

THE ARTS SOCIETY GRAYSHOTT

CONSTITUTION AND RULES

1. TITLE

The Society shall be called THE ARTS SOCIETY GRAYSHOTT (the Society) and shall be a member of The Arts Society

2. OBJECTS

The Society shall have as its Objects the promotion and advancement of the aesthetic education of its members, the cultivation and study of the decorative and fine arts, and the giving of aid to the conservation of the national artistic heritage.

3. METHOD

The furtherance of the above Objects of the Society shall be by a programme which includes:

- a. Lectures to members at monthly or other intervals.
- b. Visits to Houses, Museums, Collections, Exhibitions or artistic performances of an educational nature.
- c. The formation of study groups, according to demand, on subjects of specific interest.
- d. The opportunity to take an active part in conservation, church recording, cataloguing and guiding.
- e. Such other activities as the Committee may propose in support of the arts and conservation.

4. MEMBERSHIP

- a. Membership shall be limited to such a number as the Committee may decide.
- b. Applications for membership shall be referred to the Committee.
- c. If the number of applicants exceeds the agreed membership size of the Society, a waiting list of no more than 50 shall be maintained by the Membership Secretary, and applications dealt with in the order that they are received.
- d. The subscriptions to the Society shall be fixed by the Committee of the Society and shall be reviewed from time to time.
- e. Members who fail to renew their subscriptions by a date specified by the Committee of the Society, shall have their names removed from the membership list of the Society.
- f. If the conduct of any member is, in the opinion of a majority of the Committee, injurious to the interests of the Society, the Committee may terminate such membership.
- g. The Committee may, by unanimous decision, elect for the period of one year, Honorary members, if they have done valuable work for the society, or their Honorary membership would be in the interests of the society.
- h. Society membership may be terminated by a member by notifying the Membership Secretary.

5. OFFICERS

- a. The executive officers of the Society shall be Chairman, Secretary and Treasurer, all of whom shall be nominated for election at the Annual General Meeting.
- b. The executive officers of the Society shall not hold the same office for more than three consecutive years, unless there are, in the opinion of the Committee, exceptional circumstances, and that such an opinion is endorsed by the Annual General Meeting as in the interests of the Society. Executive Officers may terminate their appointment upon giving 6 months' notice in writing to the Chairman or Executive Officer.
- c. The Committee may invite a suitable person to be the Society's President. Such a person will generally be an ex-Chairman and, except in particular circumstances, will have been out of office for three years. A President may serve for up to five years or longer if especially requested by the Society. The President is available for consultation by the Chairman as and when required; will be entitled to attend any Committee Meeting where the experience of the President is appropriate to the discussion to any topic; will receive copies of the Committee Meeting Minutes; and will officiate at the AGM when the Officers of the Committee are being elected. The President will be entitled to wear the President's Badge at suitable TASG events.

6. COMMITTEE

- a. The affairs of the Society shall be managed and its funds administered by a Committee.
- b. Any member of the Society may propose or second a nomination to the Committee, having first obtained the agreement of the nominee. Such nominations must be sent to the Secretary in writing, signed by the proposer, seconder and nominee at least 14 days before the date of the Annual General Meeting.
- c. The Committee shall consist of not more than 12 members, to include the Chairman, Secretary and Treasurer; but shall have power to co-opt additional members for special duties. The committee shall be elected annually at the Annual General Meeting. Committee members may terminate their appointment on giving three months' notice in writing to the Secretary.
- d. The Committee shall meet on at least four occasions a year, and at such other times as circumstances may require. Written notice shall be given by the Secretary to each Committee member at least 10 days before each Committee meeting.

- e. A quorum of the Committee shall consist of half the total membership of the Committee, but must include at least two of the executive officers.
- f. Decisions shall be taken on a simple majority of those present and voting, and in the event of equality of voting at Committee meetings, the Chairman shall have a casting vote.
- g. The Committee shall be empowered to fill any vacancy occasioned by the death or resignation of a member. Any officer or member so co-opted shall hold office until the next Annual General Meeting.
- h. The Committee shall be empowered to appoint sub-committees as necessary.
- i. Members of the Committee shall be entitled to be reimbursed for expenses properly incurred in the course of their duties for the Society.

7. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) shall be held at such time and place as shall be determined by the Committee. Written notice of the AGM shall be available to members at least 21 days before the date of the meeting. The Agenda of the AGM shall normally be available to members at the monthly meeting before the AGM. Copies will also be available at the AGM. The agenda will state the names of Officers and members proposed and seconded for election to the Committee for the ensuing year. The election of Officers and members of the committee shall be by show of hands, unless there are more nominations than vacancies, in which case, selection will be by paper ballot. The business of the AGM listed on the agenda shall be:-

- a. To receive the Chairman's report and to approve the certified accounts of the Society.
- b. To elect the Officers and Committee of the Society for the ensuing year.
- c. To consider any resolution properly proposed and seconded.
- d. To appoint an honorary examiner.
- e. Any other business, at the discretion of the Chairman.

If a member wishes to put forward any resolution, notice must be given to the Secretary in writing at least 14 days before the AGM. Such resolutions must have been seconded and will be set out in the agenda of the meeting, together with the names of the proposer and seconder. A resolution shall be carried by a two-thirds majority of those present and voting. Any member wishing to propose any alteration of, addition to, or revision of the Constitution of the Society at the AGM, shall give notice of the proposed alteration, addition or revision, to the Secretary, duly seconded, at least 14 days before the AGM. Such proposal will be added to the agenda. At the AGM, the decision of the Chairman upon any question shall be final.

8. FINANCE.

- a. The financial year of the society shall end on 30th June.
- b. The Society's bank account shall be with Lloyds TSB plc or such bank as the Committee may determine from time to time.
- c. Cheques shall be signed by any two of those Committee members so authorised by the Committee.
- d. A certified account of the Society's income and expenditure for the proceeding financial year shall be prepared by the Treasurer, signed by the Chairman and the Treasurer on behalf of the Committee, and submitted to each AGM.

9. VISITORS.

A visitor may be admitted to meetings of the Society at the invitation of a member, space permitting, and upon payment of a fee, as fixed by the Committee. An individual will be permitted to attend as many meetings as desired per year as a visitor. Where space permits, and at the discretion of the organiser, visitors may be admitted to outings, extra lectures, or other activities.

10. ADMISSION TO MEETINGS.

- a. Members must register on arrival when attending meetings of the Society and a list of those attending shall be kept as a record.
- b. Visitors must be registered in the attendance book.

11. WINDING UP.

If a resolution to wind up the affairs of the Society has been proposed and passed by at least two-thirds of those present at a general meeting, so much of the assets of the Society shall be made over to one or more charitable institutions or other associations having objects similar to those of the society, as the committee may decide.