



CONSTITUTIONS AND SCHEDULES

November 2009

East Anglia Master Thatchers' Association
Rules and Constitution

NAME

1. The Association shall be known as The East Anglia Master Thatchers' Association (EAMTA).

AIMS

2. The aims of the Association shall be:
 - a) to establish itself as the effective organisation representing the craft of thatching in East Anglia;
 - b) to establish the proper status of the craft and to maintain the highest possible standards of craftsmanship;
 - c) to work for the improvement of the supply and quality of thatching materials;
 - d) to safeguard and develop the interests of individual members by such measures as group insurance schemes, the bulk purchase of materials, legal advice and expert witness, and contact with relevant outside organisations;
 - e) to do all such things as may assist the above, including the support of any regional or national body, the objectives and constitution of which are considered by the Association to be consistent with its own aims;
 - f) to help and encourage the advancement of apprentices and trainees and to assist in their proper training;
 - g) to assist members in the use of materials and techniques not familiar to them.

MEMBERSHIP

3. Any thatcher, or thatching firm, based in the counties of Suffolk, Norfolk, Essex or Hertfordshire, and, whose business is the whole or part-time thatching of buildings shall be eligible for membership, provided that they:
 - a) be willing to guarantee to the Association the quality of their work in accordance with the standards and specifications, published as Schedule B to this constitution;
 - b) understand and accept that their guarantee to the Association will remain a condition of membership;
 - c) agree to make their work available for inspection by the Standards Sub Committee;
 - d) agree to accept such rules as the Association may from time to time adopt;
 - e) attend at least one meeting per year;
 - f) pay the membership subscription when due.

4. The applicant shall be required to submit three examples of his work, two of which must be completed re-thatches and the third a re-thatch in progress.

5. Apprentices, trainees and journeymen shall be eligible for other forms of membership as follows:

- a) Apprentice Membership shall be available to apprentices and trainees with less than two years experience in the craft. There shall be no right to vote unless the Apprentice Member be co-opted onto a sub-committee, in which case he shall be eligible to vote within its proceedings.
- b) Journeyman Membership shall be available to trainees, journeymen and others with more than two years experience in the craft. The applicant will be required to submit two examples of his work, which need not be complete re-thatches but are sufficient to demonstrate his skill and integrity. The right to vote shall be restricted insofar that on matters of constitution the Journeyman Member's vote shall count as one half.

It will be normal for applicants for Apprentice and Journeyman Membership to be either nominated or endorsed by a full member of the Association. Where this is not possible the Executive Committee shall be empowered to make whatever enquiries may be necessary to establish the credentials of the applicant.

6. Associate Membership shall be available in two forms :-

- a) Professional individuals / bodies / organisations
- b) Allied trades, such as brotch makers / straw producers. Also semi- retired thatchers, who no longer wish to be on the Full Membership list.

7. Any member who shall be of the opinion that any candidate would not be a desirable Member or Associate Member has the right to submit his objection in writing to the Secretary, who will lay the matter before the Executive Committee. All such communications shall be treated in the strictest confidence.

8. If at any time the Association shall be of the opinion that the interests of the Association require it, it may withdraw the membership of any member. The member shall have the right to appeal in the first instance to an open meeting of the Association. In such event, the members' subscription for the current year shall be refunded pro rata.

9. Notice of resignation must be given to the Secretary, in writing, at least one month before subscription is due for renewal.

10. The Association shall have the privilege of nominating Honorary and Life Members, who will be elected at the Annual General Meeting. Unless he is in the chair, an Honorary member shall have no right to vote.

COMMERCIAL USE OF MEMBERSHIP

11. Only full members of the Association shall be entitled to use the style and device of the Association during the course of their daily business.

APPLICATIONS FOR MEMBERSHIP

12. Applications for full membership and journeyman membership shall always be by written application to the Secretary in the form at Schedule A to these Rules.

13. The Secretary shall bring the application before the next meetings of the Executive Committee and General Meeting, which will arrange for the applicant's work to be inspected.

14. The application, together with the report of the inspection, will then be brought before the next meeting of the Association and be put to the vote.

15. The Secretary shall then inform the applicant in writing.

16. The Association reserves the right to refuse admission to membership but refusal shall be notified in writing to the applicant and the reasons given. In the event of a disagreement the applicant has a right to appeal to an open meeting of the Association.

