

# Constitution & Society Rules

## Constitution

*Adopted circa - 1949 (amended - 2023/24)*

### Name

The name of the Society shall be "Walsall Society of Artists"

### Type of Society

The Walsall Society of Artists is a not for profit organisation, for the sharing of community arts for the people of Walsall and surrounding districts.

### Objectives/ Aims

The aim of the Walsall Society of Artists is to inspire, inform and supports the pursuit of creating art, by promoting the sharing and communication of ideas, techniques and experiences among those interested in art.

- Through lectures, publications, demonstrations, workshops, painting and sketching excursions, public art exhibitions and visits to galleries.
- In order to benefit other people as well as our members, meetings will be open to anyone who wishes to attend.

### Membership

Membership of the Society is open to all individuals interested in art.

- Members are required to pay a membership subscription fee towards the running of the society, payable annually.
- The membership Subscription fee shall be set at the Annual General Meeting by a vote of the membership, on the recommendation of the society treasurer.
- A full list of the members, including who to contact in the event of an emergency will be kept by the group secretary which will be GDPR compliant.
- Any member who contravenes the rules of the Society or acts in a manner detrimental to the interests of the Society shall be liable to have their membership withdrawn at the discretion of the committee.

### Administration

The business of the Society is controlled by a Management Committee of elected & co-opted volunteer members.

- Membership records will be held on computer, which will be GDPR compliant.
- The records will consist of information supplied by the members and may include: members name, address, telephone number(s), email address, subscription information, website, studio address, opening times and personal statements.
- Records are held for the purposes of distribution of printed copies of the newsletter, correspondence, distribution of electronic copies of the newsletter, electronic notification of events, exhibitions and committee meetings.

Disclosure of membership records is limited to the following:

- The publication of a list of members for the administration of the Society by the committee officers and committee members.
- Members may choose not to be contacted via telephone, email or by post but not all three.
- Membership lists may not be passed to third parties.
- Master copies of the membership list will be held by the Chairperson, Membership Secretary, Treasurer, Secretary and Exhibitions Secretary.

## Committee

The business of the Society is controlled by a Management Committee consisting of up to eight Elected Officers, & co-opted volunteer members.

- |                              |                         |
|------------------------------|-------------------------|
| - Chairperson                | - Vice-chairperson      |
| - Treasurer                  | - Secretary             |
| - Membership Secretary       | - Exhibitions Secretary |
| - Program & Social Secretary | - Media Secretary       |

- The Committee may co-opt ordinary volunteer members for specific purposes as, and when, required to build teams that assist in running the Society.
- Officers will be elected at an annual general meeting. All officers must be fully paid-up members of the Walsall Society of Artists.
- Officers are elected for three years, and may be re-elected for the same office.
- The Committee shall be quorate when at least one third of the officers are in attendance at a committee meeting.
- Five members of the Management Committee (of which at least four shall be Officers) shall form a quorum and one quarter of the members of the Society shall form a quorum at the Annual General Meeting.
- If the Chairman is unable to conduct the business of the Society, the Vice-Chairman shall deputise as necessary.

## Rules

### 1. Membership of the Committee

- Committee members shall be nominated, proposed and seconded by two members of the Society and elected at the AGM.
- A ballot will be held at the AGM in the event of more than one nomination being received for any post.

### 2. Subscriptions

- The annual subscriptions of the Society shall be such sum as may be fixed at the Annual General Meeting. Subscriptions shall become due twelve months from the date of joining the society.
- Members will be sent a reminder 14 days prior to their subscription fees becoming due.
- Members whose subscriptions are three months in arrears shall be automatically deemed to have resigned from the Society.

### 3. Meetings

- A. Committee meetings shall be held not less than five times in a year and may be virtual, as deemed appropriate by the Committee.
- B. The Committee shall be quorate when at least one third of the officers are in attendance at a committee meeting.
- C. In the absence of the Chairperson and Vice-chairperson those present may elect a Chairperson for the meeting from among their members.
- D. The AGM of the Society, of which at least 30 days notice should be given to all members by the Secretary, shall be held before 31st March each year when the Officers shall present their reports to the Membership.

- E. The business of the Annual General Meeting shall be to:
  - receive a report from the Committee.
  - receive annual accounts from the Treasurer.
  - consider any proposals of which due notice has been given.
  - elect those officers and committee members whose three-year term of office had ended.
  - A majority quorum constitutes 51% paid up members to the society.
- F. Extra Ordinary General Meeting can be called by the Chairperson, at any time on receiving a requisition to that effect, signed by no fewer than ten members and stating a specific notice of motion.

#### 4. Finance

The financial year will run from 1st January - 31st December.

- All funds and assets in the possession of the Society shall be held, paid and applied as the Committee may direct within the objectives of the Society.
- Pending such direction all funds shall be held in a separate bank account in the name of the Walsall Society of Artists with such bankers as the Committee may from time to time direct.
- All payments drawn on such bankers shall be authorised by the Treasurer, any one on the financial team and or a nominated committee member.
- Documents requiring endorsement, other than financial, shall be sufficiently endorsed if signed by the Chairperson, Vice Chairperson, Secretary or Treasurer.
- The treasurer shall keep an accurate record of all income and expenditure.
- A financial report shall be given by the treasurer at each management committee meeting and at the AGM.
- All accounts are held on a computer in the form of digital spreadsheets.

#### 5. Exhibitions

To exhibit with the Walsall Society of Artists you must be a fully paid up member of the Society at the time of your Submission and for the duration of the exhibition.

#### 6. Trips & Events

To take part in any of Walsall Society of Artists trips or events you must be a fully paid up member of the Society at the time of booking and during the trip or event.

#### 7. Committee - Powers and duties

The Committee shall have the general management and direction of the funds and affairs of the Society and in particular (but without prejudice to the generality of the foregoing):

- may nominate any of its delegates to serve on another body.
- may pay the whole or any part of the expenses of any member in or about the execution of any of their functions and duties on behalf of the Association.
- when necessary, devolve business to a number of sub-committee and/or working parties who will report their proceedings at the next meeting of the Management Committee.
- may make, and from time to time, vary rules not inconsistent with this Constitution, etc.

**8. Alterations**

These rules can only be altered by a majority quorum of members present at an A.G.M., (subject to 7 days written notice of any such proposal having been given to all members). Proposals for alterations, amendments, or proposals for consideration at an A.G.M., must be submitted in writing to the Chairman at least two week before the date of an Annual General Meeting.

**9. Notices**

Notices to members shall be deemed sufficiently served if sent by ordinary prepaid post or via email to the address of the members registered on their subscription form.

**10. Dissolution**

The Society may only be dissolved by a decision at a General Meeting. 21 days' notice must be given off the proposals for discussion and the time and place of the meeting.

**11. Winding up**

The Society shall, on the winding up of the WSA, pay any surplus funds of the Society towards other such Society or Charity that fulfils, in its discretion, the aims and objectives of the WSA.

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