

## **WORCESTER SOCIETY OF ARTISTS**

### **REVISED CONSITITUTION 2023**

#### **Name:**

Worcester Society of Artists

#### **Aims:**

The aims of the Society are to promote, encourage and nurture artists of all abilities and experience in Worcester and the surrounding.

#### **Membership**

The Society is open to:

- Anyone aged 18 years or over who lives in Worcester and its surrounding area
- Anyone who practises or is interested in art regardless of ability and background.
- Anyone who supports the aims of the group and abides by the rules of the Society

#### **Membership Fee**

- The membership fee will be paid annually commencing 1<sup>st</sup> May.
- The Committee may make annual increases in the membership fee up to a maximum of 10%. Any increase above 10% must be approved by the membership at the AGM.
- The Committee have the discretion to reduce the fee for people wishing to join the Society after 1st January.
- The Committee have the discretion to award Honorary Memberships to members who have given outstanding contribution to the Society.

#### **Membership Will Cease**

- When a member does not renew their annual membership
- When a member chooses to resign their membership
- If a member is in breach of the rules of the Society and the Committee has decided to revoke their membership.

#### **Committee and Officers**

The Society will be run by a management committee comprising of:

- 3 Officers: Chairman, Treasurer and Secretary
- 3 Additional Secretaries: Programme Secretary, Exhibition Secretary and Membership Secretary
- 2 Member representatives.
- When necessary, for example where special skill or knowledge is required, the Committee has the power to co-opt a member of the Society onto the Committee. Co-opted members will not have voting rights.
- If deemed necessary, a consultant can be appointed by the Committee but the consultant will have no voting rights.

## **Election of Committee**

- Officers, Secretaries and member representatives will be elected at the AGM, will hold office for one year and be eligible for re-election.
- The Chairperson will be elected at the AGM and will hold office for 3 years. At the end of the 3 years term, if the members of the Committee agree, they may nominate the incumbent Chairperson to stand for re-election at the AGM. Other candidates may also be nominated for the office of Chairperson.
- All nominations for Officers, Secretaries and members representatives must be with the Secretary in writing, or via email, no later than 10 days before the AGM. Members will be notified of the deadline date for nominations. The consent of the nominee must be obtained before a nomination is made.
- The Committee may fill any vacancy arising and such appointment shall continue until the next AGM.
- If there is more than one person nominated for a position on the Committee election will be by ballot.

## **Committee Meetings**

- The committee will meet a minimum of 4 times per year. The meetings can be held in person or via video conferencing.
- The Secretary will take minutes of the meeting which will be circulated to all Committee members.
- When it is not possible for a full committee meeting to be held a quorum will consist of two officers and 3 other committee members.
- If the Committee cannot make a decision based on consensus then a vote will be taken by a show of hands. In the event of a tied decision the Chairperson have an additional casting vote.
- Outside of scheduled meetings day to day decisions can be made via email or any other form of electronic/technological communication agreed upon by the committee.

## **Finances**

- A bank account will be maintained on behalf of the Society which will have three authorised signatories.
- The Treasurer will be responsible for the day to day running of the finances.
- The Committee will monitor payments in accordance with an agreed Finance Policy.
- The accounts will subject to annual audit by an auditor appointed by the Committee and agreed by the AGM.

## **Other Committee Responsibilities**

- Committee will take out public liability insurance with recognised insurer to protect against third party claims. The insurance must also include Directors' and Officers' liability cover to protect the individual committee members.
- The Committee will endeavour to hold at least one exhibition per year.
- The Committee will regularly review and revise the rules and policies of Worcester Society of Artists.
- The Committee will ensure it follows all statutory duties.

## **President**

- The President will be elected, or re-elected, at the AGM.
- The President will preside over the AGM and represent the Society when necessary.
- The Presidency is an honorary title and separate from the Committee.

## **Annual General Meeting**

- The Annual General Meeting will be held in April each year on a date and time arranged by the Committee. The Chairperson, Treasurer and Secretaries will present their annual reports.
- The Secretary will notify the membership 21 days in advance of the AGM the date, time and venue.
- Members must submit in writing, via email or any other form of electronic communication agreed by the committee, to the Secretary any specific items they want added to the agenda, 10 days before the AGM. The Secretary will notify members of the deadline when the notification of the AGM is circulated to the members.

## **Special General Meeting**

- A Special General Meeting may be called by the Committee or at the request of 20 members.
- In the event of members requesting a Special General Meeting they must make their request in writing to the Secretary stating the business to be transacted.
- The Secretary will give the membership 14 days notice of the Special General Meeting and will distribute an agenda for the meeting along with the date, time and venue for the meeting.

## **Changes to the Constitution**

- Alterations to the constitution may only be made at an Annual General Meeting or a Special General Meeting.
- Any changes to the constitution must be agreed by majority vote.

## **Dissolution**

- Should Worcester Society of Artist need to be dissolved the decision will be made either at the Annual General Meeting or a Special General Meeting.
- In the event of Worcester Society of Artists being dissolved the distribution of any monies held in the bank account will be decided at the dissolution meeting.

## **Agreed By AGM**

The changes to the constitution have been agreed by the members in attendance at the Annual General Meeting held on 24<sup>th</sup> April 2023.