SUBSCRIPTION

17. Upon joining the Association all members shall be required to pay a membership fee and a membership subscription in proportion to the remaining months of the year and thereafter an annual membership subscription. The membership fee shall be a sum such as the Association shall from time to time determine.

18. The membership subscription, which shall be payable annually on 1st January in advance, shall be a sum such as the Association shall from time to time determine.

19. There shall be a penalty for late payment calculated as 10 per cent of the annual subscription for every calendar month overdue, up to a maximum of three calendar months.

20. In the event of a member failing to pay his dues by the end of the second calendar month, he shall be sent by the Treasurer a notice drawing attention to these Rules. If there is no payment by the end of the third calendar month, and there are in the Executive Committee's opinion no extenuating circumstances, then membership shall cease and the Secretary shall so notify the ex-member in writing.

21. Restoration of Membership. Membership withdrawn under this section shall be restored at the discretion of the Association, provided it be upon terms not unfavourable to other members.

22. Office holders (Chairman, Vice-Chairman, Secretary, Treasurer, Web Secretary) shall pay one half of the annual subscription as recognition of the time they are required to devote to the day to day administration of the Association.

23. A Journeyman Member, though bound by these same rules, shall pay an annual subscription one half that of full membership.

Similarly, an Apprentice Member shall pay one quarter.

Level 1 Associate members - Professional individuals / bodies / organisations shall pay an annual subscription of the Full membership fee.

Level 2 Associate members – Allied trades, semi-retired thatchers etc., shall pay an annual subscription one half that of full membership.

OFFICERS

24. The officers of the Association shall in all cases be honorary. They shall be elected at the Annual General Meeting of the Association to hold office for the forthcoming year but shall be eligible for re-election.

Expenses and honoraries shall be paid at the discretion of the Association.

The officers shall be as follows:

- a) a President;
- b) a Chairman, who shall preside at all meetings of the Association and the Joint Executive Committee;
- c) a Vice-Chairman, who shall officiate in the absence of the Chairman;
- d) a Secretary, who shall convene and record all meetings and transact correspondence as directed by the Joint Executive Committee;
- e) a Treasurer, who shall keep a true and accurate record of all the Association's financial transactions;
- f) a Web Secretary who shall maintain and update the website and respond to e-mail enquiries

COMMITTEES AND SUB COMMITTEES

25. There shall be an Executive Committee and it shall consist of the officers of the Association and have the power to co-opt. It shall also have the power to fill casual vacancies in either of the offices of Honorary Secretary and Honorary Treasurer.

26. Subject to any direction which may be given from time to time by the Association, the Executive Committee shall provide for the conduct, administration, management and control of the affairs of the Association.

27. This will always include the establishment of standing sub committees to safeguard standards of craftsmanship and all aspects of financial planning. It will be normal for any sub committee to include a member of the Executive Committee, who will act as secretary.

28. The Standards Sub Committee will include wherever possible up to three Members or Life Members. It will investigate, at the request of the Executive Committee:

- a) applications for membership and journeyman membership where it is found necessary to inspect work;
- b) complaints against the craftsmanship of members which are brought to the notice of the Association;
- c) complaints against the craftsmanship of other thatchers which are referred to the Association for expert opinion;
- d) expert advice or evidence to professional and other bodies regarding standards of craftsmanship where the Association as such needs to be represented during normal working hours;

e) the organisation of the annual thatching competitions.

It will also act on behalf of the EAMTA in all or any of the foregoing when authorised by the Executive Committee to do so. The travelling and reasonable out of pocket expenses of members of the sub committee shall be paid by the Association.

29. The Finance Planning Sub Committee will consist of up to five members and may include apprentices. It will be responsible for the progressive planning and implementation of measures to improve the Association's financial base. It will meet independently and elect a Chairman.

MEETINGS

30. General Meetings. There shall be a minimum of two General Meetings per year, called by the Secretary. The Secretary shall give wherever possible seven clear days notice of a General Meeting and this shall be by telephone if written notice is impracticable.

31. Annual General Meeting. There shall be an Annual General Meeting of the Association, where the Chairman and Secretaries shall give a report of proceedings and the Treasurer shall present a statement of account. The Secretary shall give to each member and associate member not less than fourteen days notice of the date, time and place of the meeting.

