



FORM Design Made in Carlow - 2020

FORM DESIGNMADE in Carlow seeks applications for membership of the Group.

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Details of any other online platform/presence

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***Enclose CV and professional images of your work (minimum of 6) and return with this form by Wednesday 3rd June 2020 to:***

FORM Membership Application

Local Enterprise Office – Carlow

Enterprise House, O'Brien Road, Carlow ,Co. Carlow

Alternatively, you can email – [gcarroll@carlowcoco.ie](mailto:gcarroll@carlowcoco.ie)

FORM DESIGNMADE in Carlow seeks applications for full membership of the Group.

Full Membership will have full responsibilities of membership as outlined in the FORM constitution document.

Successful Applicants For membership must fulfil the following criteria:

* Be a professional Designer Maker/Craftsperson.
* Design and make your own work to a high standard.
* Be based in County Carlow.
* Preferably have been in business for two years or more.

**Selection Process**

Becoming a Full member of FORM involves a two-stage process.

Stage 1

Submit completed Application Form, CV and six images of your work.

Stage 2

If you are successful in Stage 1 you may be asked to submit a selection of work for review by the selection panel.

Applicants will be advised of the result of their application within 1 month of the application deadline.

Unsuccessful applications will be advised of the basis upon which their application was denied.

**Responsibilities of Membership**

Members must play an active role in the running of FORM.

Members must be part of a working sub group.

Members must attend regular meetings.

Failure to meet with the above will result in non-renewal of membership.

**Annual Financial Contribution**

Annual Membership €150

***Articles of Association***

***Constitution and Rules***

1. Name

FORM-Design Made in Carlow

2. Aim

To raise the profile of designer makers and craftspeople producing high quality work in County Carlow and its environs.

3. Objectives

3.1 To promote County Carlow as a destination for high quality design and craft.

3.2 To increase profits.

3.3 To provide a forum for the exchange of views, common objectives, collective activities, constructive criticism and feedback amongst highly skilled designer makers and craftspeople.

3.4 To develop a clear marketing strategy through brand development for County Carlow craft.

4. Admission of members

4.1 All members shall subscribe to the constitution and rules herein,

4.2 Be working full time in design and/or be a full time dedicated designer maker/craftsperson producing work of a high standard,

4.3 Be affiliated to the DCCOI,

4.4 Display the 'Member of FORM Design Made in Carlow' logo at any solo exhibitions where group funding is provided and be encouraged to promote group membership on all web, social and non-social media,

4.5 Refrain from displaying the 'Member of FORM Design Made in Carlow' at any event which is not in keeping with the group ethos of representing high quality work,

4.6 Attend a minimum 50% of meetings and participate in all full group activities yearly.

4.7 Not belong to other regional craft groups with the exclusion of discipline specific, National and International groups.

5. Management

5.1 The management of the Association must be entrusted to committee (the Steering Committee) consisting of the Chairperson and the Secretary (the Officers) and 3 other members of the Association.

5.2 The group finances are managed by Carlow CEC and their procurement rules apply. A board member should confirm payments of any invoices with the Administration of the CEC.

5.3 All members of the committee are eligible for re-election.

5.4 Term of office is one year.

5.5 The Association will meet at least once every quarter.

5.6 At all meetings a quorum shall consist of 50% of members present plus one.

5.7 A special general meeting may be convened at any time by the committee, agenda and notice of which will be sent to members not later than 7 days beforehand.

6. Entrance Fee

An annual subscription fee of €150 is payable per member upon successful selection.

7. Application of Association Profits

No money or property of the Association or gain arising from the carrying on of the Association may be applied otherwise than for the benefit of the Association as a whole or for some charitable, benevolent or purpose chosen by the resolution of a general meeting.

8. Insurance

8.1 The Association is not liable for faulty goods sold by its members, nor can the Association be held responsible for any accidents involving its members or the public.

8.2 Each member must show proof of adequate insurance cover when asked to do so by the committee.

9. General meeting

9.1 A general meeting of the Association will be held once yearly to:

9.2 nominate, elect officers and consider all Association affairs,

9.3 consider and sanction any duly made alterations to the rules.

9.4 Notice convening the General Meeting and Agenda of same must be sent to the members not less than 10 days before the meeting via email.

10. Casting Votes

10.1 Members of the Association are entitled to one casting vote per business.

10.2 In the event of a hung vote, the Chairperson shall have the casting vote.

11. Resignation of Members

A member may resign his/her membership at any time, but is liable for his/her subscription for the year during which he/she resigns.

12. Expulsion of members

12.1 Any member whose conduct, in the opinion of the committee, offends against the rules of the Association, may be expelled. Notice in writing of the complaints made against him/her and a request to attend a meeting of the committee will be served.

12.2 No member may be expelled unless:

12.3 he/she has been given the opportunity to appear before the committee and answer complaints made against him/her,

12.4 at least two thirds of the committee present vote in favour of his/her expulsion.

12.5 A member may be expelled when their annual subscription is not paid for in full.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_