

**THE ARTS SOCIETY TEST VALLEY
CONSTITUTION – 2017**

1. TITLE

The Society shall be called The Arts Society Test Valley and shall be a member of The Arts Society.

2. OBJECTIVE

The objective of the Society shall be to promote interest in and the study of the arts.

3. MANAGEMENT

(a) The affairs of the Society shall be managed by a Committee which shall meet not less than four times per year.

(b) The Committee shall consist of not less than eight Members and not more than twelve and shall include the following Honorary Officers:-

Chairman
Vice Chairman
Treasurer
Secretary

(c) The Chairman may serve for 3 years after which he/she must leave the Committee for one year.

(d) The Secretary and Treasurer shall hold that particular office for a maximum of 5 years.

4. MEMBERSHIP

(a) Membership of the Society shall be open to any person over the age of 18.

(b) The number of Members shall be limited to such figure as the Committee shall decide from time to time.

(c) Any person who has done valuable work for the Society or whose membership would be in the interest of the Society may be appointed an Honorary Member by the Committee. Honorary Members shall be entitled to all the privileges of Ordinary Members other than the right to vote at meetings and to nominate Members to the Committee.

(d) Honorary Members will not be required to pay an annual subscription but may make a donation if they so wish.

(e) Should the number of persons applying for membership exceed the figure decided by the Committee, a waiting list shall be kept in the date order in which applications are received.

(f) Vacancies in membership shall be filled from the top of the list with the exception that other Members of The Arts Society moving to the area covered by Test Valley shall be given priority.

(g) If, in the opinion of the Committee, the conduct of any Member is injurious to the interests of the Society, the Committee may terminate such membership.

5. HONORARY PRESIDENT

An Honorary President may be appointed by the Society on the recommendation of the Committee and shall be entitled to the same privileges as Honorary Members.

6. ELECTION OF COMMITTEE MEMBERS

(a) The Committee shall be elected annually by the Annual General Meeting of the Society and shall take office immediately following the meeting.

(b) The Honorary Officers shall be nominated for election by the Committee. If there is more than one nomination for any one office, the Committee shall vote by paper ballot.

(c) Other Members of the Committee may be proposed and seconded by Ordinary Members of the Society. Their consent to serve must first be obtained. The proposal and consent must be sent to the Honorary Secretary at least sixty days before the date of the Annual General Meeting.

(d) The Committee is empowered to fill any vacancy on the Committee occurring between Annual General Meetings which are occasioned by death, resignation or inability to serve. Any Member co-opted to fill a vacancy shall hold office until the next Annual General Meeting.

(e) It is recommended, but not mandatory, that Committee Members serve no more than 8 years.

7. CONDUCT OF COMMITTEE BUSINESS

(a) A quorum for Committee meetings shall be one more than half the total membership of the Committee.

(b) In the event of an equality of votes the Chairman shall have a casting vote.

(c) The Committee shall have the power to appoint sub-committees as necessary.

8. EXPENSES OF COMMITTEE MEMBERS

Committee Members shall be reimbursed for reasonable expenses incurred in the course of their duties in accordance with the Guidelines of The Arts Society.

9. SUBSCRIPTIONS

(a) Subscriptions to the Society shall be reviewed from time to time by the Committee. Any proposed changes shall be submitted to an Annual General Meeting for approval.

(b) The Committee shall have the power to charge an entrance (or joining) fee for Membership of the Society, additional to a Member's subscription.

(c) Members who fail to renew their subscriptions by 1st November annually shall have their names removed from the membership list of the Society.

10. PAYMENT FOR STUDY GROUPS, OUTINGS AND VISITS

- (a) Payment for these events shall be made at the time of booking.
- (b) Fees paid shall not be repayable to Members who are subsequently unable to attend unless a replacement is found by the event organiser.
- (c) For longer trips a non-refundable deposit at the time of booking will be required.

11. GUESTS

- (a) There shall not be admitted to any meeting of the Society, outing or Study Day, any person who is not a Member or Honorary Member except:-
 - a. lecturers or other guests of the Committee
 - b. a Member's guest with express leave of the Membership Secretary
 - c. no such guest may attend more than 3 lectures in any one year.
- (b) A donation will be requested in respect of any such guest.
- (c) Under no circumstances are membership or programme cards transferrable to other persons.

12. FINANCE

- (a) The Society's financial year shall be from 1st November to 31st October.
- (b) The Society's bank shall be the CAF bank or such bank as is determined by the Committee.
- (c) Cheques shall be signed by any two of the Honorary Treasurer, the Chairman, a Vice Chairman and one nominated Committee Member.
- (d) An audited Balance Sheet and Income and Expenditure account for the preceding financial year shall be presented to each Annual General Meeting for approval.
- (e) The Committee shall have the power to appoint an Accounts Examiner whose duties shall be to examine and report on the Annual Accounts. The Examiner may be a Member of the Society, but must not be a Committee Member or closely connected to a Committee Member.

13. ANNUAL GENERAL MEETING

- (a) Annual General Meetings shall be held at such times and places as the Committee decide but that not more than thirteen months shall elapse between meetings.
- (b) Notification of the Annual General Meeting, including the agenda, the text and proposers and seconders of any resolutions, shall be given at least 21 days before the meeting and will be disseminated to all members by a method determined by the Committee.

- (c) The business of the Annual General Meeting shall be to:-
- a. receive the Committee's reports
 - b. approve the audited accounts for the preceding financial year
 - c. elect the officers and Committee for the ensuing twelve months
 - d. consider any resolutions proposed and seconded of which at least 60 days notice has been given in writing to the Honorary Secretary
 - e. informally discuss any other business with the permission of the Chairman.

(d) The quorum for the Annual General Meeting shall be not less than one quarter of the membership

14. RESOLUTIONS

Notice of any resolutions to be brought forward at the Annual General Meeting shall be given in writing to the Honorary Secretary at least 60 days prior to the meeting. Any such resolutions must be supported by a proposer and seconder.

15. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting must be convened within 28 days at the request of the Committee or at least 20 members of the Society. Resolutions to be considered must be given to the Secretary, who will give all Members 21 days written notice of the Meeting, stating time and place of the Meeting, which shall be determined by the Chairman, and the text of the Resolutions.

16. MEMBERSHIP INFORMATION AND THE DATA PROTECTION ACT

(a) Members details will be processed fairly and lawfully and in accordance with the Society's legitimate activities and not otherwise disclosed to other Members.

(b) Members details will be disclosed to The Arts Society only.

(c) Members shall notify any change of address to the Society.

17. WINDING UP OF THE SOCIETY

If a Resolution to wind up the affairs of the Society has been duly proposed and carried at a General Meeting (at which a representative of the Trustee Board of The Arts Society is present) by at least two-thirds of those present, sufficient assets shall be realized to discharge the liabilities of the Society. All the remaining assets shall be made over to one or more charitable institutions or other associations having charitable status, with objectives similar to those of the Society, as decided by the Committee.

1 August 2017