32. Special Meetings. Special Meetings may be convened at any time by the Executive Committee, or by the Secretary upon receipt of a written request signed by not less than three members of the Association. Not less than seven days notice of the date, time and place of any Special Meeting shall be given to each member and associate member and the notice shall state the object of the meeting. The only business that may be transacted at a Special Meeting is that specified in the notice.

PROCEEDINGS AT ANNUAL GENERAL MEETINGS

33. At every Annual General Meeting the chair shall be taken by the President or in his absence by a Vice-President, outgoing Chairman or outgoing Vice-Chairman, in that order.

34. Two thirds of the voting membership shall constitute a quorum.

VOTING

35. At all meetings of the Association every question shall be determined by a show of hands, except that if not less than one third of the entitled persons present demand a ballot then the voting of that question shall be by ballot. A member unable to attend will be permitted to render a postal vote or appoint another member to vote on his behalf.

36. At meetings of the Executive Committee and sub committees every question shall be determined by a show of hands.

37. The person presiding at a meeting of the Association, the Executive Committee or of any sub committee shall, in addition to his being entitled

to vote in the first instance, have a second or casting vote in the case of an equality.

MINUTES

38. The Secretary shall keep a Minute Book and make proper entries therein of all business transacted at every meeting of the Association.

FINANCIAL YEAR

39. The financial year of the Association shall run from 1st January to 31st December.

AUDIT

40. The books and accounts of the Association shall be audited annually by a person acceptable to the membership, who shall make a written report thereon.

REPRESENTATION

41. The Executive Committee may from time to time nominate one or more members to represent the Association at conferences, meetings or exhibitions where the interests of the membership make it desirable.

42. The Executive Committee may invite any member to represent the Association in situations where the expert opinion of the Association has been requested. In matters of dispute regarding craftsmanship it will be normal to invite a member of the Standards Sub Committee to represent the Association.

43. Except where the costs of representation are met by a third party, the Association will pay all travel and reasonable out of pocket expenses.

ALTERATION OF THE CONSTITUTION

44. No alteration, amendment of, or addition to this Constitution shall be made, except in pursuance of a resolution supported by at least two thirds of those present and voting at an Annual General Meeting or Special Meeting of the Association. A member voting by post or proxy shall be deemed to be present.

45. Notice of any motion for any such alteration, amendment or addition, other than a notice given pursuant to a resolution of the Executive Committee, shall be given in writing to the Secretary not less than twenty eight days before the meeting.

46. A copy of every such notice, including a notice given pursuant to a resolution of the Executive Committee, shall be sent by the Secretary to every member and associate member of the Association at least seven days before the meeting at which the motion is to be considered.

AFFILIATION

47. The Joint Executive Committee may negotiate with any organisation with a view to membership or affiliation. No such affiliation shall be made until approved by a General Meeting of the Association.

INSTITUTION

48. The foregoing Rules and Constitution were agreed and adopted at a meeting at Long Melford on 3rd November 2009

NORFOLK MASTER THATCHERS' ASSOCIATION
RULES AND CONSTITUTION

NAME

1. The Association shall be known as The Norfolk Master Thatchers' Association.

AIMS

2. The aims of the Association shall be:
 - a) to establish itself as the effective organisation representing the craft of thatching in East Anglia;
 - b) to establish the proper status of the craft and to maintain the highest possible standards of craftsmanship;
 - c) to work for the improvement of the supply and quality of thatching materials;
 - d) to safeguard and develop the interests of individual members by such measures as group insurance schemes, the bulk purchase of materials, legal advice and expert witness, and contact with relevant outside organisations;
 - e) to do all such things as may assist the above, including the support of any regional or national body, the objectives and constitution of which are considered by the Association to be consistent with its own aims;
 - f) to help and encourage the advancement of apprentices and trainees and to assist in their proper training;
 - g) to assist members in the use of materials and techniques not familiar to them.

