

# **CONSTITUTION**

**of the**

## **ROYSTON ARTS SOCIETY (RAS)**

The aims of the Society are to encourage, promote and appreciate the Visual Arts for the enjoyment and improvement of the members at all levels of ability and talent, to hold demonstrations, workshops and an exhibition annually. This to be done in a friendly and social manner and atmosphere.

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### **POLICIES OF THE RAS**

The policies of the RAS shall be determined by the general consensus of the membership at the Annual General Meeting

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### **ROYSTON ARTS SOCIETY COMMITTEE**

<b>Chairman</b>	<b>Secretary</b>	<b>Treasurer</b>
<b>Exhibition Organiser</b>	<b>Membership Secretary</b>	<b>Programme Organiser</b>
<b>Publicity Organiser</b>	<b>Library Display Organiser</b>	
<b>Librarian</b>	<b>Afternoon Session Organiser</b>	

The functions of any position not filled may be delegated in whole, or in part to any other committee member.

### **Function of Officers**

#### **Chairman**

The duties of the Chairman are to ensure that the policies and welfare of the RAS, as determined by the AGM, are advanced by the Committee.

He/she will comply with the following guidelines to fulfil this task.

1. Act as an arbitrator and co-ordinator between all officers of the Committee.
2. Order and approve all agenda presented by the Secretary.
3. Chair all Committee meetings, AGMs and Extraordinary Meetings.
4. Ensure that all Minutes are correct.

5. Represent the RAS on and to any local or county committee or council concerned with his/her area of responsibility.
6. Approve any extraordinary arrangement, appointment or expense arranged by the Committee or any individual member of the Committee on behalf of the RAS before the arrangement, appointment or expense is actioned.
7. Compile an Annual Report, and recommendations for submission to the AGM.
8. Call an Extraordinary General Meeting of the RAS if requested by the Committee.
9. Temporarily delegate any or all of his/her duties to the Secretary, Treasurer or Exhibition Organiser.
10. Be invited to fill any temporary office which may become vacant, at the discretion of the Committee.

### **Secretary**

The duties of the Secretary are to administer and maintain the organisation of the RAS, and its Committee, according to the policy of the RAS as determined at the AGM.

He/she will comply with the following guidelines to fulfil this task.

1. Maintain and order all minutes of the RAS Committee meetings and the AGM. Deal with all correspondence directed to him/her and ensure a good and continuous communication between the membership and its Committee.
2. Arrange and call all routine RAS and Committee meetings, and :
  - a) prepare and pass a copy of the proposed agenda to the Chairman at least three days prior to each meeting.
  - b) Ensure the minutes of all Committee meetings are available to any member of the RAS.
3. Represent the RAS on and to any local or county committee or council concerned with his/her area of responsibility.
4. Prepare and distribute advice of the AGM and nomination of Officers.
5. Temporarily delegate any or all of his/her duties to the Treasurer or Exhibition Organiser, with the prior approval of the Chairman.

### **Treasurer**

The duties of the Treasurer are to administer and maintain the finances of the RAS and its Committee according to the policy of the RAS as determined at the AGM.

He/she will comply with the following guidelines to fulfil this task.

1. Represent the RAS on and to any local or county committee or council concerned with his/her area of responsibility.

2. Audit any fund raising activity for the RAS as ordered by the Committee.
3. Prepare and present all financial reports, including an annual report to the AGM covering all areas of his/her responsibility.
4. Temporarily delegate any or all of his/her duties to the Exhibition Organiser or Secretary, with the Chairman's prior approval.

### **Exhibition Organiser**

The duties of the Exhibition Organiser are to administer, order, organise and publicise exhibitions according to the policies of the RAS as determined by the AGM. He/she will comply with the following guidelines to fulfil this task.

1. Recommend the content and character of the exhibitions. Prepare comprehensive plans and submit them to the Committee for approval.
2. Form a sub-committee to assist in carrying out the necessary work.
3. If exhibition entries are over subscribed, appoint a selection committee of no less than three members.
4. Represent the RAS on and to any local or county committee or council concerned with his/her area of responsibility.
5. Prepare and present an annual report for an Annual Audit covering all areas of his/her responsibility e.g. exhibition equipment.
6. Temporarily delegate any or all of his/her duties to the Secretary or Treasurer, with the Chairman's prior approval.

### **Publicity Organiser**

The duties of the Publicity Organiser will be to promote the activities and aims of the RAS as determined by the committee. Also to prepare and arrange for printing and distribution of publicity material, as follows:

General:

1. Information and Membership Application/ Renewal card.
2. Membership Programme Card.
- 3 Posters etc., to advertise our programme and promote membership.

