

# THE ARTS SOCIETY VALE OF AYLESBURY

## CONSTITUTION AND RULES

### Title

1. The Society shall be called "The Arts Society Vale of Aylesbury".

### Objects

2. The society shall have as its primary objects the promotion and advancement of the aesthetic education of the public and cultivation, appreciation and study of the decorative and fine arts, and the giving of aid to the conservation of our national artistic heritage for the benefit of the public and in addition shall have the following powers:-

- (a) The arrangement of lectures to members of the society at monthly or other intervals.
- (b) Visits to private houses, collections, museums, exhibitions and other places of relevant interest.
- (c) The formation of small study groups meeting at regular intervals to cover a defined syllabus within the objectives of the society.
- (d) The organisation of individual members to give assistance in houses of historic or artistic interest, museums, churches, exhibitions and other places where such assistance is required and to make such arrangements as may be necessary, including the provision of courses of instruction for such members.
- (e) The furtherance of the education of children by means of talks, visits to houses, museums and other places of interests as aforesaid.
- (f) The presentation of exhibitions or artistic performances of an educational character designed to further the principal objects.
- (g) To purchase, take on lease, hire or otherwise acquire any real or personal property or premises including halls, lecture rooms and theatres, and any rights or privileges which the society may think necessary or convenient for the promotion of its objects.
- (h) To establish or support any charitable or benevolent association or institution and to subscribe or guarantee money for any purpose connected with or calculated to advance the primary objects of the society.

### Membership

3. The society shall consist of Ordinary and Honorary Members:-

- (a) **Ordinary Members**

The committee shall decide the number and admission of Ordinary Members. Those on the waiting list will be admitted to membership in strict order of application. The Committee however may at its discretion and upon the recommendation of their previous society give priority for membership to longstanding and active members of other societies who move into the area and offer membership as soon as practicable.

## **(b) Honorary Members**

The Committee shall elect Honorary Members of the society who are distinguished in the decorative and fine arts, or who have done valuable work for the society.

### **Officers - Honorary and Elected**

4. The Honorary Officers of the society may include a President, and not more than five Vice-Presidents whom the Committee shall have power to appoint. Such appointments shall be for a period of 5 years. The Committee may appoint the Honorary Officers for two consecutive five year terms but no Honorary Officer shall hold office for more than 10 years in total, except at the discretion of the Committee. The offices of President and Vice President, if filled, shall be Honorary and shall entitle the holders to all the privileges of ordinary members, save that they should not be entitled to vote at any meetings or propose candidates for election. The Chairman may invite the President or any Vice-President attending any General Meeting of the society, to preside at such meeting.

The Elected officers of the society shall be the Chairman, the Vice-Chairman, the Treasurer, the Secretary, and if the society so decide, an Assistant Secretary or Secretaries, all of whom shall be nominated annually by the Committee for election at the Annual General Meeting in an honorary capacity. Neither the Chairman nor the Vice-Chairman may hold office respectively for more than three consecutive years except by consent of the Committee.

### **Chairman**

5. The Chairman, if present, shall preside at all General and Committee Meetings. If the Chairman cannot attend a particular meeting, he/she shall appoint a chairman to preside at that meeting or if he/she is unable to do this, the Committee members present shall appoint a Chairman from their number.

At a General Meeting, the decision of the Chairman upon a question of order, voting, adjournment of the meeting and interpretation of Rules of the society shall be final. Upon any other question, in the event of an equality of votes, the Chairman shall have a casting vote.

The Chairman shall attend all The Arts Society general meetings, area and national meetings or appoint a deputy to attend.

### **Committee**

6. The affairs of the society shall be managed and its funds shall be administered by the Committee. Any member of the society may propose or second members, whose consent to act shall first have been obtained, for election to the Committee. Any such nomination must be notified to the Secretary not less than 28 days prior to the holding of the Annual General Meeting.

In addition to the Elected Officers, the Committee shall comprise not more than ten members who shall be elected at the Annual General Meeting for not more than three consecutive years except by consent of the Committee.

Any vacancy amongst the Elected Officers or Committee occasioned by death, resignation, refusal or inability to serve may be filled by the Committee. Any Officer or member so co-opted shall hold office until the next Annual General Meeting after the appointment and shall be empowered to vote.

The Committee may itself co-opt up to four additional members for specific purposes, such members may attend Committee meetings but shall not be empowered to vote. Such co-opted members shall be co-opted for a limited period only, that period shall be agreed by the Committee and shall not exceed two years.