MEMBERSHIP

3. Any Full Member of the EAMTA working in the county of Norfolk shall be eligible for membership, provided that they:
 - a) be willing to guarantee to the Association the quality of their work in accordance with the standards and specifications, published as Schedule B to this constitution;
 - b) understand and accept that their guarantee to the Association will remain a condition of membership;
 - c) agree to make their work available for inspection by the Standards Sub Committee;
 - d) agree to accept such rules as the Association may from time to time adopt;
 - e) attend at least one meeting per year;

4. Only members of the Association shall be entitled to use the style and device of the Association during the course of their daily business.

ESSEX & HERTFORDSHIRE MASTER THATCHERS' ASSOCIATION
RULES AND CONSTITUTION

NAME

1. The Association shall be known as The Essex & Hertfordshire Master Thatchers' Association.

AIMS

2. The aims of the Association shall be:
 - a) to establish itself as the effective organisation representing the craft of thatching in East Anglia;
 - b) to establish the proper status of the craft and to maintain the highest possible standards of craftsmanship;
 - c) to work for the improvement of the supply and quality of thatching materials;
 - d) to safeguard and develop the interests of individual members by such measures as group insurance schemes, the bulk purchase of materials, legal advice and expert witness, and contact with relevant outside organisations;
 - e) to do all such things as may assist the above, including the support of any regional or national body, the objectives and constitution of which are considered by the Association to be consistent with its own aims;
 - f) to help and encourage the advancement of apprentices and trainees and to assist in their proper training;
 - g) to assist members in the use of materials and techniques not familiar to them.

MEMBERSHIP

3. Any Full Member of the EAMTA working in the counties of Essex or Hertfordshire shall be eligible for membership, provided that they:
 - a) be willing to guarantee to the Association the quality of their work in accordance with the standards and specifications, published as Schedule B to this constitution;
 - b) understand and accept that their guarantee to the Association will remain a condition of membership;
 - c) agree to make their work available for inspection by the Standards Sub Committee;
 - d) agree to accept such rules as the Association may from time to time adopt;
 - e) attend at least one meeting per year;
4. Only members of the Association shall be entitled to use the style and device of the Association during the course of their daily business.

SUFFOLK MASTER THATCHERS' ASSOCIATION
RULES AND CONSTITUTION

NAME

1. The Association shall be known as The Suffolk Master Thatchers' Association.

AIMS

2. The aims of the Association shall be:
 - a) to establish itself as the effective organisation representing the craft of thatching in East Anglia;
 - b) to establish the proper status of the craft and to maintain the highest possible standards of craftsmanship;
 - c) to work for the improvement of the supply and quality of thatching materials;
 - d) to safeguard and develop the interests of individual members by such measures as group insurance schemes, the bulk purchase of materials, legal advice and expert witness, and contact with relevant outside organisations;
 - e) to do all such things as may assist the above, including the support of any regional or national body, the objectives and constitution of which are considered by the Association to be consistent with its own aims;
 - f) to help and encourage the advancement of apprentices and trainees and to assist in their proper training;
 - g) to assist members in the use of materials and techniques not familiar to them.

MEMBERSHIP

3. Any Full Member of the EAMTA working in the county of Suffolk shall be eligible for membership, provided that they:
 - a) be willing to guarantee to the Association the quality of their work in accordance with the standards and specifications, published as Schedule B to this constitution;
 - b) understand and accept that their guarantee to the Association will remain a condition of membership;
 - c) agree to make their work available for inspection by the Standards Sub Committee;
 - d) agree to accept such rules as the Association may from time to time adopt;
 - e) attend at least one meeting per year;
4. Only members of the Association shall be entitled to use the style and device of the Association during the course of their daily business.

SUBSCRIPTION

5. A fully paid up member of the EAMTA is entitled to membership with no additional subscription.

OFFICERS

6. There shall be an Executive Committee and it shall consist of the officers of the EAMTA and have the power to co-opt. Subject to any direction which may be given from time to time by the Association, the Executive Committee shall provide for the conduct, administration, management and control of the affairs of the Association.

MEETINGS

7. General Meetings, the Annual General Meeting & Special Meetings will be held in conjunction with the EAMTA Meetings.

ALTERATION OF THE CONSTITUTION

8. No alteration, amendment of or addition to this Constitution shall be made, except in pursuance of a resolution supported by at least two thirds of those present and voting at an Annual General Meeting or Special Meeting of the EAMTA. A member voting by post or proxy shall be deemed to be present.
9. No such resolution may be put to the vote before the proposed alteration, amendment or addition has been approved by the EAMTA.
3. Notice of any motion for any such alteration, amendment or addition, other than a notice given pursuant to a resolution of the Executive Committee, shall be given in writing to the Secretary not less than twenty eight days before the meeting.
4. A copy of every such notice, including a notice given pursuant to a resolution of the Executive Committee, shall be sent by the Secretary to every member of the Association at least seven days before the meeting at which the motion is to be considered.

