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Solihull Artists Forum Constitution

1 The name of the organisation is the Solihull Artists Forum, herein after known as SAF.

2 Aims/Objectives

2.1 To generate increased awareness of local creative visual and craft based talent by

2.2 Raising the profile of arts and artists living or working within the Solihull area.

2.3 Providing a support network and facilitating opportunities for its members enabling them to develop professionally.

2.4 Continuing an active link with the Arts strategy for Solihull and its on going development through regular meetings, events and exhibitions at the Solihull Arts Complex.

2.5 To seek to promote members work through external exhibitions.

3 Membership

3.1 Membership is open to any resident artist who meets the artist's standards for SAF as set out in the document 'BECOMING A SAF MEMBER'.

3.2 There will be a two-tier membership involving an associate or full member. This will be a progressive process, which will allow time for new members to assimilate and prove commitment to the group and its aims.

3.3 Every full member shall have one vote.

3.4 The management Committee may by unanimous vote and for good reason terminate the membership of any individual. Provided

that the individual shall have the right to be heard by the Committee before a final decision is taken.

3.5 (The Management Committee may at any time set new membership criteria and/or categories of membership).

3.6 There will be an annual membership fee for associate and full members.

4. Management

4.1 The organisation will be administered in accordance with this constitution by members of the Management Committee.

4.2 The Management Committee will consist of not less than 3 and not more than 9 members being:

- a) Not less than 3 and not more than 9 members elected at the AGM who shall hold office from the conclusion of that meeting
- b) Not more than 3 co-opted members appointed from time to time by the Management Committee. The Committee shall not co-opt members such that the membership of the Management Committee becomes more than one third co-opted members

4.3 All members of the Management Committee shall retire from office at the AGM after their appointment but may be re-elected or re-appointed immediately.

4.4 The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

4.5 A member of the Management Committee shall cease to hold office if he or she:

- a) Misses three consecutive meetings of the Management Committee and the Committee resolve that the office be vacated
- b) Notifies the Committee of a wish to resign

- c) Becomes incapable of serving on the committee for reasons of illness or injury

4.6 Members of the Management Committee may receive remuneration for professional services (as artists, solicitors, accountants, etc) if the Committee appoint them to act in such capacity, provided that Committee members are not present during discussions of their own appointments.

5 Powers

5.1 In furtherance of the objects but not otherwise the Management Committee may exercise the following powers:

- a) Power to raise funds through all legal means other than substantial permanent trading activities
- b) Power to employ staff (who shall not be members of the Committee) as necessary to the pursuit of the objects, and to appoint contractors to deliver services (who may be members of the Committee see clause 4.5)
- c) Power to co-operate with other bodies operating in furtherance of the objects or similar purposes and to exchange information and advice with them
- d) Power to establish or support any trusts, associations and institutions formed for any and all of the objects
- e) Power to create advisory groups to make decisions on behalf of the Management Committee in furtherance of specific aims
- f) Power to do all such other lawful things as are necessary for the achievement of the objects

6 Committee Meetings and Procedures

6.1 The Management Committee shall hold at least 2 meetings a year. Additional meetings may be held at any time with at least 4 days notice to all Committee members.

6.2 The Membership shall appoint from amongst themselves a Chairperson, Secretary and Treasurer.

6.3 If the Chairperson is absent from any meeting then a substitute must be appointed at the beginning of the meeting by the Management Committee.

6.4 Meetings shall be quorate when at least three members of the Committee are present.

6.5 General business shall be carried by consensus of the Committee. Financial or other decisions where a consensus cannot be reached will be carried by majority vote with the Chairperson having the casting vote.

6.6 Minutes of the meetings shall be kept.

6.7 The funds of the organisation shall be paid into an account operated by the Management Committee. All cheques drawn on the account must be signed by at least two signatories.

6.8 Financial records must be kept, and an annual statement of accounts prepared. If the organisation's turnover reaches £10,000 in any financial year these accounts must be checked by an independent advisor.

7 General Meetings and Procedures

7.1 There shall be an Annual General Meeting of the organisation which shall be held in the month of January or as soon as practicable thereafter.

7.2 Special General Meeting may be called by the Management Committee or by request of 5 members or 1/10th of the Membership, whichever is the greater, for the purpose of amending the constitution or any other business deemed relevant.

7.3 At least 14 days notice shall be given of all General Meetings. All members shall be entitled to attend.

7.4 The quorum for general meetings shall be 5 members or 1/10th of the membership, whichever is the greater.

7.5 All business, notices and amendments must be stated by the beginning of the meeting, including all nominations for election at an AGM.

7.6 In the interests of keeping the group financially viable, all communications between members and any committees will be via email. Members without email addresses will be responsible for obtaining the necessary information they require to enable them to be active within the group.

8 Dissolution

8.1 If the Management Committee deem that it is necessary or advisable to dissolve the organisation any assets remaining will be transferred to another institution having aims similar to the organisation. Dissolution must be by unanimous vote of the Management committee.

Signed:

Date:

Signed:

Date:

Signatories to this constitution shall form the Management Committee until the first general election.

