



OPERATION OF COMMITTEE

2023 Edition (draft)

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INTRODUCTION

This handbook contains the guidance for the activities of the Arts Society Horsham. This is based on 50 years of experience, supported by guidelines from HQ and legal obligations common to all Societies.

Standard Operating and Standard Administrative procedures are retained by each portfolio holder.

The Handbook is a publicly available document intended to be accessed on the Arts Society Horsham web page of the Arts Society.

**The document is dynamic and limited in its scope.
It will be reviewed annually and as circumstances change.
The Committee welcomes feedback on the contents.**

**Ann Rattray
Chair
March 2023**

SECTION 1

COMMITTEE ROLES & KEY COMMITTEE DATES

CHAIR

VICE CHAIR

TREASURER

SECRETARY

MEMBERSHIP SECRETARY

LECTURES SECRETARY

SPECIAL INTEREST DAYS SECRETARY

UK STUDY TOURS and VISITS SECRETARY

ARTS VOLUNTEERS SECRETARY

PUBLICITY SECRETARY

I.T. SUPPORT

COMPETENT PERSON TO EXAMINE THE ACCOUNTS

THE ARTS SOCIETY HORSHAM KEY DATES FOR 2023

COMMITTEE MEETINGS 2023

January 4th

February 1st

March 1st

April 5th

May 3rd

June 7th

July 5th (pre-AGM)

August – no meeting

September 6th

October 4th

November 1st

LECTURES 2023

January 11th

February 8th

March 8th

April 12th

May 10th

June 14th

July 12th
End June (AGM)

August – no lecture

September 13th

October 11th

November 8th

December – no meeting

December – Event

Horsham Arts Society Key Dates for 2024

Committee meetings

January 3rd

February 7th

March 6th

April 3rd

May 1st

June 5th

July 3rd

August No meeting

September 4th

October 2nd

November 6th

December No meeting

Lectures

January 10th

February 14th

March 13th

April 10th

May 8th

June 12th

July 10th AGM

August No lecture

September 11th

October 9th

November 13th

December Event

Horsham Arts Society Key Dates for 2025

Committee meetings

Thurs Jan 2nd

Feb 5th

March 5th

April 2nd

May 7th

June 4th

July 2nd

August No Committee

Sept 3rd

Oct 1st

Nov 5th

December No Committee

Lectures

Jan 8th

Feb 12th

March 12th

April 9th

May 14th

June 11th

July 9th

August No Lecture

Sept 10th

Oct 8th

Nov 12th

SECTION 2 DUTIES OF THE COMMITTEE

2.1 GENERAL

According to the Constitution (Appendix F), the Arts Society Horsham Committee may comprise four Officers (Chair, Vice-Chair, Secretary and Treasurer) and up to eight other Members all duly elected at the Annual General Meeting, which is held in July. These Officers shall normally hold office for three consecutive years, but the Committee may nominate Officers for a further 12 months subject to approval by members voting at the AGM.

The Committee appoints from its members a Treasurer, a Secretary, a Membership Secretary, a Lectures Secretary, two Visits Secretaries, a Special Interest Days Secretary, a Publicity Secretary and an Arts Volunteers Secretary.

The Examiner of the Accounts is an ex-officio member of the Committee and attends meetings when necessary.

The Committee meets 10 times per year, usually on the Wednesday morning a week prior to each lecture. There are normally no meetings in August or December. The Committee carries out the following:

- Reviews the previous month's lecture and agrees the report that the Chair sends to The Arts Society Head Office.
- Reviews and finalises the arrangements for the next lecture.
- Receives a financial report from the Treasurer.
- Receives reports from the various Secretaries on membership, lectures programme, visits/study tours., UK visits, special interest days, publicity, and Arts Volunteers.
- Is advised on National and Sussex area matters.
- Discusses any correspondence received.
- Deals with any other business.

Annually, the national Arts Society organizes a Directory Day, attended usually by the Lectures Secretary and one other committee member. Information from this event is made available on the central website, in the on-line Directory of Lecturers, which contains details of all approved lecturers and their talk topics.

Following Directory Day, the Lectures Secretary prepares a list of recommended lectures to be considered by the committee, to be booked for two to three years in advance. The Special Interest Day Secretary also uses these resources to make recommendations for the following season, and the Arts Volunteering Secretary for the Collyer's Lecture if one is planned. [The experience for 2020/2021, affected by the COVID-19 pandemic, is documented at §2.7.3]

Usually in January, the Secretary books the next round of lectures in the Capitol

Theatre (3 years in advance).

In spring, the Visits Secretaries prepare and present to the Committee proposals for visits for the coming year (insofar as this is possible). In drawing up a programme, efforts are made to arrange visits that tie in with or complement the lecture programme for the corresponding year.

Arranged visits to Glyndebourne Opera House are currently suspended.

Committee members are encouraged to attend specialist training and discussion days, to exchange knowledge and experience with other members of The Arts Society. Training costs are normally met by HQ and travel expenses covered by The Arts Society Horsham.

2.2 DUTIES OF CHAIR

The Chair is responsible for the overall management of the Society and for ensuring the future of the Society. The Society Chair's responsibility is to the Members of the Arts Society Horsham, Sussex Area (now the Area Support Team)] and The Arts Society HQ.

The Chair shall organise Committee meetings, Lecture meetings, the Society's Annual General Meeting and represent the Society at Sussex Area Support Team meetings, The Arts Society, and all official occasions.

SOCIETY

- Being an ambassador for the Society at local, area and national levels, promoting its work and raising its profile.
- Developing a lively and vibrant Society by delivery of an appealing and engaging programme of lectures, study days, visits and other events.
- Ensuring membership recruitment and retention are at levels to ensure the Society is viable for the foreseeable future and any waiting list is regularly reviewed.
- Understanding and having an overview of Society finances.
- Developing, encouraging and supporting volunteering activities and grant giving.
- Maintaining, and if necessary, updating the Constitution.
- Organising and chairing the Annual General Meeting; preparing the Chair's Report for the AGM.
- Ensuring the terms of the Society's constitution are adhered to and reviewed, and if necessary updated.
- Devising, implementing, and reviewing a basic risk assessment for the Society
- Ensuring compliance with relevant legal requirements, including GDPR and financial accounting.

COMMITTEE

- Establishing and maintaining an effective Committee.
- Encouraging Committee members to attend appropriate training.

- Ensuring Committee members are up to date with latest practices and initiatives.
- Developing and maintaining an ongoing succession plan. (Appendix L for The Arts Society's advice on ensuring Committee succession.)
- Stand in for any Committee member in an emergency.

NATIONAL AND AREA

- Representing the Society (or arranging a delegate) at the National AGM (voluntary) and the Annual Directory Day (in addition to the Lectures Secretary).
- Representing the Society (or arrange a delegate) at any Area Meetings.
- Attending any informal Area Chair's meeting(s).
- Communicating Members' and Committee's views to the national and Sussex area organisations.
- Attending New Chair's Information Day in The Arts Society House.
- Upholding the Statement of Mutual Obligations with The Arts Society (Appendix ?).
- Building good relationships with other local societies within The Arts Society.

2.3 DUTIES OF THE VICE-CHAIR

The purpose of the role is to support the Chair in the tasks listed above and, if required, to stand in for the Chair in his or her absence. The Vice-Chair acts on the basis that he or she will in due course become Chair of the Society, becoming fully *au fait* with the duties of the other Members of the Committee.

2.4 DUTIES OF THE HONORARY TREASURER

The Treasurer is responsible for ensuring the Society is financially healthy and operating within its means. The Treasurer assists and advises the Chair and Committee on all financial matters within and on behalf of the Society and safeguards its finances and other assets.