SCHEDULES TO THE CONSTITUTION

4. The following shall be deemed to comprise part of these Rules:
 - a) Schedule A. The form of application for membership.
 - b) Schedule B. Standards and specifications for thatching and re-thatching in:
 - (i). Long Straw
 - (ii). Water Reed
 - (iii). Combed Wheat Reed
 - c) Schedule C. Terms of reference and functions of the Executive Committee.
 - d) Schedule D. Terms of reference and functions of the Standards Sub Committee.
 - e) Schedule E. Terms of reference and functions of the Finance Sub Committee.
 - f) Schedule F. The Annual Thatching Competition:
 - (i). Rules
 - (ii). Form of Entry
 - (iii). Mark Sheet

SCHEDULE A TO THE CONSTITUTION

The form of Application for Membership - Available from the Secretary.

SCHEDULE B TO THE CONSTITUTION

Standards and Specifications for Thatching and Re-Thatching in: -

1. Long Straw
2. Water Reed.
3. Combed Wheat Reed.

The above are set out in "Technical Pamphlet No. 1" which is available from the Secretary.

SCHEDULE C TO THE CONSTITUTION

Terms of Reference and Function of the Executive Committee

Composition

1. The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and Web Secretary of the Association and have the power to co-opt. It shall also have the power to fill casual vacancies in either of the offices of Secretary and Treasurer.

2. The President and Vice-President shall be notified of all Committee meetings and be entitled to attend them.

Terms of Reference

3. The terms of reference of the Executive Committee are twofold:

- a. To implement the policies and decisions of the membership as agreed and recorded at open meetings of the Association.
- b. To provide for the open conduct, administration, management and control of the affairs of the Association.

4. This will always include the establishment of standing sub-committees to safeguard standards of craftsmanship and all aspects of financial planning.

5. The Executive Committee shall ensure that the Association is represented at appropriate conferences, meetings or exhibitions where the interests of the membership make it desirable. It shall, where necessary, have the power to nominate one or more members to this end.

6. The Committee may invite any member to represent the Association in situations where the expert opinion of the Association has been requested.

Functions

7. The Chairman. The Chairman shall be responsible for:

- a. The overall planning and direction necessary to implement the policies of the membership.
- b. Liaison at chair level with organisations and bodies relevant to the Association.
- c. The decision to hold meetings of the Association and the Executive Committee.

To that end he will take the chair at all General and Special Meetings and all meetings of the Executive Committee, or appoint the Vice-Chairman to act on his behalf if he is unable to attend.

He shall also render a report of proceedings at the Annual General Meeting.

8. The Vice-Chairman. The vice-Chairman shall be responsible for:

- a) In the first place, acting as deputy to the Chairman in all matters

pertaining to planning, policy and liaison.

- b) Assisting the Chairman in practical ways as may be agreed with the Chairman.
- c) Taking the Chair at any meeting the Chairman is unable to attend.

He shall also:

- d) Act as Chairman of the Standards Sub Committee as described in Schedule D to this Constitution.
- e) Notably, co-ordinate the inspection of work submitted by applicants for membership.
- f) Co-ordinate the annual thatching competition as described in Schedule F.

He shall also hold a watching brief to ensure that the provisions of the Association's constitution are kept.

