



CONTENTS

A Message to Our Members	2
Introduction to The Group	3
* Our members	
* Design IT	
* Local Groups	
* Forum	
Constitution and Rules	4
CTDG Contact List	7

A Message to New Members

Welcome to The Computer Textile Design Group.

The objective of the Group is to encourage and explore the use of computers for textile design. We look forward to meeting you at our workshops, exhibitions, area meetings, or hearing from you on our Forum at www.ctdg.org.uk, by letter, 'phone or email, and on our blog at <http://computertextiledesigngroup.blogspot.com>. Our membership has a wide base of interest, disciplines and locality. We always try to reflect that rich diversity and to encourage your contributions.

The Constitution of the Group, and a current contact list are enclosed. Each quarter you will receive a copy of our Group online magazine Design IT accessed via an email link from our webmaster. We always welcome contributions from Group members to the magazine. Please contact the Design Editor – Marlene Allinson whose details can be found on the Contact page.

We hope you enjoy your membership.

Carol Dixon
Membership Secretary

INTRODUCTION TO THE GROUP

The Computer Textile Design Group (CTDG) is an established group of “textile minded” computer users who wish to share their skills, knowledge and enthusiasm with like minded people.

OUR MEMBERS

The IT skills of our members range from complete beginners to the most experienced. The range of computers and software used by members is wide. Members use very varied textile techniques to interpret their designs.

DESIGN-IT

All members receive our quarterly online magazine which contains a good balance of articles and reviews. Design-IT covers many different aspects of computer textile design, to appeal to both beginners and more experienced computer users.

LOCAL GROUPS

As well as meeting you at Shows or on the web we will help you to find other members living near to you so you can:-

- * Experiment with techniques described in Design-it
 - * Discuss and try out your own ideas
 - * Generally support one another in learning to use computer software
 - * Organise and participate in you own events and workshops
- Contact our membership Secretary memsec@ctdg.org.uk for more details

FORUM

Join the CTDG “members only” Forum via our website www.ctdg.org.uk where we exchange ideas and information.

Data Protection – Personal details of CTDG members are held electronically for distributing the magazine and information. If you object to your name and address being sent to other CTDG members for the purposes of organising local groups please inform Membership Sec. at memsec@ctdg.org.uk

Constitution and Rules

1 Name of the Group

The Group shall be known as The Computer textile Design Group (the Group).
The Group shall be bound by this Constitution and Rules.

2 Aims and Objectives

- a) To promote the use and development of computer graphics in textile design.
- b) To increase awareness of and to encourage the growth of skills and knowledge in all aspects of textile design.
- c) To act as a liaison group between teaching centres, examining bodies and other relevant organisations and associations in the development of computer graphics in textile design.

3 Membership

- a) Membership of the Group shall be open to individuals or groups who are accepted by the Committee.
- b) Membership shall be for a period of one year commencing on the date on which an individual is accepted for membership. Members shall pay the annual subscription determined from time to time by the Committee yearly in advance. A member who fails to pay the annual subscription within eight weeks after the due date shall be deemed to have resigned membership of the Group.
- c) All individual members shall be entitled to vote at general meetings and be eligible for election to the Committee. Voting on major issues may be extended to all members whether present or not by decision by Committee or general meeting
- d) At the discretion of the Committee, special terms for group membership may be granted in appropriate cases. Groups will be entitled to appoint one representative to general meetings.
- e) the Committee may, by a majority vote of at least two-thirds of members present at any properly constituted meeting expel any member whose conduct is, on the opinion of any Member of the Committee, incompatible with the best interest of the Group.

4 Committee

- a) The management of the Group shall be in the hands of a Committee which shall be elected by the Annual General Meeting and shall be such numbers as that meeting decides.
- b) The Committee shall conduct and manage the business of the Group and may exercise all powers of the Group and perform on behalf of the Group all acts as may be decided by the Group in the General Meeting.
- c) The Committee shall, as soon as practicable after its election, choose for itself a Chairman, Hon. Secretary, Hon Treasurer and other such Officers (the officers) as it sees fit, to perform such functions as it determines and appoint an

Hon Auditor for the forthcoming financial year.

The Chairman shall preside at Committee meetings and the President shall preside at General Meetings. At any meeting for which the Chairman is unable to be present, the Committee shall elect one of their members to act as Chairman.