- Reporting to and advising the Chair and Committee on the Society's financial affairs.
- Preparing an annual budget and (if necessary) longer term forecasts.
- Ensuring that the Society keeps adequate reserves to ensure solvency. HQ's suggested reserves at year end are around 50% of our annual expenditure.
- Keeping accurate and timely accounting records including of any assets.
- Working with the Membership Secretary to ensure that the list of members held by The Arts Society is complete and accurate.
- Ensuring that all cash and cheques received are paid into the Society's bank account promptly.
- Approving and paying Society costs, including volunteers' expenses, lecturers' fees, venue costs, insurance premiums, The Arts Society affiliation fee and The Arts Society Area subscription.
- Monitoring and controlling the use of any Society debit cards.
- Reviewing and liaising with the Society's bank, reconciling bank statements and ensuring that any banking requirements and conditions are met, eg maintaining the required number of payment signatories; notifying any

- changes to signatories or debit card holders.
 - Preparing regular accounts of the Society, comparing them with the budget, and reporting the results to the Committee.
 - Preparing the annual accounts of the Society for Committee approval, independent examination and subsequent circulation to the Members, prior to presenting them at the Society Annual General Meeting.
 - Liaising with the independent examiner.
-
- Dealing with HM Revenue & Customs regarding any taxation matters and administering the procedures relating to Gift Aid where appropriate.
 - Retaining accounting and other records for at least six years in addition to the current year.

2.4.1 GENERAL FINANCIAL ARRANGEMENTS

The financial year of the Society runs from 16th June to 15th June.

The finances of the Society are operated through three accounts with NatWest Bank, being the Current Account, the Reserve Account and the Visits Account. The Visits Account is currently dormant as all transactions now go through the Current Account. In addition, a SumUp contactless/card payment machine has been acquired, which pays into the Current Account within a few days of the transaction.

Current Signatories approved by the Committee are Ann Rattray (Chair), Ken Runcorn (Treasurer) and Greg Hobbs (Committee Member) for all accounts.

A Petty Cash account is maintained to receive Visitor's Fees at lecturers, to reimburse refreshments expenses and to pay coach driver tips in cash for Visits.

2.4.2 COMMITTEE EXPENSES

Committee members are entitled to claim for all reasonable expenses in attending Sussex Area meetings, Directory Days, photocopying, etc., provided they are substantiated by receipts. Expenses which are likely to be substantial should be discussed with the Treasurer in advance.

In accordance with The Art Society HQ advice, vehicle travel claims are paid at 45 pence per mile. All travel and other claims must be submitted to the Treasurer before the end of the Society's financial year.

2.4.3 KEEPING AND PRODUCTION OF ACCOUNTS

The Treasurer shall keep all accounts relating to the running of the Society and shall submit them as soon as possible after 15th June to the "Competent Person to Examine the Accounts" as appointed at the preceding AGM. The "Competent Person" is *not* an Auditor as defined by the current legal usage of the word.

Copies of the approved accounts are published to all members in time for the July

AGM.

2.4.4 GIFT AID

The Arts Society HQ, being a charity (registered as NADFAS), is able to claim Gift Aid on the capitation amount collected from members' subscriptions. The Arts Society Horsham is not a charity and therefore cannot reclaim Gift Aid itself.

On joining, new members are asked if they are able and willing to sign a Gift Aid Declaration. These are filed and kept by the Treasurer, who sends a list of current Gift Aid payers to National HQ for the year to 31st December annually. The Arts Society HQ will credit the Arts Society Horsham with £1 for each Gift Aid subscription in recognition of the admin involved in operating the scheme.

2.4.5 PATRICIA FAY MEMORIAL FUND

This Fund was set up in 1980 in memory of Patricia Fay, the founder of NADFAS (now The Arts Society).

Societies were asked to deposit their surplus cash with the HQ Fund, which could obtain a higher return on the total fund than could individual Societies. This surplus is used to provide grants to individuals or groups to further the aims of The Arts Society, at the discretion of the Trustees of the Fund. Our deposit can be returned to The Arts Society Horsham in whole or in part at any time upon request.

2.5 DUTIES OF THE HONORARY SECRETARY

2.5.1 THE HONORARY SECRETARY'S ROLE

The Honorary Secretary is the principal administrative officer of the Society.

2.5.2 RESPONSIBILITIES

Committee Meetings

- Prior to the meeting, agrees agenda with Chair and circulates it to the Committee.
- Takes the minutes and subsequently agrees them with the Chair.
- Circulates minutes to the Committee in advance of the next meeting.
- Maintains a file of agreed minutes duly signed by the Chair.

Annual General Meeting

- Assists the Chair in the preparation of the agenda and other relevant papers and, with the Membership Secretary, distributes them to members.
- Books the venue for the meeting as appropriate.
- Takes minutes of the meeting, presents the draft at the next Committee meeting and files them for AGM approval next year.
- Keeps a file of the agreed minutes duly signed by the Chair.

Society's Details

- Acting as appropriate with the Chair, be responsible for the correspondence of the Society.
- Be responsible for making bookings at The Capitol Theatre which should normally be made at least one year (preferably three years) in advance. Any bookings made in relation to Arts Volunteering, however, shall be made by the Arts Volunteering Secretary.

In May, June and July of each year, be responsible for collating and printing of all papers necessary for holding the AGM, together with the papers for renewals of membership (the June mailing) and papers for the issue of new membership cards, the next season's programmes, application forms for visits, etc. (the July mailing).

These tasks involve several Committee members at various stages as set out in detail in Appendices B and C.

- Acting as appropriate with the Chair, ensure the latest copy of the Society's Constitution and Rules is made available on the Society's area of the National HQ website (when available).
- Be responsible for arranging, collecting and, with other Committee members, distributing the Society's other professional printing (e.g. members' newsletters). This will normally be by Mail Chimp except for those members who do not have the internet.
- Maintaining the Society's archives (paper and electronic).
- Ensuring The Arts Society's HQ has up-to-date details of the Society Committee and other information (e.g., on lectures), using the HQ's online system to update information.
- The Honorary Secretary regularly monitors emails sent to the Society's email account, deals with general enquiries and forwards others to appropriate Committee members. Copies of emails are held within the account. The email account (horsham@theartsociety.org) is provided and maintained by The Arts Society.

2.6 DUTIES OF MEMBERSHIP SECRETARY

2.6.1 THE MEMBERSHIP SECRETARY'S ROLE

The Membership Secretary is responsible for maintaining the Society's membership list (using The Arts Society's online services), and all associated administration.

2.6.2 RESPONSIBILITIES

Maintaining the Membership List

- Responding to enquiries from potential new members.
- Keeping an up-to-date list of members' names, addresses, telephone numbers and email addresses; on The Arts Society database; ensuring these are processed in accordance with current Data Protection legislation and guidelines.

- Informing Committee members of changes as appropriate
- At annual renewal recording renewals and resignations. Contacting non responders to confirm their requirements. Coordinating receipt of payments with the Treasurer.

Member communications

- Preparing the membership card
- Ensuring all members receive a Society membership card.
- Mailing or emailing a welcome pack to new members
- Preparing membership renewal form / reminder form for circulation in June/July of each year.

Membership subscriptions

- Monitoring and processing membership changes (new members/renewals) and reporting to the Treasurer/Committee.
- Pursuing late/unpaid membership subscriptions.

2.7 DUTIES OF LECTURES SECRETARY

Lecture Venue: The Capitol Theatre, North Street, Horsham RH12 1RG

The post of Operations Manager is currently vacant. Present contact is Matthew Effemey 01403 756091, or

Email: matthew.effemey@horsham.gov.uk

2.7.1 THE LECTURES SECRETARY'S ROLE

The Lectures Secretary, together with other members of the committee, plans the yearly programme of lectures for the Society. The Lectures Secretary discusses arrangements with lecturers, handles all aspects of the booking process including sending the lecturer a signed booking form and is usually the first point of contact within the Society for lecturers.

2.7.2 RESPONSIBILITIES

Preparing a Programme

- Compiling a programme of 10 lectures per season, using relevant resources and usually chosen from approved speakers listed in The Arts Society's Directory. If an additional Zoom-only lecture is to be held in December, this will also be selected.
- Contacting lecturer to discuss title and content of lecture, fee (can be negotiated), any travel expenses, equipment needed and if VAT is payable.
- Discussing hospitality and overnight accommodation with lecturer and arranging as necessary.