## **Committee Meetings**

7. The Committee shall meet at least four times a year and on such other occasions as circumstances shall require. A quorum shall be over one half of the number of the elected members of the committee, one of whom should be an officer.

The Committee shall have the power to reimburse members of the Committee, or others, for expenditure incurred in the performance of the business of the society. The Committee may decide on any fee payable by visitors to the society's meetings.

## **Sub-committees**

8. The Committee shall have power to appoint from time to time sub-committees to organise study days or special events or for any other purpose concerned with the society whenever their advice or assistance may appear desirable.

## **Annual General Meeting**

9. The Annual General Meeting shall be held at such time and place as shall be determined by the Committee, but shall normally be held in September each year.

The business of the Annual General Meeting shall be:-

- (a) To receive the Chairman's report on the activities of the past year.
- (b) To receive reports from the Heritage Volunteers, Church Recorders and Young Arts.
- (c) To receive and pass the examined accounts of the society.
- (d) To appoint a Scrutineer for financial year ending 31<sup>st</sup> July.
- (e) To elect the Officers and Committee of the society.
- (f) To consider any special resolutions duly proposed and seconded.
- (g) Any other business with the permission of the Chairman.

At least 14 days before each Annual General Meeting, the list of Officers for the ensuing year nominated by the Committee, and a list of candidates to fill the vacancies on the Committee who have been duly proposed and seconded, shall be circulated among the members. The quorum for the Annual General Meeting shall be 60

The election of Officers and of members of the Committee to fill the said vacancies shall be by a show of hands, unless in the case of candidates for election as members there are more nominated than there are vacancies to be filled, in which case the election of such members shall be by ballot.

## **Extraordinary General Meetings**

10. An Extraordinary General Meeting of the society may be called at any time either by the committee or by no less than 10 members of the society to conduct such business as the Committee or such ordinary members shall decide. The resolution or resolutions concerning such business shall be given in writing to the Secretary who within 7 days of receipt shall give to members not less than 28 days written notice of such meeting specifying the proposed resolutions. The quorum for an Extraordinary General Meeting shall be 60. Voting shall be by a show of hands and by simple majority. In the event of equality of votes, the Chairman of the Meeting shall cast an additional vote.

## **Special Resolutions**

**11.** Any members desirous of bringing forward any resolution shall give notice in writing thereof to the Secretary at least 28 days prior to the holding of the Annual General Meeting. Any such resolution shall have been duly seconded and shall be set forth in the Agenda with the names of the proposer and seconder.

Save with the consent of the Chairman, any resolution which does not comply with the foregoing requirements shall not be discussed at the Annual General Meeting.

## **Amendments of Rules**

**12.** Any member desirous of proposing a special resolution containing any amendment to the Rules of the society at the Annual General Meeting shall give notice in writing thereof, together with particulars of the proposed amendment, to the Secretary at least 56 days prior to the holding of such meeting.

No such resolution shall be passed unless carried by at least two-thirds of the members present.

## **Subscriptions**

**13.** The subscription for membership of the society shall be such a sum or sums as may be determined from time to time by the Officers and Committee Members and shall be payable by 31<sup>st</sup> July, except in the case of new members. New members will be invited to join after 1<sup>st</sup> August each year as soon as a vacancy arises and will pay a full subscription to the following 31<sup>st</sup> July or a pro rata subscription, at the discretion of the Committee. No refund of an annual subscription shall be made unless approved of by the Committee on the recommendation of the Treasurer.

Any subscription remaining unpaid at 21 August will be referred to the Chairman and, on the recommendation of the Membership Secretary, the member will be deemed to have relinquished their membership and the vacancy offered to the next available from the waiting list.

## **Financial Year and Scrutineer**

**14.** The society's financial year shall end on the 31<sup>st</sup> July. A Scrutineer shall be appointed at the Annual General Meeting and a duly examined Balance Sheet with an account of the income and expenditure for the preceding financial year shall be submitted at each Annual General Meeting.

## **Society Funds**

**15.** All money belonging to the society and not invested shall be paid in by the Treasurer or deputies to a separate account in the name of the society at a bank or building society to be named by the Committee. All payments and withdrawal requests shall be authorised by any two of the following: Chairman, Treasurer, or, should the Committee decide, by named Committee members.