9. The Secretary. The primary function of the Secretary is to assist the Chairman to discharge his responsibilities to the membership. To this end he shall be responsible to the Chairman for the day to day running of the Association's affairs. More specifically, he shall:

- a) Receive and act upon all communications addressed to the Association.
- b) Transact all routine correspondence on behalf of the Association.
- c) Transact specific correspondence as directed by the Chairman and the Executive Committee.
- d) Ensure that all essential business is brought before the Executive Committee without unnecessary delay.
- e) Maintain an adequate and efficient system of files and records, including an up to date list of the names and addresses of all Honorary, Life, Full, Journeyman, Apprentice members & Associate members.
- f) Maintain a record of expenditure for postage, telephone, copying, printing and stationary.
- g) Liase with any organisation or body relevant to the affairs of the Association.
- h) Convene all meetings of the Association and the Executive Committee as directed by the Chairman, giving a time, a place and an agenda of the business to be discussed.
- i) Assisted where possible by a Minutes Secretary, maintain a record of all business transacted at every meeting of the Association and the Executive Committee.
- j) Circulate a record of proceedings of the above in the form of Minutes to every member of the Association.
- k) Maintain a stock of Association stationary for official use or sale to members.
- l) In conjunction where possible with a Public Relations Officer:
 - (i) Liase with the printers to maintain stocks of Association publications, including an annually updated membership list.
 - (ii) Co-ordinate the campaign to circulate Association publications.
 - (iii) Co-ordinate the campaign to keep the Association in the public eye, including press releases.

- m) Produce and circulate newsletters as time and circumstances permit.
- n) Render a report of proceedings at the Annual General Meeting.

10. The Treasurer. It shall be the responsibility of the Treasurer to:

- a) Implement the financial policies of the Association through the medium of the Executive Committee.
- b) Maintain conventional accounting and financial records, including a separate record of subscriptions paid.
- c) Maintain current and deposit accounts at a nominated bank and ensure that the current account is kept in credit.
- d) Pay all bills drawn on the Association once he is satisfied they are properly authorised.
- e) Bring before the Executive Committee any financial matter he deems appropriate, including monies or subscriptions overdue.
- f) Balance the account as at the end of each financial quarter (31 March, 30 June, 30 September and 31 December) and acquaint the Executive Committee with the running balances at its next meeting.
- g) Prepare the account for audit, including a statement of profit and loss, as at 31 December and present it for audit by 31 January following.
- h) Be prepared to acquaint any meeting of the Association with the current bank balance.
- i) Maintain as far as possible a forecast of income and expenditure so that impending crises can be anticipated and brought to the notice of the Executive Committee.
- j) Maintain an analysis so that expenditure can be summarised under specific headings and pre-planned accordingly.
- k) Present a financial report, a current statement of account and the audited Profit & Loss sheet at the Annual General Meeting.

He shall also:

- l) Act as the Secretary of the Finance Sub Committee as described in Schedule E to this constitution.
- m) Co-ordinate all fund raising activities.

11. The Web Secretary. The Web Secretary shall maintain & update the website including responding to all email enquiries.

Co-opted Members.

12. It will be normal for the Executive Committee to co-opt volunteer members to assist in the following areas of activity:

- a) Standards Sub-Committee. Any member co-opted to inspect new work shall do so as part of the Standards Sub-Committee.
- b) Finance Sub-Committee. This shall include liaison with insurance agencies where there is a financial benefit to the Association.
- c) Public Relations. This shall include advertisement (including the Yellow Pages), the media, consumer relations and the production and dissemination of material designed to enhance the status and reputation of

the Association, other than technical publications.

- d) Liaison and Representation. Any member representing the Association shall do so as a member of the Executive Committee.
- e) Procurement of Materials .
- f) Research and Development .
- g) Entertainment .

Rules of Procedure.

13. Voting. At meetings of the Executive committee and Sub-Committees every question shall be determined by a show of hands.

14. Casting Vote. The person presiding at a meeting of the Executive Committee or any Sub Committee shall, in addition to his being entitled to vote in the first instance, have a second or casting vote in the case of an equality of votes.

15. Lines of Communication. It shall be recognised that the office of Secretary is the normal and proper entry and exit point for all routine correspondence transacted by the Association. Attempts by outside agencies to by-pass this will be discouraged.

16. Where officers other than the Secretary are obliged to transact Association business it shall be their duty and responsibility to acquaint him with the transaction and lodge documents or copies with him for incorporation into the Association's files. This will normally be at the next Executive Committee.

17. The same rule shall apply to co-opted members acting, for example, as the Association's representative, where there is a tendency to correspond with the representative rather than the Executive Committee.

18. It shall be a primary duty of every member of the Executive Committee to ensure that no one is kept in the dark regarding activities.