- Completing the booking form with the details agreed upon and sending it to the lecturer with a stamped-addressed envelope, or emailing a digital copy. Filing when returned, which should be within a calendar month.
- After confirmation of programme, preparing contributions to the programme card for printing, in time for renewal of subscriptions.
- Liaising with projectionist/technician at the venue concerning equipment requirements, or putting lecturer in direct contact.
- Approximately six weeks before lecture contacting lecturer to confirm details and give up-to-date contact information. Confirming arrival time and establish if lecturer needs a reserved parking space or to be collected from station. One week before the lecture a final email should be sent to the lecturer confirming details, and requesting the lecturer's invoice (including travel expenses, if known), complete with bank details. This email should include the mobile number for an emergency committee contact, for use ON THE DAY OF THE LECTURE ONLY, and the emergency contact should be copied in on this email.
- Ensuring the Treasurer has bank details for the lecturer prior to the lecture, to ensure payment is made promptly.
- Receiving lecturer at The Capitol Theatre and liaising on-the-day with the theatre technical staff for the use of speaker's slides, digital projectors, microphones, clickers, etc.
- Ensuring copies of travel expenses (receipt, copy of train ticket, etc) are available to the treasurer for auditing purposes.
- After the event, discussing the lecture with the Committee and, if possible, other members for the purposes of the online review form.
- In the event of a lecturer not being able to present their lecture on the proposed date, it will be necessary to book an alternative lecturer, if possible.

Other

- Attendance at the Directory Day.
- Attendance at Area Programme Days (as applicable).

In the Spring of each year the Lectures Secretary shall present to the Committee a draft programme for the year following the next (i.e., two/three years in advance) with multiple options of lecture for each month. After agreement with the Committee the Lectures Secretary shall then make as far as is possible firm bookings with each speaker. The Arts Society recommends Programme Secretaries read the introduction to the Directory as this contains useful information on the booking process.

As The Capitol Theatre's booking year is a calendar one, the lectures are booked from January to November, rather than for the Society's year of September to July.

The Committee must appreciate that the setting up of the Lectures programme is an iterative process and it is not always possible to book the first choice of speaker for a particular date. The Lectures Secretary must therefore be allowed some leeway in finalising the lectures programme.

2.7.3 EXTRAORDINARY CIRCUMSTANCES

Under extraordinary circumstances, it may not be possible for Directory Day in London to go ahead, or for lectures to be held in The Capitol Theatre.

Booking Lectures

If Directory Day is cancelled, Arts Society House will arrange for lecturers to record a short video, to be loaded onto the main website, instead of live presentations. Using a combination of these videos and the Directory of Lecturers, the Lectures Secretary will draw up a shortlist of lectures to be presented to the Committee in the usual way.

Online Lectures

If The Capitol Theatre is not available, the lectures may be broadcast on the *Zoom* platform, as webinars. There is a specific booking form for online lectures, available on the main Arts Society website. These lectures are only available at the time of broadcast, and will not be recorded (occasionally, lecturers may permit recordings to be made available for a limited time, but this is unusual).

If the booked lecturer is not able to present online, the Lectures Secretary will use the Directory to identify and book an alternative. If possible, the original lecturer should be rebooked for a future date.

The Arts Society Horsham has a *Zoom* licence (via the central Arts Society) which will permit a maximum of 500 attendees at a webinar. Some lecturers have their own licence, and it is a matter of the lecturer's preference as to who hosts the webinar.

Payment to the lecturer will usually be via BACS; the Lectures Secretary should, about a week in advance, obtain the lecturer's invoice, including bank account details, and forward it to the Treasurer for payment on the day of the lecture.

If The Arts Society Horsham is hosting the lecture:

Approximately six weeks before the lecture, the lecturer is contacted in the usual way. A practice session with the lecturer is set up for a day or two before the lecture, to make sure that all parties know the procedure, and that the technology works. The Society Chair (or another committee member acting as host) will be present, together with at least one other committee member.

The Society host schedules two webinars.

- 1 Practice session webinar with the host, lecturer and at least one other committee member as participants.
- 2 Actual lecture webinar with the host, lecturer and at least one other committee member as participants. The link from this webinar will be sent to members.

If it is deemed necessary, there may also be an additional Committee Zoom meeting set up for after the lecture.

The Lectures Secretary will prepare an email to be sent to the membership via

MailChimp, with details of the lecture. If possible, the lecturer should be contacted to see if they have copyright-cleared images which can be used to make the email more attractive, and if they have any recommendations for further reading. This email will include a link to the webinar. The email should be sent out on the Friday before the lecture, and again on the Tuesday.

If the lecturer is hosting the lecture:

Liaise closely with the lecturer to make sure everyone knows what will happen and when, and arrange a practice session if required (very experienced lecturers may not consider this necessary). Make sure to obtain the joining link from the lecturer at least a week before the lecture, together with any other specific instructions. Some lecturers may require members to register online; in this case the lecture cannot be viewed in a browser. Send out the email to members in the usual way, including any extra instructions provided by the lecturer.

If The Capitol Theatre is not available, the lectures will be broadcast on the *Zoom* platform, as webinars. There is a specific booking form for online lectures, available on the main Arts Society website. These lectures are only available at the time of broadcast, and will not be recorded (occasionally, lecturers may permit recordings to be made available for a limited time, but this is unusual).

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The Arts Society Horsham has a *Zoom* licence (via the central Arts Society) which will permit a maximum of 500 attendees at a webinar. Some lecturers have their own licence, and it is a matter of the lecturer's preference as to who hosts the webinar.

Payment to the lecturer will usually be via BACS; the Lectures Secretary should, about a week in advance, obtain the lecturer's invoice, including bank account details, and forward it to the Treasurer for payment on the day of the lecture.

If The Arts Society Horsham is hosting the lecture:

Approximately six weeks before the lecture, the lecturer is contacted in the usual way. A practice session with the lecturer is set up for a day or two before the lecture, to make sure that all parties know the procedure, and that the technology works. The Society Chair (or another committee member acting as host) will be present, together with at least one other committee member.

The Society host schedules two webinars.

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- 2 Actual lecture webinar with the host, lecturer and at least one other committee member as participants. The link from this webinar will be sent to members.

If it is deemed necessary, there may also be an additional Committee Zoom meeting set up for after the lecture.

The Lectures Secretary will prepare an email to be sent to the membership via MailChimp, with details of the lecture. If possible, the lecturer should be contacted to see if they have copyright-cleared images which can be used to make the email more attractive, and if they have any recommendations for further reading. This email will include a link to the webinar. The email should be sent out on the Friday before the lecture, and again on the Tuesday.

If the lecturer is hosting the lecture:

Liaise closely with the lecturer to make sure everyone knows what will happen and when, and arrange a practice session if required (very experienced lecturers may not consider this necessary). Make sure to obtain the joining link from the lecturer at least a week before the lecture, together with any other specific instructions. Some lecturers may require members to register online; in this case the lecture cannot be viewed in a browser. Send out the email to members in the usual way, including any extra instructions provided by the lecturer.

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Detailed information on the organisation and running of the UK Visits programme is set out in Appendix D.

2.9.2 STUDY TOURS - currently suspended.

2.9.3 GLYNDEBOURNE OPERA – currently suspended.

2.10 PUBLICITY SECRETARY

2.10.1 PURPOSE

- To bring awareness of our presence and our activities to as wide an audience as possible.
- To plan, develop and deliver a variety of internal and external communications for the Society, which may include press and media.
- To raise the profile of the Society and ensure its presence, programmes and activities are effectively publicised internally and to a wider external audience.

2.10.2 RESPONSIBILITIES

- Displaying our posters in Horsham and surroundings. Current locations include: The Capitol Theatre, Horsham;; Swan Walk, Horsham; Horsham District Council Community Notice Board; Horsham Library; Crawley Library; Billingshurst Library; Billingshurst Community Centre; Beeson House, Southwater; Barnes Green Village Stores; Rusper Village Stores;; Cowfold; Warnham Village Stores; Taylor's Dry Cleaners, Cootes Avenue; Weston's Farm Shop and New House Farm Shop AND OTHERS.
- Providing details of our monthly lectures for publication in the local newspapers, namely 'The West Sussex County Times', 'The District Post' and AAH ('All About Horsham').
- Setting up our notice board at the monthly lectures. Currently suspended.

