

CONSTITUTION OF THE ARTS SOCIETY HENFIELD
(Formerly known as the Adur Valley Fine Arts Society)

(Affiliated to The Arts Society)

1 OBJECTS

- a) To study the arts through regular lecture meetings, special meetings and/or study groups, and related visits
- b) To co-operate in the national and local activities and projects connected with the general aims of The Arts Society.

2 MEMBERSHIP

- a) **ORDINARY:** the number of ordinary members shall be limited at the Committee's discretion according to the interests of the Society and, in particular, the capacity of the regular meeting place.
- b) **HONORARY:** honorary members considered to be beneficial to the improvement of the Society's aims may be elected by the Committee.

3 SUBSCRIPTIONS

The annual subscription is due by December 1st. The Committee shall review the current rate of subscription from time to time, and recommend any alterations at the A.G.M. If a subscription shall remain unpaid that member will be deemed to have resigned.

4 OFFICERS

Executive Officers: these shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer, to be elected at the A.G.M., with Assistants to the two latter officers if desired. All officers shall not normally continue in office for more than five years, and in the case of the Chairman, for three years.

5 COMMITTEE

A Committee of not less than nine members, and no more than 15 members, to include officers as above, shall be elected annually. Nominations for the committee, duly proposed and seconded, must be received in writing by the Secretary by a convenient date to be fixed before the AGM. The Committee has power to co-opt members to ensure adequate area representation and for special purposes. The committee may also, from time to time, elect an Honorary President and as many Honorary Vice Presidents as are deemed suitable, such positions carrying with them no functional responsibilities. The President may be invited to chair part of the annual general meeting. Committee members will be deemed to have resigned if they do not attend at least 50% of committee meetings within the previous 12 months.

6 COMMITTEE DUTIES & RESPONSIBILITIES

The committee has the power to (inter alia):-

- Arrange lectures for the members.
- Arrange tours and visits to private houses, museums, exhibitions and other places of interest, for the members.
- Subscribe, donate or guarantee money, for any purpose connected with, and calculated to advance the objects of the society.

- Raise and utilise funds for the furtherance of the above objectives, but without the power to pledge the personal liability of any member for the repayment of any sums borrowed.
- Undertake any other lawful activities in fulfilment of the objectives.

7 ANNUAL GENERAL MEETING

This shall be held, normally, in October. All relevant papers shall be circulated to society members at least two weeks beforehand. The main business of the AGM shall be: (a) to hear the Chairman's annual report; (b) to receive and pass the audited accounts and appoint an auditor for the following year; (c) to elect Officers and a committee for the following year; (d) to consider any written resolutions, duly proposed and seconded, which have been submitted previously, in writing, at least one month before the meeting; (e) to deal with any other business at the discretion of the Chairman.

8 COMMITTEE MEETINGS

These shall be held not less than quarterly.

9 FINANCE

The Society's Bank Account shall be (with the Committee's approval) at a Bank convenient for the Treasurer. Cheques shall be signed by two nominated Executive Officers. The Society's Financial Year shall start on 1 August.

10 VISITORS AT MEETINGS

Members may bring guests to the meetings upon payment of the guest fee, their names being recorded in the guest data file. The fee for visitors shall be determined each year by the Committee.

11 STORAGE AND HANDLING OF ELECTRONIC DATA

The committee shall appoint a data controller, usually, but not necessarily the chairman, and a data processor, the membership secretary. The data controller will be responsible for ensuring that the society is compliant with current General Data Protection Regulations (G.D.P.R.). The data processor will be responsible for ensuring that data are held securely, and that these data shall only be available to those committee members whose roles require appropriate access.

12 WINDING UP THE SOCIETY

If a resolution to wind up the affairs of the society shall have been duly proposed and carried at a General Meeting by at least fifty one percent of those present, so much of the assets shall be realised as may be necessary to discharge liabilities of the society, and all the remaining assets shall be made over to any charitable institution or association having charitable status, deemed by the committee to be a suitable recipient.