Annual Exhibition, in conjunction with the Exhibition Organiser:

1. Prepare, print and distribute posters advertising the event.
2. Send publicity details of the exhibition to the press and local magazines.

3. Prepare and print other necessary paperwork such as exhibition catalogue, voting slips, notices, etc., in conjunction with Exhibition Organiser, Secretary or other committee members

### **Membership Secretary**

The duties of the Membership Secretary are to deal with all membership renewals and new members. He/she will comply with the following guidelines to fulfil this task.

1. Maintain an up to date list of RAS members and their subscriptions.
2. Issue membership cards and receipts.
3. Liaise with the Treasurer and Secretary.

### **Programme Organiser**

The duties of the Programme Organiser will be to organise and produce an annual programme of meetings and their content and organise all social events.

He/she will comply with the following guidelines to fulfil this task.

1. Will be responsible for booking demonstrations and 'phoning demonstrators to confirm details of arrangements one week beforehand.
2. Introducing the demonstrator and liaising with the Treasurer on paying the demonstrator.
3. Reporting on the success, or otherwise, of programme at committee meetings.

### **Library Display Organiser**

The duties of the Library Display Organiser will be:

1. To arrange for the intake and return of work for the display.
2. Keep records of work received, sold and returned.
3. Mount and look after the display in the Royston Library.
4. Liaise with the Library staff and the committee.

### **Afternoon Session Organiser**

The duties of the Afternoon Session Organiser will be to have a key for the cupboard and hall and arrange for :-

1. A Still Life to be set up.
2. Provision of refreshments.
3. Collection of the money and liaison with the Treasurer.
4. Liaise with the hirer/caretaker

5. Unlock and lock up premises when necessary.

### **Librarian**

He/she will be responsible for:-

1. Keeping records of all books, magazines, videos and DVDs etc., on loan or belonging to the RAS.
2. Chasing up outstanding returns.

### **Subscriptions**

A subscription will be levied upon all members annually, and will fall due for payment no later than one month from the 1<sup>st</sup> April each year.

The amount of such subscription shall be at the discretion of the Committee who shall have the right to amend such subscription in the light of circumstances prevailing.

In addition to the annual subscription, a levy, to be determined by the Committee, shall be made upon all members at each meeting or other function held by the Society.

### **Duties of the Committee**

The purpose of the Committee is to administer and organise the welfare of the RAS in accordance with the policies determined by the membership of the RAS at the AGM

#### **Eligibility:**

All fully subscribed members of the RAS are eligible for election to the Committee. The Committee will be made up of approximately 10 members, and this number may be modified by the Committee.

#### **Election:**

All Committee members will serve for one year, after which they will stand down or seek re-election at the AGM .

Members will be invited to stand for election to the Committee by means of the Newsletter, and those wishing to stand for election must confirm their intention to the Chairman or Secretary at least 14 days before the AGM.

Candidates for office shall be nominated and seconded.

Election to the Committee will be held at the AGM. Election shall be by a simple majority of those present, with the Chairman or Secretary acting as Returning Officer. Written proxy votes will be accepted.

### **Conduct of Meetings:**

The Committee will meet once every two months and at any additional time considered necessary by the members of the Committee.

At the first meeting after the AGM an annual stocktake of equipment shall be presented by the relevant officers.

Half of the committee need to be present to form a quorum, and must include two officers.

All motions at a committee meeting, or AGM, will be passed by a simple majority.

Minutes will be made of all committee meetings and AGMs, and these minutes will be available to any member of the RAS on request.

Any member of the RAS may be co-opted onto the Committee temporarily to fulfil a special function, with the approval of the Chairman.

In the case of necessity the Chairman may form a sub-committee.

### **Alterations to the Constitution**

In the event of any fully subscribed member wishing to recommend alteration to this Constitution, such member shall submit in writing his/her proposal to the Secretary allowing a minimum period of two months for its discussion prior to implementation. Upon receipt of any such proposal, the Secretary shall call a meeting of the full Committee for its consideration. Upon acceptance by the Committee, the Chairman shall call an Extraordinary General Meeting of all members to vote upon the proposal and, in the event of its acceptance, the Secretary and Chairman will be responsible for the alteration to this Constitution.

### **Winding up**

In the event of the RAS being wound up, and subject to all outstanding debts being paid in full and all Society's assets being sold, all moneys left should be divided, according to length of Membership, between all fully paid up members who have been members for at least two full years. Members of less than two years should only receive their membership fee back.

Should funds fall below £500, an Emergency General Meeting should be convened to discuss the future of the Society.

All amendments in this Constitution are up to and including those made at the AGM December 2011.