- Editing Society Newsletters and encouraging contributions from members. These are sent, via MailChimp, to all members with access to emails. A small number of copies (currently 60) are produced by the Secretary, in liaison with *The Printed Word* printers (see AppendixB.1) and, in liaison with the Membership Secretary, posted (2nd Class) or hand delivered to those members without email access or those requesting printed copies. Other Committee members assist as needed.
- To develop Society external communications such as drafting press releases, responding to media enquiries and building a dialogue and relationship with the local press such as editors and journalists.
- To edit the Newsletter and encourage contributions from members.
- To liaise with the Society's Archivist (Secretary) regarding the online storage of materials.

Poster Requirements: In April/May, after judging the poster competition, copies of the winning posters will be made available for printing (see Arts Volunteering Secretary's entry, below). Publicity requirements are:

- A3 (1 of each) printed and laminated (encapsulated) by *The Printed Word*
- A4 (24 of each) printed and encapsulated by *The Printed Word*

2.11 ARTS VOLUNTEERING SECRETARY

2.11.1 PURPOSE

The role of the Arts Volunteering Secretary is to encourage the Society to establish arts related activities and projects for an individual or number of people in the local area funded wholly or partly by the Society.

It is likely that the role will develop year by year as there is scope for change in a variety of ways.

Arts projects might include activities across all age groups.

The annual poster competition for this year 2022/23 will be in collaboration with Farlington School. Discussion with the Head of Art to take place this term.

An invitation to the Head of Music at The Weald school has gone out, to be shared with colleagues of other secondary schools, for pupils to play at The Capitol Theatre prior to lectures. This venture will be dependent on schools allowing pupils time out from classes when there are significant curriculum pressures.

It is hoped that the role will evolve over time to include additional activities.

2.11.3 RESPONSIBILITIES

Projects (e.g., as for the QE2 school project)

- Using the Young Arts Handbook for guidance, identifying a project and suggesting it to the Committee.
- Seeking matched funding if required (e.g., from The Patricia Fay Foundation).
- Visiting the project while it is in progress and taking high quality photographs

- Completing the Arts Volunteering 'Pink Form' giving details of the Society's sponsorship of AV Projects and returning it to the Volunteering Department each year

Communications

- Liaising with the artist, school, or project venue to set the project up
- Reporting to the Society Committee and the Area Arts Volunteering Representative
- Attending any meetings arranged by the Area Representative as appropriate, and reporting as required

AV Publicity (in conjunction with Publicity Secretary)

- Informing the membership about the current project/s with a display of photographs or the young people's work at lectures, or by inviting the artist/young people to give a short presentation.
- Publicising the Society's Arts Volunteering projects, e.g., in the local press, The Arts Society Review and the Society's and Area's websites.

Other

- Finding a successor and arranging a handover period, ideally of six months before stepping down.

Expenses

- Expenses incurred for telephone, postage, photocopying and travel to negotiate new projects, should be met by the Society

Further details can be found in Appendix 2 of the Young Arts Handbook on The Arts Society's Website.

2.12 HERITAGE VOLUNTEERS REPRESENTATIVE Activity Currently Suspended

2.12.1 PURPOSE

The Heritage Volunteers Representative is responsible for identifying, setting up, and supervising projects, as well as supporting the volunteers and reporting to the Society Committee and Area Representative. The leader of the Heritage Volunteers is a co-opted member of the Committee.

2.12.2 RESPONSIBILITIES

Projects

- Identifying and setting up projects in accordance with the guidance in the Heritage Volunteers Handbook
- Completing relevant paperwork and sending it to the Volunteering Department for authorisation before commencing a project.
- Taking high quality photographs during the project.
- Ensuring good communication between the volunteers, project leader/s and the host organisation.

Communications

- Ensuring volunteers receive the Heritage Volunteers Handbook and Factsheets.
- Passing on information from Heritage Volunteers mailings to other volunteers.
- Keeping the membership informed about current and potential projects.
- Liaising with the Heritage Volunteers Area Representative.
- Attending the yearly meeting arranged by the Area Representative, reporting as required.

Publicity

- Displaying any photographs of the project (before, during and after) at lectures.
- Publicising Heritage Volunteers projects in the host organisation's newsletter, local press, The Arts Society Review and the Society's and Area's websites

Other

- Recruiting volunteers from the Society membership.
- Finding a successor and arranging a handover period, ideally of six months before stepping down.

Expenses

Expenses incurred for telephone, postage, photocopying and travel to negotiate new projects, should be met by the Society

Further details can be found in Appendix 2 of the Heritage Volunteers Handbook on The Arts Society's Website

2.23 I.T. Manager

Manage Arts Society 'Mailchimp' account and integrate and maintain AS Membership Database within Mailchimp.

Receive and distribute AS circulations to Members via Mailchimp.

Maintain AS Horsham page of the AS website
Upload forthcoming Lectures programme.
Upload forthcoming Visits programme
Upload Constitution, Handbook and Appendices

Advise Committee on I.T. best practice and technical skills
Provide guidance and 'tuition' to Committee on IT skills.

Provide ZOOM support to Committee.
Provide support to Treasurer on all relevant matters
Act as signatory to AS bank accounts and monitor online banking.
Manage the allocated Debit card linked to that account.
Support Treasurer in continued use and development of 'SUMUP' electronic card reader and associated 'Shop' potential.
Provide support to Independent Person for Account Auditing
Support Visits Secretary in researching venues and publicity.
Use Marketing Skills to promote the Arts Society and increase membership.
Promote 'S.T.E.A.M' – Science, Technology, Engineering, **ART** and Mathematics for young people, in conjunction with Arts Volunteering Secretary.
Provide practical support to Committee on Lecture days and similar.

SECTION 3

ANNUAL GENERAL MEETING

3.1 The Annual General Meeting (AGM) is an important occasion for the Society and serves three main purposes:

- It enables the Membership to receive from the Officers and Committee an account of their stewardship for the past year.
- It is the occasion when the Officers and Committee, including the ex-officio and independent competent person for examining the accounts, for the ensuing year are elected.
- It is an occasion when decisions requiring formal Membership approval are made.

Note: a Special General Meeting may also be convened (see Appendix F: Constitution).

Date: The meeting or online process is held in July, by which time the Accounts must be prepared and examined and the Committee's Report prepared and agreed.

Nominations and Resolutions: Members are asked well in advance of the AGM for nominations to the Committee and for particulars of any Resolutions, all to be

notified to the Secretary in writing at least 21 days prior to the General Meeting (see Appendix F).

The Competent Person to examine the accounts is nominated (including for re-appointment) by the Committee and approved by Members voting at the AGM.

AGM papers are posted or given to each member. In the case of an online process, all papers will be sent to members by Mailchimp or posted to those who do not use email.

3.2 Chair's Report

The Chair's Report is circulated to Members with the Notice of Meeting/AGM. The report highlights our activities, including reports of the Lectures, Visits and Special Interest Day and Reports of Church Recorders, Heritage Volunteers and Young Arts/Arts Volunteering. (More detailed reports may be included in regular Newsletters.)

3.3 Elections at AGM

- Chair – The Committee nominates, the meeting proposes, seconds and votes to approve.
- Officers – The current officers stand for re-election (unless 3-year term is up, in which case Committee nominates) the meeting proposes, seconds and votes to approve.
- Members of Committee – In the case of members being newly elected onto the Committee we have the nominations slips, ideally submitted 21 days before the AGM, giving the names of proposer and seconder and duly signed by the member proposed (to confirm agreement to nomination). These should be read out to the meeting, whereupon only the approval of the meeting needs to be sought (by show of hands). Note: even if the Committee has identified these candidates, it would be best for them to get a proposer and seconder from the wider Membership to avoid any impression that the Committee might be 'packed' by its own choices.

