

## **Rules of the Dry Stone Walling Association**

These Rules are a description of how the Dry Stone Walling Association (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. The following documents referred to in the Rules: DSWA Branch Procedures, DSWA Financial Procedures and DSWA Code of Practice can be found on the Governance page of the DSWA website; [www.dswa.org.uk/governance.asp](http://www.dswa.org.uk/governance.asp) along with other governance documents, policies and guidance.

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

### **A. Name**

The Dry Stone Walling Association of Great Britain will be known as the Dry Stone Walling Association for all except legal/formal purposes. In this document it is referred to as the DSWA.

### **B. Trustees**

- a. As specified in the Constitution 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. (ie. at Annual General Meetings (AGM) 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 direct from the membership.
- d. The Nominating Committee will present a list of nominations for election at the AGM with a view to establishing a Trustee Board with suitable range of expertise and appropriate succession. The Trustee Board should be able to represent both the geographic extent of the DSWA, and specific areas such as publicity, training, publications, grants, international, recruitment, branches, members, internal communications, etc, etc.
- e. The Nominating Committee may present its list up to seven days after the close of members' nominations being received.
- f. The Trustee Board will elect a chairman, deputy chairman and finance officer from within its own number.
- g. The Trustee Board may co-opt up to three members to the Board for the period up to the next AGM.

### **C. President**

There will be a President and up to three Vice Presidents, who are not Trustees, who are appointed for a three year term at the AGM. They will promote the DSWA and offer advice. They need not be members, or be subject to a fee.

### **D. Honours**

- a. Past Presidents may be honoured as a 'Past President' on the nomination of the Trustees at an AGM. Normal membership fees in the appropriate class will apply.
- b. Honorary Life Membership may be awarded by the Trustees for outstanding service to the Association at a national level. The member is added to the list of members in the Honorary Life Member category. Thereafter, annual membership fees are no longer applicable.
- c. A Member may be awarded a Distinguished Service Award by the Trustees for an outstanding contribution to the work of the Association at a local level. Normal membership fees in the appropriate class will apply.

### **E. Members' and Branches Workshops**

To provide a link between the Trustees, Branches and Members, there will be a Members' and Branches Workshop which will meet annually, unless demand dictates otherwise, to discuss and develop advice and guidance on the operation of the DSWA. The Workshop will be open to all members, Trustees and Officials. The Chairman of the Workshop, who shall be a Trustee, will be identified ahead of the event and may be dependent on specific topics for discussion.

### **F. Membership**

There shall be the following classes of members for which an annual membership fee is payable.

- 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 in Professional Register if they hold any of the Craftsman Certification Scheme qualifications)
- e. Junior members (under the age of 16 years)
- f. Full-time student/unemployed
- g. Corporate members

- h. Honorary Life Members (see above, Section D)
- i. Life Members are those members of any category who have paid a single life membership fee and do not pay an additional annual fee.

All classes of members shall be subject to such Rules as the Trustees may make from time to time and are included in this document.

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

#### **G. Branches**

DSWA members may organise themselves into Branches, which could operate within a geographical areas, in which case its boundaries are determined in consultation with existing neighbouring Branches and approved by the DSWA Trustee Board. DSWA Branch Procedures should be followed.

The purpose of the Branches is to further the purpose of the DSWA: to advance education in the craft and heritage of dry stone walling for the public benefit.

Branches are not separate legal entities and hence cannot formally enter into contracts and legal agreements. A small, initial start-up transfer from central funds is available but once established, Branches are expected to be self-financing. Branch funds are legally part of the DSWA's funds and are accounted together but will usually be considered as controlled by the Branch under delegated powers from the DSWA as designated funds and are held in separate bank accounts. Branches may only make financial commitments to the extent of the designated funds controlled by the Branch. The designated Branch funds exclude a fixed amount collected from beginner training courses (£5 per attendee) which should be remitted to the DSWA central accounts on an annual basis when requested.

Transfers to the DSWA central accounts may occur at the discretion of the Branches.

If a Branch no longer continues to operate or exist its funds shall be transferred to the DSWA central accounts.

Individual Branches should not normally be registered as a separate entity with a Regulator, such as the Charity Commission.

#### **H. Finance**

The financial year end for the DSWA, and Branches, will be 31 August. Branch accounts, inspected by an independent examiner, will be sent to DSWA by a date determined by the Trustees on advice of the DSWA Hon Treasurer. They can be presented to the Branch at any time. DSWA accounts will be submitted to the Trustees for approval prior to the AGM.

All funds are accepted/raised on the understanding that they will be used to further the purpose of the DSWA.

The current DSWA Financial Procedures should be followed.

#### **I. Code of Practice**

The DSWA and its members will abide by the current DSWA Code of Practice.

#### **J. Sub-Committees/Groups**

The DSWA may set up standing sub-committees/groups for specific purposes, eg certification/training, grants, member services, etc. Each must contain at least one Trustee. The Terms of Reference and delegated powers will be approved by the DSWA Trustee Board as specified in the Constitution.

#### **K. Working Parties**

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

#### **L. The Pinnacle Award Scheme**

The Pinnacle Award Scheme will recognise 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.

#### **M. The Ronnie Ball Award Scheme**

This scheme, or its successor, will recognise achievements in dry stone walling by those aged 25 years and under. It is administered by the DSWA Office and there is a co-ordinator appointed by the Trustees.