

CLEVEDON ART CLUB

PROPOSED REVISED CONSTITUTION AND RULES

NAME

The club will be known as Clevedon Art Club.

AIMS OF THE CLUB

Clevedon Art Club is a not-for-profit **unincorporated association** whose aims are to:

- Promote the visual arts and encourage artists **at all levels** in the Clevedon and surrounding area;
- Organise an annual programme of **activities such as workshops and demonstrations** to help its Members develop as artists;
- **Showcase the work of its Members and encourage an appreciation of the visual arts** in the wider community by organising exhibitions and other events.

MEMBERSHIP

Membership is open to anyone of the age of 18 or over. Young people who are aged 16 or 17 will be elected as Junior Members **at a discounted subscription (see below under Subscriptions).**

Membership is limited to **a maximum of 300** (excluding Honorary Members) after which any further application for membership will be placed on a waiting list from which future vacancies will be filled in order of the date of application.

Honorary Life Members and Honorary Annual Members may from time to time be elected by the Committee.

The Committee has the authority to suspend the membership of any Member if, in its opinion, that Member's conduct is, or has been, prejudicial to the interests of the Club and/or its Members.

SUBSCRIPTIONS

The subscription will be determined by the Club Committee and proposed to Members at the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) for approval.

Young people who are aged 16 or 17 and elected as Junior Members will pay half the normal subscription for a new Member or an existing Member as appropriate.

The Committee can authorise the subscription to be discounted for those who want to join the Club or Members renewing their membership and who are experiencing financial hardship, subject to the agreement of at least two Committee Members.

The subscription will become effective from 1st April each year and it will last until 31st March of the next year.

Subscriptions to the Club can be paid in various ways (eg, cash, cheque, BACS transfer) as determined and agreed by the Committee.

Where a subscription has not been renewed within one month from 1st April of the relevant year, that person's membership will be taken to have lapsed and s/he will not be eligible to participate in any Club activities.

ATTENDANCE AT MEETINGS AND OTHER ACTIVITIES

Members can attend the monthly Club meetings at no cost but will be required to pay the fees set for other activities such as workshops.

The Committee can authorise managers of these activities to discount the relevant fees for those Members who are experiencing financial hardship subject to the agreement of at least two Committee members.

Non Members may attend as guests at the monthly meetings and other activities by paying a sessional fee (as determined by the organisers).

EXHIBITIONS

The Committee will make every endeavour to provide opportunities for Members to showcase their work at both a Members' and an Open Exhibition each year. The Committee can authorise managers of the exhibitions to discount submission fees for those Members who are experiencing financial hardship subject to the agreement of at least two Committee members.

The Committee will appoint a sub-group to organise these exhibitions, promote them to Members and more widely, and regulate how they will be run. Information on the procedures and rules for submitting to an exhibition will be issued to each prospective entrant.

OFFICERS

Candidates for President will be proposed by the Committee at the AGM of the Club and appointed by the majority vote of those Members attending the meeting.

The Committee will set out the job description for the President at the election.

The person elected to the post will retire annually, be eligible for re-election annually but for no longer than three continuous years. The role of the President will be taken by the Chair of the Club (or by their appointment) if he/she is unavailable.

A Chair, Vice Chair, Secretary, Membership Secretary and Treasurer will be elected at the AGM. They will serve for three years in the first instance and be eligible for re-election for a further term of up to three years but no longer.

If there are no candidates for any one of the offices, or if an officer becomes unable to continue, the Committee may elect one of the ordinary committee members to that office or delegate the duties of that office amongst willing Club Members. Members will be notified of this change at the next Club meeting or following the AGM, whichever is the sooner.

The services of the Secretary, Membership Secretary and Treasurer shall be deemed to be equivalent to their annual subscriptions.

THE COMMITTEE

The Club will be managed by a Committee consisting of the officers of the Club and up to eight ordinary Committee members.

Ordinary Committee members will be elected at the Annual General Meeting and shall serve for three years in the first instance and be eligible for re-election for a further term of up to three years

but no longer.

The Committee has the authority to co-opt additional members as required for specific purposes: co-opted members will not have voting rights.

POWERS AND DUTIES OF THE COMMITTEE

The Committee will manage the Club according to the Rules and will apply Club funds and take such steps as it thinks necessary to serve the aims of the Club. It will ensure proper records of accounts are kept and will present a duly audited Income and Expenditure Account and Statement of Balance to the AGM.

In the event of a vacancy arising during the term of office of a Committee member, the Committee has the authority to fill the vacancy, with the person elected retiring at the next AGM and being eligible for re-election.

The quorum at a Committee meeting will be five and must include at least two of the principal officers, i.e. chair, vice-chair, treasurer or secretary.

BANK ACCOUNT AND INVESTMENT OF FUNDS

An account (or accounts) will be kept at the bank that is, in the view of the Committee, the most convenient. The account(s) will be in the name of Clevedon Art Club and all the transactions made must be approved by two officers of the Club, of which one should, under normal circumstances, be the Treasurer.

As much of the funds not needed for current uses or to meet accruing liabilities may, at the discretion of the Committee, be transferred to an appropriate Deposit Account or invested in Government securities.

All the assets of the Club are to be under the control of the Committee and administered on a not-for-profit basis.

ANNUAL ACCOUNTS AND AUDIT

The financial year-end will be 31st December.

An independent auditor will be appointed by the Committee and notified to the Membership at the AGM.

DATA PROTECTION

To comply with the General Data Protection Regulation (May, 2018), the Club claims the following legitimate interests to achieve its aims, namely to maintain lists of names and contact details and keep them up-to-date, as follows:

1. All Members who have paid an annual subscription to the Club.
2. People whose membership has lapsed for one year, so they can be invited to rejoin in the subsequent year.
3. People who have submitted works for selection for a Club exhibition so that they can be informed of future exhibitions. (The time limit for inclusion on this list will be 3 years from the most recent submission).
4. People who have bought works from a Club exhibition. The list will be based on the sales invoices issued which, as recommended under good accounting practices, will be kept for 6 years. This list may also be used to inform them of future exhibitions for the time they are included on the list.

ANNUAL GENERAL MEETING (AGM)

An AGM of the Club will be held by the end of February for the following purposes.

- To present a report of the past year's activities.
- To receive and adopt the annual accounts.
- To elect the Officers and Committee.
- To receive any other matters of business from the members.

The date of the AGM will appear in the programme of events circulated to each Member.

EXTRAORDINARY GENERAL MEETINGS (EGM)

An EGM of the Club may be called by the Committee if it thinks it necessary.

The Committee will be bound to convene an EGM should it receive a requisition stating the subject matter for discussion signed by not less than twelve Members of the Club.

Members will be given at least 14 days notice of any EGM (e-mail wherever possible and First Class post to members who do not have access to e-mail.)

CHANGES TO THE RULES

No new rules will be made, nor any of the rules amended or rescinded, without the majority agreement of those present **and voting** at the AGM or an EGM.

DISSOLUTION

The Club may be dissolved by a resolution passed by a majority of Members present and voting at an EGM convened for the purpose.

Any financial assets remaining after the settlement of debts and liabilities will be applied towards charitable bodies within Clevedon which have similar aims to those of the Club. These charitable bodies will be decided and approved by the aforesaid majority.

A copy of these rules (and any subsequent revisions) will be available from the Club's website. A copy can be sent on request to any Member without access to electronic communication.

Revised and proposed by the Committee, January 2024.