The re-election of existing Committee Members is subject to their standing for re-election, after which the meeting proposes, seconds and votes to approve.

3.4 Approval of AGM minutes

In order to approve the minutes of the previous AGM's minutes (which are sent to Members with the Agenda for the current year's meeting), Members need to propose and second, before voting for acceptance.

SECTION 4

THE SOCIETY'S ARCHIVES

The National HQ recommends saving the following, when archiving our Society's papers:

- AGM minutes and Committee minutes since inauguration.
- Programme cards and newsletters since inauguration.
- Financial records for 7 years (this is a legal requirement).
- National HQ correspondence for 3 years.
- Other important correspondence for 3 years.
- Any interesting memorabilia, such as photographs relating to important events or projects – they might be useful when celebrating anniversaries.

The Arts Society recognises that, for more established Societies, this can involve many boxes and files of material that need to be stored. They therefore suggest that, if possible, Societies might like to consider creating an electronic archive.

It is now too late to meet all of these aspirations. For example, Committee minutes (not quite complete) are held on files that date back only to 1993, Society correspondence records held on file date back to 2006 and an incomplete (but still quite comprehensive) set of Programme/Membership Cards has been saved since 1972/1973.

The Chair, Treasurer and Secretary all hold records relevant to their roles, as do each of the programme secretaries. Details of what archives are held, and where they can be located, are in the process of being compiled. The list (so far) is at Appendix J.

The Committee has agreed that outgoing Committee members could destroy all copies of Society documents that were already being held in our archives. Original papers should be passed to the next Committee member taking their role or to the Secretary for safe keeping.

APPENDIX A

ACCOUNTS FOR THE ARTS SOCIETY HORSHAM

Adjusted Accounts for the Year

16th June 2022 to 15th June 2023

	<u>Revenue</u>	<u>Visit Costs</u>	<u>Net Income</u>	<u>Prior Year</u>
<u>Income:</u>				
Subscriptions & Grants	16,467.89		16,467.89	13,527.00
Visitors' fees	900.99		900.99	340.00
Events & Visits	13,139.81	(12,486.21)	653.60	351.88
Bank interest	59.92		59.92	3.26
	30,568.61	(12,486.21)	18,082.40	14,222.14
<u>Expenditure:</u>				
Lecture fees and expenses			4,520.39	4,484.49
The Arts Society HQ Recovery Charge			6,990.14	6,380.29
Insurance			290.00	235.00
Hire of meeting rooms			3,772.00	3,430.80
Refreshments at meetings			15.00	0.00
Printing, stationery and postage			1,052.31	1,711.58
Committee members' expenses			285.59	119.00
Miscellaneous expenditure			244.49	471.60
			17,169.92	16,832.76
<u>Excess of Income over Expenditure</u>			912.48	(2,610.62)
<u>Grants:</u>				
Young Arts			0.00	50.00
Shelley Memorial Project Grant			250.00	250.00

Church Recorders	<u>0.00</u>	<u>0.00</u>
	<u>250.00</u>	<u>300.00</u>
<u>Surplus (or Deficit) for Financial Year</u>	662.48	<i>(2,910.62)</i>
Removal of Adjustments included above	(229.51)	1,934.10
Members' funds at beginning of year	<u>26,153.63</u>	<u>27,130.15</u>
<u>Members' Funds at end of year</u>	<u>26,586.60</u>	<u>26,153.63</u>
 <u>Represented by cash balances:</u>		
Current Account + Closed Visits Account	7,208.40	6,868.35
Reserve Account	10,044.13	9,984.21
Patricia Fay Memorial Fund (on HQ deposit)	9,000.00	9,000.00
Petty Cash	<u>334.07</u>	<u>301.07</u>
<u>Total cash balances</u>	<u>26,586.60</u>	<u>26,153.63</u>

APPENDIX B

JUNE MAILING

PAPERS FOR AGM AND MEMBERSHIP RENEWAL

- B.1** The A.G.M will be held online in July of each year. Members who do not use email will have papers posted to them at the same time. This significantly reduces the amount of printing required.

Printing is carried out by:

The Printed Word
Unit 2, Graylands Estate
Langhurstwood Road
Horsham RH12 4QD
Tel: 01403 255650
stephen.hill@printedword.co.uk

B.2 Papers for AGM and Membership Renewal

ITEM & PRINT RUN	MASTER COPY BY
Annual Report 50 for non emailers	Chair
Agenda for AGM & Nomination Form for Committee 50 for non emailers	Chair or Secretary
Outcomes of previous AGM 50	Chair or Secretary
Renewal of Membership Form 50, coloured for non emailers	Membership Sec.
New Members' Application Form 50	Membership Sec.

New Members' Application Form
for those joining post 1st January
(if required, depending on waiting list)
0 – to be printed separately

Membership Sec.

Gift Aid Form
0 – to be printed separately

Membership Sec.

Plus posters (see B.4 below)

YA & Publicity Secs.

The master copies of all the above must be in the hands of the Secretary by 19th May for checking and proof reading. This is to allow papers to be distributed no later than 21 days before the AGM, with some allowance for members to notify any proposed resolutions within the 21 day deadline.

The Secretary will organise printing and bring all the papers to Committee members for putting into envelopes.

B.3 Papers for issue at AGM

ITEM & PRINT RUN	MASTER COPY BY
Approved Annual Accounts 50 for non emailers	Treasurer

The Treasurer will organise production and printing of the Accounts. The master copy must be in the hands of the Treasurer by 29th June.

Papers will be sent out by Mailchimp and posted to members who do not use email.

B.4 Posters for Arts Volunteering and Publicity Secretaries

ITEM & PRINT RUN	MASTER COPY BY
------------------	----------------

- o A3 Posters (1 of each) printed and encapsulated by *The Printed Word* for display at June Lecture and at the AGM.
- o A4 (24 of each) printed and encapsulated by *The Printed Word*

The Arts Volunteering Secretary will ensure that the memory stick containing the master copies of the three posters is passed to the Secretary to add to the bulk printing order for *The Printed Word*.

APPENDIX C

JULY MAILING PAPERS FOR REJOINING and NEW MEMBERS

C.1 Papers for Renewing and New Members

ITEM & PRINT RUN

MASTER COPY BY

Synopsis of lectures and names of lecturers
plus qualifications from Directory
Coloured Paper no greater than 80 g/m²
500 for ALL members

Lectures Secretary

Details of UK Visits if available
& Booking Forms, numbered in reverse order
Coloured Paper no greater than 80 g/m²
500

Visits Secretary

SID Application Form **SUSPENDED**
Coloured Paper no greater than 80 g/m²

SID Secretary

Details of Study Tour
Itinerary and Application Form
[Produced by tour company] **SUSPENDED**

Study Tours
Secretary

Visitors' Welcome & Summary of Programme for
issue to potential members
A5 double sided
100

Membership Sec

Programme & Membership
Coloured Card
525

Membership (liaising
with printer)

C.2 Master copies of these papers should be available to the Secretary around the time of the AGM so that they can be updated following Members' votes. The Secretary will then organize printing of these items by *The Printed Word*, Horsham, Note that the Programme/Membership Card cannot be finalised until after the various votes at the AGM.

A Committee exercise will take place towards the end of July, collating and folding the printed papers and inserting them into envelopes, leaving the Membership Secretary to insert Programme and Membership Cards for issue to Members as and when they pay their subscriptions.

In addition:

- the I.T. Manager will use the Programme/Membership Card to update the national website with information

- The Publicity Secretary will produce a small number of encapsulated cards summarising the Programme, for display at lectures.

APPENDIX D
ORGANISING UK VISITS

This appendix is under review

APPENDIX E



THE ARTS SOCIETY HORSHAM CONSTITUTION & RULES AS APPROVED 31 JULY 2021

1. TITLE

The Society shall be called The Arts Society Horsham and shall be affiliated as a Member Society to The Arts Society. (The Arts Society is the operating name for the National Association of Decorative & Fine Arts Societies (NADFAS)).