## **Powers of Officers**

**16.** The Officers shall, with such consent as is in law required, deal with the property vested in them by way of sale, mortgage, charge, lease or otherwise, howsoever, as directed by the society. Such direction shall be given by a resolution of the members of the society and passed by a majority of the members present at a duly convened meeting of the society and when so passed shall be in favour of a subsequent purchaser, mortgagee, chargee, lessee or grantee, and be binding upon all members of the Society. A certificate purporting to be signed by the Secretary for the time being of the society shall be in favour of a purchaser, mortgagee, chargee, lessee or grantee and be conclusive evidence that such direction was duly given.

## **Resignation of Member**

**17.** Any member desirous of resigning shall give notice in writing to the Secretary, before 31<sup>st</sup> July in any year and shall pay any arrears of subscription due at the date of such notice, failing such notice timeously given, such member shall remain liable for the subscription for the following financial year.

## **Expulsion from the Society**

**18.** If the conduct or action of any member shall, in the opinion of the Committee, be injurious to or inconsistent with the character, interests or objects of the society, the Committee may request, in writing, such member to resign, but only after granting such member a hearing before it. Any member so requested, who does not resign within one month from the date of such written request, shall be liable to expulsion by the Committee.

## **Winding Up**

**19.** If a special resolution to wind up the affairs of the society shall have been duly proposed and carried at a general meeting (at which a member of The Arts Society Executive Committee is present) by at least two thirds of those present so much of the assets shall be realised as may be necessary to discharge the liabilities of the society and all the remaining assets shall be made over to such one or more charitable institutions or other associations having charitable status similar to those of the society as the Committee shall decide.

## **Withdrawal from the Association**

**20.** According to the Constitution and Rules of the National Association, six months previous written notice must be given to The Arts Society before a member society withdraws from the Association.

On withdrawal or termination of membership by The Arts Society Vale of Aylesbury, the society shall cease to be entitled to the use of The Arts Society Vale of Aylesbury name and shall cease to be called The Arts Society Vale of Aylesbury.

## **Changes in Address**

**21.** Members shall notify any changes in their address to the Membership Secretary.

## **Conduct at Lectures and Study Day Meetings**

**22.** Members should take their seats five minutes before the lecture or meeting is due to start. Members who wish to leave early may do so immediately prior to the commencement of questions. No smoking or photography shall be permitted while a lecture is in progress.

Members are expected to conduct themselves in a seemly manner consistent with the character of the society, and unnecessary talking, leaving the room while the lecture or session is in progress, or any other conduct discourteous to the lecturer or members of the society may be considered injurious to the character of the society within Rule 18.

## **Guests**

- 23.**
- (a)** Each member may come with one guest only (over the age of 17) to a lecture.
  - (b)** Guests can go on visits only with the agreement of the officer concerned.
  - (c)** Guests are accepted for Study Days with agreement of the officers concerned.
  - (d)** Guests shall pay a surcharge (an amount to be decided by the Committee) on visits.

Guests attending lectures shall be charged an amount as the Committee may decide, normally payable at the door; such payment to be the responsibility of the host.

#### **Bookings for Visits and Study Days: Cancellations and Refunds**

**24. (a) Visits:** Cancellations with more than 14 days notice will normally be entitled to a refund, dependent on venue payment requirements. Cancellations of less than 14 days will not be refunded unless a replacement is found from the waiting list, if any. Arrangements for contacts for cancellations and refunds will be found on the Visits booking form.

**(b) Study Days:** Cancellations with more than 14 days notice will be entitled to a refund. Cancellations of less than 14 days will not be refunded. Arrangements for contacts for cancellations and refunds will be found on the Study Day booking form.

**(c)** Notwithstanding the provisions of Articles 24(a) and 24(b) special or exceptional circumstances may arise where the Committee feel that a refund of pre-paid bookings may be appropriate. Any member wishing to claim a refund due to exceptional circumstances must do so in writing addressed to the Secretary. The Committee will consider the circumstances and, at the Committee's sole discretion, will decide whether a full or partial refund should be made. Their decision will be final.

#### **Data Protection Act**

**25.** Members details will be processed fairly and lawfully and in order to satisfy the agreement entered with them on their admittance to membership. This will ensure that members receive the latest news and information about all upcoming events.

Members details will be disclosed to The Arts Society to enable inclusion on the mailing of the quarterly magazine and other communications including information about any upcoming national events or items of legitimate interest.

Members details will be kept safely and securely and they have the ability to opt out of communications with The Arts Society Vale of Aylesbury or The Arts Society at any time.

**13<sup>th</sup> September 2022**