

**ALTRINCHAM SOCIETY OF ARTISTS**  
***RULES AND CONSTITUTION***

**1. TITLE**

The Society shall be known as the 'ALTRINCHAM SOCIETY OF ARTISTS', thereafter referred to as 'the Society'.

**2. OBJECTIVES**

The objectives of the Society shall be :-

- a) the furtherance of the visual and applied arts,
- b) the encouragement of social and instructional contacts,
- c) the provision of facilities for the purpose of (a) and (b) above,
- d) the organisation of exhibitions.

**3. MANAGEMENT**

a) Officers :-

An Officer of the Society is defined as a Committee member elected by the membership to hold a specific post on the Committee. There are four such Officers.

- i) Chairman
- ii) Vice-Chairman
- iii) Secretary
- iv) Treasurer.

All Officers to be Honorary.

All other posts shall be filled by decision of the Committee, eg organisers of exhibitions, workshops, social events, and also assistant secretaries etc.

Any interim vacancy in the Officers shall be filled by decision of the Committee.

b) Committee :-

The Committee shall consist of the Officers stated in (i) to (iv) above plus not more than ten (10) other members.

**4. PRESIDENT**

The main function of the president is to maintain a high profile for the Society.

The Committee may recommend, for approval at the AGM, a suitably qualified person from inside or outside of the Society to become its President for an initial period of three (3) years. After such time they may be invited to continue or a replacement be found.

The President may attend Committee meetings as an ex officio non-voting member.

**5. POWERS**

i) The Committee shall manage the affairs of the Society including the fixing of the subscriptions paid annually by all members (except Honorary Life Members, who are exempt from paying subscriptions) and shall manage the general administration of the Society.

ii) The Committee shall have power to co-opt a full member at any time temporarily for a special purpose, or to fill a vacancy caused by the loss or departure of a member of the Committee, up to the next Annual General Meeting.

iii) The Committee shall have power to elect delegates to represent the Society.

iv) The Committee shall meet not less than every two (2) months.

v) The Committee shall have power to make, repeal and amend such Rules as they may from time to time consider necessary for the well-being of the Society, which Rules, repeals or amendments shall have effect until set aside by the Committee or at a General Meeting.

vi) The Committee may appoint sub-committees, which will include one or more members of the main Committee for the purpose of performing specific functions. The Chair of the sub committee will be a member of the main Committee and will report at each main Committee until it is discontinued.

vii) The Committee may discipline any member who fails to comply with the Rules or whose conduct may be considered by a majority decision of the Committee to be detrimental to the Society. In such instance a warning letter signed by the Chairman shall be sent to the member, giving the reasons. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made, which could lead to termination of membership and the forfeit of any unexpired subscription.

viii) A Committee member shall cease to hold office if they are absent from three consecutive Committee meetings without due reason.

## 6. VOTING

In the event of a tie in voting at any meeting of the Society, the Chairman shall have a casting vote. Seven (7) members including at least two (2) Officers shall form a quorum.

## 7. ELECTION OF OFFICERS/COMMITTEE

a) All Officers and Committee members shall be elected annually, by ballot, at the Annual General Meeting to hold office for one (1) year.

b) Nominations for vacancies in either Officers or Committee must be sent to the Secretary in writing, duly proposed and seconded, at least twenty eight (28) days before the Annual General Meeting. Consent of the member must be obtained, in writing, on the nomination form.

c) Only those who have been full members for at least one (1) calendar year shall be eligible as a candidate for the Committee.

## 8. ANNUAL GENERAL MEETINGS

a) The Annual General Meeting (A.G.M.), of which notice shall be given to all members at least fourteen (14) days prior thereto, shall be held in February each year.

b) Special proposals relating to the Rules and Constitution of the Society, intended for inclusion in the Agenda for the A.G.M., must be sent to the Secretary in writing, at least twenty eight (28) days prior to the meeting.

c) All questions, including the addition, amendment or repeal of Rules and Constitution, shall be decided by a two thirds majority of the voting members present at the A.G.M..

d) A statement of Income and Expenditure for the past year shall be presented to the A.G.M., duly audited by an independent Auditor not being a member of the Society.

## 9. EXTRA-ORDINARY GENERAL MEETINGS

a) An Extra-Ordinary General Meeting (E.G.M.) may be called on the presentation and at the written request of twenty (20) full members.

b) Such a request must be forwarded to the Secretary, stating the reasons for the request at least twenty eight (28) days prior to the suggested date of the meeting, unless the Committee agree an earlier date.

c) Only matters contained in the request to the Secretary shall be discussed at the E.G.M.