2. OBJECTS

2.1 To study the arts, culture and heritage, in particular but without limitation the decorative and fine arts, and in support of the Objects of The Arts Society:-

2.1.1 By the arrangement of lectures and study days for Members of the Society and other local interested parties.

2.1.2 By visits to museums, buildings and venues of cultural merit, exhibitions and other places of interest for Members of the Society.

2.1.3 By promoting the conservation and preservation of the artistic heritage of the United Kingdom and other countries for the benefit of the public and Members of the Society in particular.

2.1.4 By promoting and advancing the education of the public in the cultivation, appreciation and study of the arts including but not limited to activities of an educational character.

2.1.5 And in such other ways as the Committee shall decide in fulfilment of the Objects.

3. MEMBERSHIP

3.1 A Membership limit shall be determined by the Committee having due regard to the capacity of the regular meeting place. A waiting list shall be maintained for those persons applying for Membership in excess of the permitted number of Members.

3.2 After 1st August each year Membership applications will be sent to people on the waiting list and others, and new Members will be accepted in order of the date of application up to the membership limit. Previous Membership will confer no advantage or privilege, but in exceptional circumstances priority may be given at the discretion of the Committee.

3.3 A Member who has given exceptional and meritorious service to the Society may be nominated by the Committee for an Honorary Life Membership for approval by a majority of Members voting at the Annual General Meeting.

3.4 Membership of the Society also carries Membership of The Arts Society.

4. SUBSCRIPTIONS

4.1 The annual subscription for Members shall be such a sum as may be determined by the Committee from time to time. Payment shall be due on 1st August in every year.

4.2 The Society's Membership Year begins on the 1st August and ends on the 31st July of the following year.

4.3 Subscriptions for Membership are payable on joining the Society.

4.4 A non-Member attending a lecture is required to pay a Visitor's Fee.

5. RESIGNATIONS

5.1 Members wishing to resign shall give formal notice to the Membership Secretary by the last day of July each year. Other than in exceptional circumstances as determined by the Committee, no refunds of subscription shall be due to Members resigning.

6. OFFICERS

6.1 The Officers of the Society shall be the **Chair, Vice Chair, Secretary** and **Treasurer**, all of whom shall be nominated annually by the Committee for election at the Annual General Meeting by a simple majority. These Officers shall normally hold office for three consecutive years, but the Committee may nominate Officers to continue in office for a further unspecified period not exceeding 24 months subject to approval by a simple

majority of Members voting at the Annual General Meeting. Officers may be re-nominated at subsequent Annual General Meetings.

6.2 The Chair, or in his/her absence an appointee of the Committee, shall preside at all General Meetings and Committee Meetings of the Society. The decision of the Chair of the General Meeting upon any question of order, voting, adjournment of the Meeting or interpretation of the Rules of the Society shall be final. The Chair of any Meeting shall have an additional casting vote in the event of equality of votes on any matter under consideration by the Society. The Chair shall attend and represent the Society at all General Meetings of The Arts Society's Area and National Meetings or appoint a deputy to attend.

7. COMMITTEE

7.1 The affairs of the Society shall be managed and its funds administered by the Committee.

7.2 Any Member of the Society may propose or second Members for election to the Committee at the Annual General Meeting. Nominations must be given to the Secretary duly proposed and seconded and with the agreement of the persons nominated, not less than 28 days prior to the Annual General Meeting.

7.3 The Committee shall comprise not more than 12 Members, including the Officers, and shall be elected annually at the Annual General Meeting by a simple majority.

7.4 The Committee shall have the power to co-opt up to four additional Members (nonvoting but with the right to attend and speak at meetings of the Committee) and to appoint sub-Committees accountable to it for such purposes as it determines.

7.5 Casual vacancies amongst the Committee during the year may be filled by the Committee. Persons so appointed shall hold office until the next Annual General Meeting after the appointment and shall be empowered to vote.

7.6 The Committee may make regulations regarding the conduct of Meetings other than General Meetings, attendance of visitors, charges for visitors and otherwise for the regulation of the Society's affairs.

7.7 The Committee shall meet as required and not less than four times each year. A quorum shall consist of over one half of the elected Members of the Committee one of whom should be an Officer.

8. FINANCE

8.1 The Society's Financial Year begins on the 16th June and ends on 15th June every following year.

8.2 A Financial Examiner, independent of the Committee, shall be appointed at the Annual General Meeting, whose duties shall be to examine and report on the annual Accounts of the Society for submission to the Members.

8.3 The Committee shall authorise its Officers to arrange payment and reimbursement of expenditure on behalf of the Society. The funds of the Society shall be paid into current, deposit or investment accounts in the name of the Society with such banks, building societies or investment institutions as the Committee shall agree. The Committee will put appropriate authorisation procedures in place around banking matters. These will be regularly reviewed to ensure that they provide the necessary assurance.

8.4 Payment for outings, study days or other events will be due at the time of booking and will not normally be refundable.

9. GENERAL MEETINGS

9.1 The **Annual General Meeting** shall be held at such time, means and place as shall be determined by the Committee. The meeting may be held in person, online or by post for those who have registered to receive all communications by post. Notice, including the agenda, the text and proposers and seconders of any Resolution, shall be given 21 days before the meeting. The business shall be:

9.1.1 To receive the Chair's annual report.

9.1.2 To receive and approve the examined accounts of the Society.

9.1.3 To appoint a Financial Examiner independent of the Committee, to examine the accounts for the year.

9.1.4 To elect the Officers and the Committee by a simple majority.

9.1.5 To consider any Resolutions duly proposed and seconded and of which due Notice has been given. Notice of Resolutions to be brought forward shall be given in writing to the Secretary at least 28 days prior to the holding of the meeting. Any such Resolution shall have been duly seconded and shall be set forth in the Agenda with the name of the proposer and seconder. Save with the consent of the Committee, a Resolution which does not

comply with the foregoing may not be proposed at an Annual General Meeting.

9.1.6 To discuss informally any other business with the permission of the Chair.

9.2 At this meeting, the decision of the Chair upon any question shall be final, and in the event of equality of votes, the Chair shall have a casting vote.

9.3 An **Extraordinary General Meeting** may be convened at any time by the Committee or shall be convened within 42 days from the receipt of a requisition in writing signed by at least 20 Members, specifying the object of the meeting. Resolutions to be considered must be given to the Secretary, who will give all Members 21 days' Notice of the meeting, stating time, means and place of the Meeting which shall be determined by the Chair, and the text of the Resolutions. Any such Resolution shall have been duly seconded and shall be set forth in the Agenda with the name of the proposer and seconder. Save with the consent of the Committee, a Resolution which does not comply with the foregoing may not be proposed at a General Meeting.

10. MEMBERS' ADDRESSES AND DATA PROTECTION ACT

10.1 Members shall notify any change of address, including email address, to the Society.

10.2 The names and addresses, including email addresses, and telephone numbers of the Members shall be held on computer. In accordance with the current UK data protection legislation, Members must consent to the disclosure of names and addresses to The Arts Society (NADFAS, including the Patricia Fay Memorial Fund) for administration only.

10.3 Members' data shall be processed fairly and lawfully and in accordance with the Society's legitimate activities and current UK data protection legislation.

11. LECTURES AND MEETINGS

11.1 Lectures and meetings are for Members and their guests. A Member may bring guests to a lecture on payment of a fee (Visitor's Fee) at a level to be set by the Committee.

11.2 All Members, paying guests and other visitors may be admitted at the sole discretion of the Committee subject to there being sufficient seating capacity.

12. AMENDMENT TO CONSTITUTION AND RULES

12.1 Any Member wishing to propose an amendment to the Constitution and Rules shall give Notice in writing, with particulars of the amendment, duly seconded, to the Secretary at least 28 days prior to the holding of the Annual General Meeting. To be passed, such Resolution shall require at least two-thirds of the Members voting on it to be in favour.

13. TERMINATION OF MEMBERSHIP OF THE SOCIETY

13.1 If the conduct or action of any Member shall, in the opinion of the Committee, be injurious to or inconsistent with the character, objects or interests of the Society, the Committee shall, if requested, grant the Member a hearing before it. If the complaint is upheld, the Committee may request in writing such Member to resign. Any Member so requested who does not resign within one month from the date of such a written request shall cease to remain a Member of the Society.

