



THE ARTS SOCIETY HORSHAM CONSTITUTION and 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.