## 10. MEMBERSHIP

- a) The Committee shall decide upon the number of members to be admitted and any restrictions which are to be applied.
- b) All applications for full or associate membership shall be passed to the Membership sub-Committee for action.
- c) Each applicant for full membership shall attend a meeting of the Membership sub-Committee at which an application form is to be completed by the applicant and a sample of their most recent work is to be shown. A membership questionnaire is to be completed by the sub-Committee members present at the meeting, with a recommendation to accept or otherwise.
- d) The recommendation is to be presented at the first available Committee meeting by the sub-Committee and shall be verified by a majority decision of the Committee.
- e) The Committee shall have power to accept or refuse an application for membership without stating a reason.
- f) The applicant will be advised of the decision of the Committee by the chairman of the sub-Committee. Membership will commence on receipt of the subscription.
- g) New members pay a joining fee of 20% of the full annual subscription, plus, a subscription calculated pro-rata from the time of joining to 31st December in their first year.

Membership of the Society shall consist of the following :-

- 1) Full members : who pay their annual subscription, and have full voting rights.
- 2) Honorary Life Members : who have full voting rights. Honorary Life membership may be conferred on a member, in recognition of exceptional service in the field of art or in a support capacity. The Committee shall determine who is eligible for Honorary life Membership which must be confirmed by a majority vote of members at the AGM.
- 3) Associate Members : may join at an annual subscription of twenty (20%) percent of a full members' subscription. Such members shall not use the working or exhibition facilities of the Society or be entitled to vote.
- 4) Honorary Life Associate Members: Honorary members may wish to become Associate members if they are no longer able to participate fully in the Society. If the Society wishes to confer an honour on a person who has never been a full member of the Society, they may be offered Honorary Life Associate Membership.

Renewal of Subscriptions :-

The subscription year is from the 1st January to the 31st December and pro rata for any part of the year.

- a) Renewal of subscriptions must be paid by the end of January.
- b) If, by reason of financial difficulties, a member is unable to pay the full amount due, that member may pay half the subscription, the balance due six (6) months thereafter. The Committee retains the right to review the position at the end of the financial year.
- c) If a renewal of the subscription has not been received by the Treasurer by the end of January a notice shall immediately be posted to the member's last known address requesting payment of the same. If the subscription has not been received by the Treasurer within fourteen days of the posting of this notice, membership shall cease.
- d) Members requesting temporary resignation due to ill-health or matters of a personal nature shall pay the pro rata subscription for the year in which the re-application applies.

## 11. EQUAL OPPORTUNITIES

No individual shall be excluded from membership of the Society or be debarred from any official capacity on, or membership of, the Committee, or from engagement by the Society, on the grounds of sex, race, colour, age (over 18), religion, sexual orientation, disability, nationality or political affiliation.

## 12. TRUSTEES

- a) The Society in General Meeting shall appoint no less than three (3) and no more than five (5) of its members (The Trustees) to hold a lease of its premises granted to the Society by the Manchester District Association of Free Christian Churches (Incorporated). The Trustees shall hold the lease on behalf of the membership of the Society for the time being.
- b) Their appointment shall be made, renewed or substituted at each Annual General Meeting or at such other Extra-Ordinary General Meeting, duly convened for the purpose. The Committee shall have the right to fill any vacancy that may occur, subject to ratification at the next General Meeting.
- c) The Society and its Members will indemnify the Trustees for any loss or claim which may arise from their appointment as Trustees. Firstly from the assets of the Society at that time, and secondly by contribution from the Members at that time, and the acceptance of this responsibility is a specific condition of membership.

## 13. FINANCE

- a) All moneys payable to the Society shall be received by the Treasurer and deposited in a bank account in the name of the Society. No sum shall be withdrawn from the account except by cheque signed by two of three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in their discretion think fit.
- b) The income and property of the Society shall be applied only in the furtherance of the objects of the Society and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Society.
- c) The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Society and to any other person or persons for services rendered to the Society.
- d) The financial transactions of the Society shall be recorded in such manner as the Committee think fit by the Treasurer.

## 14. BORROWING

The Committee shall not have powers to borrow money on behalf of the Society.

## 15. DISSOLUTION

- a) A resolution to dissolve the Society shall only be proposed at a Special General Meeting of the Society and shall be carried by a majority of not less than three quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Society.
- c) Any assets remaining upon dissolution, after the payment of proper debts and liabilities, shall be transferred to a charitable institution or institutions having similar objects to those of the Society.

This document was discussed and formulated by a sub-committee - Judith Hallas, Hilda Prescott and Elizabeth Jones and Sue Brereton during February 2012. Further discussion took place on 27.08.2012. and 01.10.2012. It was approved by the committee on 10.10.12.