14. WINDING UP THE SOCIETY

14.1 If a Resolution to wind up the affairs of the Society shall have been duly proposed and carried at a General Meeting (at which a representative of The Arts Society Trustee Board is present) by at least two-thirds of those present, so much of the assets shall be realised as may be necessary to discharge liabilities of the Society, including such membership funds that may be refunded to Members as appropriate. Taking due account of independent legal advice, all the remaining assets shall be made over to such one or more charitable institutions or other associations with objects similar to those of the Society as the Committee shall decide.

15. WITHDRAWAL FROM THE ASSOCIATION

15.1 A representative of The Arts Society Trustee Board shall be invited to a General Meeting at which withdrawal from The Arts Society is to be proposed.

15.2 According to the Memorandum and Articles of Association of The Arts Society, six months' previous written Notice must be given to The Arts Society before a Member Society withdraws from The Arts Society.

15.3 On withdrawal or termination of Membership by The Arts Society, the Society shall cease to be entitled to the use of The Arts Society name and shall cease to be called the "The Arts Society Horsham". The Society shall return to The Arts Society all confidential documentation issued by The Arts Society.

16. EQUALITY AND DIVERSITY

16.1 The Arts Society Horsham is committed to treating all people equally and with respect irrespective of their age, belief, disability, gender, gender reassignment, race, religion, or sexual orientation.

APPENDIX F

INSURANCE

Insurance is organised by the National HQ, in January each year, to cover liabilities, etc, associated with the normal activities of each element of the organisation, including Area, Society, Arts Volunteering, [Church Recorders, Heritage Volunteers,] and staff and members operating within each element. Special arrangements are suggested by The Arts Society for any children (8-18 years of age) involved in Arts Volunteering activities. A certificate of insurance is provided by the National HQ annually (January), on request of the Arts Society Horsham Treasurer.

This is used, in particular, to meet requirements of Southwater Parish Council when bookings are made of Beeson House for the Special Interest Day and New Members Coffee Morning. **(Currently suspended)**

APPENDIX G

LOGO AGREEMENT WITH THE ARTS SOCIETY

LOGO LICENCE AGREEMENT

An agreement between “The Arts Society” (which is the operating name of The National Association of Decorative and Fine Arts Societies, NADFAS), Charity Registration Number 1089743, Company Registration Number 4307984, of 8 Guilford Street, London, WC1N 1DA, and The Arts Society Horsham

Dated: 19th July 2017

BACKGROUND

- (A) The Arts Society is the beneficial owner of the Names and the Logos (as these terms are hereinafter defined).
- (B) The Arts Society wishes to grant Member Society a non-exclusive licence to use the Names and the Logos.
- (C) Member Society has agreed to be appointed The Arts Society’s licensee on the terms and conditions hereinafter set out.

NOW IT IS AGREED as follows:-

1. Definitions

In this Agreement the following words and phrases shall have the following meaning unless the context otherwise requires.

“the Authorised Purposes”	organising lectures, study days, courses, visits, tours, special events, training and sponsorship of local arts related projects;
“the Authorised Uses”	use of the Names and Logos on programme cards, letterheads, news letters, badges, publicity material, celebratory cakes, embroidery, websites and social media;
“Code of Conduct”	the form in which the Names and the Logos are to be represented in respect of style, colour and size as set out in Schedule 2;
“the Logos”	the Logos of The Arts Society, set out in Schedule 1 and the goodwill related to them;

“the Names”	“The Arts Society”; “Member Society of The Arts Society”; “Young Arts”; “Church Recorders”; “Heritage Volunteers”; Tour NADFAS (NADFAS Tours Ltd); NEL (NADFAS Enterprises Ltd) and Patricia Fay Memorial Fund;
“the Territory”	UK, Europe and any other regions The Arts Society operates in

2. Appointment of Licensee

2.1 In consideration of the sum of £1¹ and the undertakings given by Member Society in this Agreement, The Arts Society hereby appoints Member Society as its non-exclusive licensee to use the Names and the Logos in the Territory on the terms of this Agreement provided that such use is not misleading and does not impose or create any liability on The Arts Society.

2.2 This licence is not assignable nor can it be sub-licensed, save as set out in clause 3.4.

3. Obligations of Member Society

3.1 Member Society undertakes that it shall use the Names and the Logos:-

3.1.1 Only for the Authorised Uses and Authorised Purposes and

3.1.2 In accordance with the Code of Conduct; and

3.2 Member Society further undertakes for the duration of this Agreement:-

3.2.1 not to bring or allow the Names or the Logos to be devalued in any way whatsoever; and

3.2.2 in carrying out the Authorised Uses (and no more) to make best use of the Names and the Logos which shall mean:-

3.2.2.1 A use which does not and will not damage or conflict with the good name and reputation of The Arts Society; and

3.2.2.2 A use which does not and will not give rise to reasonable objection by The Arts Society; and

3.2.2.3 A use which does not conflict with the programme and/or policy of The Arts Society

3.3 For the avoidance of doubt Member Society cannot use the Names and Logos for any purposes or uses which are wider or are not included in the Authorised Uses and the Authorised Purposes and in any event, save at the written request of The Arts Society, cannot use the Names and Logos to campaign, lobby or fundraise for or on behalf of The Arts Society.

¹ Deemed to be included in the 2017 Affiliation Fee payment.

- 3.4 For the avoidance of doubt, where sub-groups of Member Society use all or any of the Names (including but not limited to Heritage Volunteers, Young Arts, Church Recorders and Church Trails) Member Society shall be fully responsible for all uses of the Names and the Logos by the sub-group and its acts or omissions in respect thereof.
- 3.5 Member Society will on request give to The Arts Society any information as to its use of the Names or the Logos which The Arts Society may require. Member Society acknowledges that nothing contained in this Agreement shall give it any right, title or interest in or to the Names or the Logos save as granted hereby.
- 3.6 Member Society agrees to inform The Arts Society immediately in writing all and any information which comes to light concerning any unauthorised use of the Names and/or Logos. The Arts Society shall have the conduct of all proceedings relating to the Names or the Logos and shall in its sole discretion decide what action, if any to take in respect of any infringement or alleged infringement of the Names or Logos. Member Society will at the request of The Arts Society give full co-operation to The Arts Society in any action, claim or proceedings brought or threatened in respect of the Names or the Logos and The Arts Society shall meet any reasonable expenses incurred by Member Society in giving such assistance.

4. Trade Mark Registrations

- 4.1 Member Society undertakes not to do or permit to be done any act which would or might jeopardise or invalidate any applications by The Arts Society to register the Names or the Logos as trademarks in the Territory or in Europe as European Community Trademarks.
- 4.2 If the Names or the Logos are registered as set out in clause 4.1 above, Member Society will not do any act which might assist or give rise to an application to remove the registered trademarks from any applicable register or which might prejudice the right or title of The Arts Society to the trademarks and will render any assistance required by The Arts Society in maintaining the registrations of the registered trademarks or in prosecuting any application.
- 4.3 Member Society shall assist The Arts Society as may be reasonably necessary (including by executing any necessary documents) in recording Member Society as a licensee of the registered trademarks on any applicable register once they mature into registrations. Member Society hereby agrees that such entry may be cancelled by The Arts Society on termination of this Agreement, for whatever reason, and that it will assist The Arts Society so far as may be necessary to achieve such cancellation including by executing at the request of The Arts Society any documents necessary for that purpose.

5. Termination

- 5.1 The following breaches are fundamental and shall entitle The Arts Society to forthwith terminate this Agreement:-
- (a) A breach of this Agreement or failure on the part of Member Society to perform any of its obligations under this Agreement, which if remediable, have not been remedied by Member Society within 28 days of notice being served by The Arts Society.