- e) The Hon Secretary shall maintain records of meetings and shall prepare a report of the activities of the Committee to be received by members at the Annual General Meeting.
- f) The Hon Treasurer shall receive, disburse and account for monies in accordance with the provisions of Article 6 below and shall prepare an annual financial report to be received by members at the Annual General Meeting.
- g) The Hon Accountant may not be a member of the Committee nor any sub Committee of the Group nor be closely related to any member thereof.
- h) Officers shall be individual members of the Group and shall hold office for three years following which they can seek re-election. If a member of the Committee resigns mid term, the Committee may co-opt an individual member to serve in the place of the member who has resigned. Such co-option shall last until the next Annual General Meeting at which time the co-opted member may either seek election to the Committee or stand down.
- i) The Committee shall meet at a frequency which it decides at its first meeting following the Annual General meeting. The location of each such meeting shall be decided by a majority of members at the previous meeting.
- j) No business shall be transacted at any Committee meeting unless a quorum of members is present at the time the meeting proceeds to business. A quorum shall consist of six or more members who are personally present. Decisions shall be made by the Committee by a simple majority of those present.
- k) Members of the Committee shall declare any personal interest in any matter under discussion and, if so decided by a majority of members, shall withdraw from the meeting while such matters are discussed.
- l) The Committee may form sub-committees or groups and delegate to them such of its powers as it sees fit. Any such sub-committee or group shall report its acts and proceedings to the Committee as soon as possible. The Officers shall be ex-officio members of all sub-committees.
- m) The Committee shall have the power to co-opt such additional members as it may from time to time decide. If such an additional member is co-opted to serve on a sub-committee or group then that member will cease to be a member of the Committee on conclusion of the business for which they were co-opted.

6 Annual General Meeting

- a) The Annual general meeting of the Group shall be held within three calendar months after the end of the financial year and the Hon Secretary shall give at least twenty-one days' notice of this meeting to all members.

The Committee shall present a report of the activities of the Group together with an audited financial statement in respect of the previous financial year together with accounts prepared by the Hon Treasurer and checked by the

Hon Accountant.

b) The Annual General Meeting shall, as a minimum requirement, make the elections stated in 4 above but may also consider other motions. Nominations for election to the Committee and proposals shall be forwarded to the Hon Secretary at least three weeks prior to the Annual General meeting. All such nominations and proposals shall be seconded by a member and bear written or email consent of the person nominated.

c) Extraordinary general meetings may be called at other times if so decided by at least 20 full members and the Hon Secretary shall give at least fourteen days' notice of the meeting to all members.

No business shall be transacted at any General meeting unless a quorum of members is present at the time when the meeting proceeds to business. A quorum shall consist of ten or more members being personally present. In order that the membership as a whole can be consulted the Committee will make arrangements so that any member wishing to vote on any resolution or proposal may do so. Voting will be restricted to one vote per member for each resolution.

6 Financial Matters

a) The income and property of the Group shall be applied solely towards the promotion of its Aims and Objectives. No portion thereof shall be paid out or transferred, whether directly or indirectly, to any member of the Group except in payment of legitimate expenses incurred by that member on behalf of the Group or fees earned in services provided by the Group.

b) The monies of the Group not immediately required for use shall be held in an account in a bank, building society or other reputable financial organisation as the Committee shall from time to time determine.

c) Cheques drawn on behalf of the Group shall be authorised by the joint signature of two members of the Committee, at least one of whom shall be an Officer.

d) Members may lend money to the Group on an interest free basis or on special terms for a period not exceeding a year from the date of receipt. Members may not lend money at a rate that is higher than that which would be charged by the group's bankers.

e) The Group's financial period shall be a calendar year commencing on 1st March.

7 Alteration To The Constitution

The group may, by a majority of members present at the General Meeting alter, add to or delete all or any of the Aims and Objectives of the Group and alter the Constitution and Rules, provided that notice of the intention or proposal of such alteration, addition or deletion and the details thereof are served upon each member with the notice required to be given by Article 5e above.

8 Provision for Dissolution

In the event of the dissolution of the Group, any assets remaining after the satisfaction of all liabilities shall be given or transferred to organisations with Aims and Objectives which are similar to those of the Group.

Contact List

- Chairman Judith Butt, Greenmantle, Plough Lane,
Christleton, Cheshire, CH3 7BA
Tel: 01244 335296
chairman@ctdg.org.uk
- Membership Secretary Carol Dixon, 46 Spring Way, Sible
Hedingham, Halstead, Essex. CO9 3SB
Tel: 01787 469363
Memsec@ctdg.org.uk
- Webmaster Beverley Miles
webmaster@ctdg.org.uk
- Magazine Editor Marlene Allinson
marlene@marleneallinson.wanadoo.co.uk