption. This is to ensure no impingement on existing branches, clash of interest with another branch, proliferation of branches in one area, etc.
- 2. The DSWA *Reference File for Branches* shall be used as the standard document on committee procedure, etc.
- 3. On adoption of the constitution, the branch shall sign and attach one copy to the branch minute book and provide a further signed copy to the DSWA Management Committee.

Dry Stone Walling Association Code of Practice

The Dry Stone Walling Association of Great Britain aims to promote the highest standards of professional practice, responsibility and ethics within the craft of dry stone walling and to support excellence in all aspects of the discipline. All members of the Association are expected to act in a similar, appropriate manner, especially when practising the craft.

- Members of The Dry Stone Walling Association are required at all times to uphold the dignity and reputation of the craft of dry stone walling and the Association; meaning, amongst other things, not inappropriately criticising or otherwise denouncing the motives, capabilities or professional standards of other members.
- Members should always conduct themselves in such ways as are appropriate to gain the respect and confidence of the general public, clients, employers and members of the DSWA and other organisations with whom they are associated. They shall exercise their abilities and discharge their professional or voluntary responsibilities with complete integrity at all times.
- Members should safeguard the public interest in all matters including safety and health in the conduct of their professional or voluntary duties, including appropriate insurance cover where necessary.
- Members should recognise that as part of the discipline of dry stone walling they are providing an important contribution to the environment and landscape of the British Isles as well as improving the craft through training and understanding by the general public.
- Members should take all reasonable and responsible measures to safeguard the environment and its diversity and sustainability; all reasonable steps should be taken to avoid the waste of natural resources and damage to the environment.
- Members are expected to up hold the Codes of Practice of any other professional or voluntary bodies to which they belong.

Status and Certification

- Members shall use only the membership type and level of certification awarded by the Association and must not knowingly misrepresent or misinterpret their membership of the Association in any way.
- Members should always ensure the quality of their work reflects the level of certification held.
- The DSWA logo and name may only be used by current, paid-up professional members of the Association.

Professional Development

Members should:

- Take all reasonable steps to maintain and develop their professional competence and broader aspects of the craft relevant to their career and to disseminate this knowledge where appropriate.
- Ensure that their practice, expertise, knowledge, skills and techniques are up to date.
- Promote dry stone walling to both lay and expert audiences, including other professionals not necessarily familiar with the craft of dry stone walling.
- Encourage those for whom they have responsibility to increase their knowledge and performance and develop their potential through education, suitable training and continuous professional development.

Equal Opportunities

Members should have regard for equality of opportunity for all in the conduct of their professional or voluntary duties and should not knowingly discriminate directly or indirectly on the grounds of sex, marital status, sexual orientation, age, race, ethnic or national origin, religion or disability.

Breaches of the Code of Practice

Any complaint brought against a member of the Dry Stone Walling Association that constitutes an alleged breach of the Code of Practice should be reported to the DSWA Office Administrator who will immediately consult with the Association's Chairman. If it is determined that there is an apparent prima facie case, then the Association's Disciplinary Procedure will be invoked. Thereafter the Association's Management Committee has the ultimate responsibility to consider whether or not to remove any member from membership.

Statement on Public Benefit

The Public Benefit of the Dry Stone Walling Association of the United Kingdom, Registered in England and Wales
Charity Number 289678

The Charities Act sets out descriptions of charitable purposes:

The DSWA provides Public Benefit in the following general areas within these descriptions.

- b) the advancement of education
- f) the advancement of the arts, culture, heritage or science
- i) the advancement of environmental protection or improvement

The aims of the DSWA are set out in the Constitution

'The purpose of the Charity is to preserve, improve and advance education in the craft of dry stone walling.'

This is interpreted as generally supporting the craft and dry stone walls themselves.

Education

The DSWA informs the public and appropriate organisations about dry stone walls so that there is appreciation of the heritage and practical value of dry stone walls and the skills needed in the craft.

This takes the form of leaflets, articles, demonstrations, displays, exhibitions, talks, interpretive walks, press releases and community projects. The DSWA supports the craft in other countries.

Heritage

The DSWA encourages the study and appreciation of the history and legacy of dry stone walls.

This takes the form of leaflets, articles, displays, exhibitions, talks, interpretive walks, and restoration projects.

Environment

The DSWA encourages the protection and repair of dry stone walls especially where they form a significant feature in the landscape and in protecting biodiversity.

This takes the form of informing landowners and bodies interested in the landscape and natural environment of the benefits of dry stone walls. It encourages implementation of best practice in new developments and the introduction of legislation for the protection of dry stone walls.

Craft

In order to produce the above public benefits the DSWA supports the craft of dry stone walling so that there are sufficient and able practitioners. This has an incidental specific benefit to the individuals who practice the craft.

This takes the form of running competitions for wallers, awards for meritorious dry stone wall construction, encouraging and running courses for beginners and practice and more specialist training for all practitioners. The DSWA runs a Craftsman Certification Scheme (in conjunction with LANTRA) which awards certificates of attainment at graded levels, and promotes these certificates as a quality mark. The DSWA informs the public of professional members and their attainments. There is an adjudication procedure to ensure that standards are kept high.

(Amendments will be needed)

Reserves Policy

Under the requirements of charity law, the trustees are obliged to define the charity's policy for holding reserves. The policy will enable the charity to meet its legal objectives, provide confidence to supporters and donors seeking to give financial support to a prudently controlled charity and to ensure that the reserves are at a level sufficient to discharge all the charity's obligations in the event that it should cease its operations.

A large proportion of the charity's reserves are held in secure bank accounts. The amount required in the unlikely event of the charity having to cease its operations is relatively small and therefore the reserves which the charity is required to maintain are those needed to fund on-going monthly costs and future development. To this end the trustees have decided that the charity should seek to have uncommitted reserves which are not invested in fixed assets of a sum equal to six months general running costs.

Currently the reserves are above this level and are for new developments including any necessary restructuring following the changes in Governance and the establishment of a Training and Education Co-ordinator post.