- (b) The insolvency, voluntary or compulsory liquidation of Member Society or cessation of its activities.
 - (c) Termination of membership of The Arts Society by a resolution of The Arts Society under clause 7(a) of NADFAS Constitution and Rules.
 - (d) If the Member Society withdraws its membership of The Arts Society.
- 5.2 In the event of termination, as set out in clause 5.1 above, Member Society will on the date termination takes effect change its name and cease using the Names and the Logos and will deliver up to The Arts Society any materials using the Names and/or the Logos.

6. Miscellaneous

- 6.1 If any provision of this Agreement shall become or be declared illegal, invalid or unenforceable for any reason whatsoever such term or provision shall be divisible from this Agreement and shall be deemed to be deleted from this Agreement, provided always that if such deletion substantially affects or alters the basis of this Agreement, the parties shall negotiate in good faith to amend and modify the provisions of this Agreement to achieve as far as possible the same effect without rendering the Agreement so amended or modified illegal, invalid or unenforceable.
- 6.2 The parties are not partners or joint venturers nor shall The Arts Society be liable in respect of any representation, act or omission of Member Society of whatever nature.
- 6.3 Member Society agrees not to pledge the credit of The Arts Society nor to hold itself out as being capable of binding The Arts Society.
- 6.4 Any notice to be served on either of the parties by the other shall be sent by recorded personal delivery within business hours, pre-paid recorded delivery or registered post to the address of the current Chairman and shall be deemed to have been received by the addressee on recorded personal delivery within business hours, or within 72 hours of posting.
- 6.5 No failure or delay on the part of either of the parties to exercise any right or remedy under this Agreement shall be construed or operate as a waiver thereof nor shall any single or partial exercise of any right or remedy preclude the further exercise of such right or remedy as the case may be. The rights and remedies provided in this Agreement are cumulative and are not exclusive of any rights or remedies provided by law.
- 6.6 This Agreement may be varied by the written agreement of both parties.
- 6.7 The validity, construction and performance of this Agreement shall be governed by the laws of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.

AS WITNESS the hands of the parties the day and year first above written.

SIGNED on behalf of The Arts Society

SIGNED on behalf of the Member Society [Anthony Stanforth])

The original Logo artwork is available to view on the Master Agreement – see Archives.



SCHEDULE 2

CODE OF CONDUCT

- 1 Code of Conduct for Use of The Arts Society Logo
 - (a) On all printed or written material (e.g. letterhead, programme card, newsletters) the words "Member Society of The Arts Society" must be quoted. The Arts Society Registered Charity Number **must not** be quoted. If your Society is a registered Charity and you are quoting its number, this must be by your Society name and not The Arts Society Logo.
 - (b) The Arts Society Logo cannot be altered in any way.
 - (c) The Arts Society Logo is available from Central Office and must be used to ensure accurate reproduction of the image. The Logo can be enlarged or made smaller according to your needs.

APPENDIX H

THE ARTS SOCIETY HQ & SUSSEX AREA SUPPORT TEAM

This appendix is under review

APPENDIX I

SOCIETY ARCHIVES

This appendix is under review

APPENDIX J

ARTS SOCIETY GUIDANCE ON SUCCESSION PLANNING

This appendix is under review

APPENDIX K

STATEMENT OF MUTUAL OBLIGATIONS BETWEEN THE ARTS SOCIETY AND ITS MEMBER SOCIETIES

STATEMENT OF MUTUAL OBLIGATIONS BETWEEN THE ARTS SOCIETY AND ITS MEMBER SOCIETIES

In pursuit of our charitable objects whereby The Arts Society is established for:

1. the promotion and advancement of the education of the public in the cultivation, appreciation and study of the decorative and fine arts;
2. the conservation and preservation of the artistic heritage of the United Kingdom and other countries for the benefit of the public; and
3. the advancement of the arts, culture and heritage, in particular, but without limitation, the decorative and fine arts.

The Arts Society will:

- 1 provide effective support, advice and training both at National and at Area level in order that Societies may work to the highest possible standards in support of the interests of their members;
- 2 provide the Directory of Lecturers, recruiting the best lecturers available, with related advice and help;
- 3 provide relevant programmes of education at National and Area level and offer support to Societies to do the same;
- 4 provide guidance and support at National and Area level for the work of Church Recorders, Heritage Volunteers and Young Arts [Arts Volunteering from 2020];
- 5 at all times be financially prudent, using professional advice, and provide guidance and advice to Societies;
- 6 at all times work to the highest possible standards conforming to the current financial, health and safety, employment and charities legislation;
- 7 undertake to supervise and manage an efficient and transparent governance system.

Member Societies will:

- 1 support the aims and objects of The Arts Society, co-operating with the National Association in its pursuit of those aims;
- 2 provide lectures, study days and other events of the highest possible standards for their members;
- 3 encourage the work of the Church Recorders and Heritage Volunteers, recognising the importance of the work done for the conservation of the national artistic heritage;
- 4 encourage the work of **Young Arts** [Arts Volunteering from 2020], recognising the importance of education in the arts for all ages;
- 5 adhere to the recommended financial procedures for Societies so as to ensure a cost-effective provision of central services by The Arts Society at The Arts Society House, 8 Guilford Street, London.

See:

<https://theartsociety.org/resource/statement-mutual-obligations-between-arts-society-and-its-member-societies> (Downloaded 23 August 2018)

APPENDIX L

General Data Protection Regulation (GDPR) – Statement to Members



Membership Secretary: Pat Trout
68 Irwin Drive
Horsham
RH12 1NJ
01403 251489
horsham@theartssociety.org

GENERAL DATA PROTECTION REGULATION

(GDPR)

On 25 May 2018 the GDPR came into force in the UK replacing the previous Data Protection Act. GDPR applies to all types of organisations, including small charities and leisure time groups such as The Arts Society Horsham.

The Arts Society Horsham holds the following information on each member, obtained from Membership Application or Renewal Forms:

- Name
- Address
- Telephone number
- Mobile number (if supplied)
- Email address (if supplied)

You should note the following:

- Your personal details will be processed fairly and lawfully.
- The Arts Society Horsham retains this information to communicate with members regarding society news, events and other membership matters.
- Your details are shared with The Arts Society for the purpose of mailing the magazine and other communications including information about any upcoming national events or items of legitimate interest.
- Your information is never shared with third parties.
- Your details will be held safely and securely.
- You have the right to withdraw your consent at any time by contacting the Membership Secretary by letter, email or telephone.

APPENDIX M

GIFT AID FORM – STATEMENT TO MEMBERS

DECLARATION

Your donation will help preserve our artistic heritage, support the skills of artists and makers, and improve access to the arts for all. Thank you.

Gift Aid is claimed by The Arts Society from the tax you pay in the current year.

Your address is needed to identify you as a current UK tax payer.

YOUR Details

Title First name Surname

Address

..... Postcode

Date / /

Please tick the box that applies.

I want to Gift Aid

- all donations I have made for the 4 years prior to this year, and all donations I make from the date of this declaration until I notify you otherwise.*
- all donations I make from the date of this declaration until I notify you otherwise.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

**Your claim can be back-dated to cover donations from 1 January 2016. If you wish for your previous donations via the affiliation fee to be included, please select the top option.*

GUIDANCE NOTES

The completed Gift Aid declaration should be returned to your local Society for processing. Please DO NOT send the declaration, related correspondence or payment to The Arts Society.

- Please notify your Society if you:
 - Want to cancel this declaration

- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains
- If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.
- If you are a higher rate taxpayer, you can also claim back the difference between the standard and higher rates of tax in your self-assessment tax return.
- Your Society is a member of The Arts Society (the operating name of the National Association of Decorative and Fine Art Societies), which is a registered charity (Registered charity no. England and Wales 1089743). The Arts Society is able to claim Gift Aid on the affiliation fee (donation) paid by you as part of your total annual subscription which in 2022 is £14.21
- Previous years' affiliation fees have been:
 - o £12.20 in 2016
 - o £12.40 in 2017
 - o £12.60 in 2018
 - o £13.40 in 2019
 - o £13.80 in 2020
 - o £12.82 in 2021
 - o £14.21 in 2022
 - o **In 2023**
- Your subscription, which includes the affiliation fee, will be collected by your Society in the usual way.