19. Expenses. Except where the costs of representation are met by a third party, the Association will pay all travel and reasonable out of pocket expenses incurred on its business. A rate/mile for the use of a private vehicle will be allotted by the Executive Committee and updated annually on 31 December.

20. Every member of the Executive Committee shall keep a record of his postal, telephone and other costs and submit it to the Treasurer quarterly (up to 31 March, 30 June, 30 September and 31 December) for payment.

SCHEDULE D TO THE CONSTITUTION

Terms of Reference and Functions of the Standards Sub-Committee -
not yet compiled.

SCHEDULE E TO THE CONSTITUTION

Terms and Reference and Functions of the Finance Sub-Committee -
not yet compiled.

SCHEDULE F TO THE CONSTITUTION

THE ANNUAL THATCHING COMPETITION

1. This schedule comprises three parts:

- a. Rules
- b. Form of Entry
- c. Mark Sheet

2. The Rules of the Competition

The Competition is constitutionally recognised according to this Schedule and its rules of conduct are as follows:

- a. Eligibility
 1. The Competition for Long Straw and Water Reed trophies shall be for full members only and every eligible member shall receive entry forms.
 2. Each member shall be allowed to submit one entry in each class.
- b. There shall be a separate competition for Apprentice and/or Journeyman members and the rules shall form a separate annexe to this Schedule.
- c. Entry.
 1. The form of entry to all competition shall be in accordance with the format in this Schedule.
 2. The Secretary shall make entry forms available to all those persons eligible for the competitions.
 3. There shall be an entry fee designed to cover costs and it shall be decided from time to time.
- d. There shall be no minimum number of entries in any competition.
- e. The competition shall be co-ordinated by the Executive Committee through its Standards Sub-Committee, co-opting a Life Member or non-competing member as necessary.
- f. Judging.
 1. The judge shall be acceptable to a proper meeting of the Association.
 2. A judge shall be eligible for three successive years.
 3. His costs shall be fairly borne by the Association.
 4. His overnight accommodation shall be independent of the Association.
 5. He shall be provided with a marked map and shall have no contact with any member of the Association during the Tour of Inspection.
- g. Marking.
 1. The form of marking the Long Straw and Water Reed competitions shall be in accordance with the format in this Schedule.
 2. The marks sheet shall act as a guide and note book for the judge only and shall not be released or circulated at the end of the competition unless the competitor so requests.

3. The award of trophies will normally take place at the Suffolk Show.

4. The Form of Entry

The format will be as follows :-

THATCHING COMPETITION ENTRY FORM (YEAR)

To be returned to the Honorary Secretary by (date) or it may be necessary to exclude your entry.

Name :

-

LONG STRAW

Name of Occupier :-

Address :-

Describe location if necessary :-

Date completed :-

-

WATER REED

Name of Occupier :-

Address :-

Describe location if necessary :-

Date completed :-

-

For service entries in the Apprentice and/or Journeyman member Competition use this space and continue overleaf as necessary.

-

Enclose your entry fee, cheque made payable to East Anglia Master Thatchers Association and crossed. Entry fee is £ () per entry.

TOTAL FEE ENCLOSED :-

5. The Mark Sheet.

The Executive Committee shall ask its co-opted Life Member or non-competing member to allot each job entered a separate Job Number. He will then enter that Job Number on the Mark Sheet and that is the only identifying reference that the Judge will have. The marked map provided for the judge will have the Job Number marked against the location and/or the relevant address.

6. The format of the Mark Sheet will be as follows:

THATCHING COMPETITION MARK SHEET (YEAR)

JOB NUMBER	-
SECTION (delete as necessary)	- LONG STRAW/WATER REED
EAVES:	
a. Level	-
b. Tightness	-
FACE:	
a. Level	-
b. Laying	-
c. Finish	-
RIDGE:	
a. Level	-
b. Sparwork	-
c. Finish	-
WIRE NETTING	-
GENERAL APPEARANCE	-
TOTAL	-
AVERAGE MARK	-
SIGNATURE:	DATE:

7. The completed mark sheets will be returned to the co-opted Life Member or non-competing member, who will verify the addition in conjunction with the Secretary. The results will then be notified to trophy winners and the Mark Sheets of all competitors will be returned to them.

Annexure to Schedule F

The Rules of the Apprentice and/or Journeyman Members Competition

To be promulgated in due course.