

# **CONSTITUTION OF WEST NORFOLK ARTISTS ASSOCIATION**

## **1. Creation and Name**

An Association of visual artists in West Norfolk is hereby established. Its name shall be "The West Norfolk Artists Association" (hereinafter "the Association").

## **2. Address**

The Secretariat of the Association shall be located at 109 Main Road, Clenchwarton, King's Lynn, Norfolk, PE34 4BG, which shall serve as the Association's administrative office. The Management Committee referred to in Article 6 may by simple majority vote decide at any time to transfer the administrative office of the Association to another location.

## **3. Objects**

The objects of the Association shall be

- to act as a body through which to represent the common interests of artists in West Norfolk;
- to act as a body through which to apply for funding that will benefit artists in West Norfolk;
- to promote the work of artists in West Norfolk;
- to encourage the establishment of alternative venues through which artists can sell their work and become known to the public;
- to promote a forum in which artists can meet to discuss matters of common interest;
- to promote the training of artists in West Norfolk;
- to encourage artists in West Norfolk to participate in such ventures as Norfolk Open Studios and to provide facilities for the regional coordination of such ventures in West Norfolk;
- to cooperate with other Associations in or outside West Norfolk sharing similar objectives in the promotion of work by artists;
- to carry out any other activity of whatever nature that may benefit artists in West Norfolk.

## **4. Strategy**

The Association shall achieve those objects by any means that the members of the Management Committee on their behalf may consider appropriate.

## **5. Membership**

Membership of the Association shall be open to all persons interested in or carrying out activities in the visual arts and crafts and who approve the objects and strategy of the Association.

Such persons shall become members of the Association on the payment of a subscription fee set each year by the Annual General Meeting. Pursuant to the decision taken by the Constituent General Meeting on 13 October 2000 the subscription is £15 for individual members and £25 for joint members.

Pursuant to the decision taken by the Constituent General Meeting in 2005 the subscription fee for Students to be £10.

The membership fee shall include a subscription to the newsletter, which shall serve as the mouthpiece of the Association.

Members joining after July shall receive a membership for remainder of that year and for the following year.

Membership dues will be due for renewal each year during February and are not refundable.

## **6. The General Business of the Association**

The affairs of the Association shall be managed by a Management Committee which shall meet as stipulated in Article 7 and not less than four times a year.

## **7. The Management Committee**

The Management Committee shall comprise

- A Chairman, a Treasurer and a Secretary elected each year from, and by, the Members of the Association at their Annual General Meeting on a democratic basis, their terms of office to run from one General Meeting to the next. They may be re-elected with proviso that they may not serve more than five years in any one post.
- Any other persons able to render the Association special service or carry out particular tasks. They may be elected in the manner described in the foregoing sub-paragraphs or co-opted by the other members of the Management Committee until the next Annual General Meeting. Each member of the Committee shall have a particular field of responsibility.

Nominations for election to the Committee must be presented at the Annual General Meeting and seconded by another member.

The Committee shall have the power to invite persons it considers appropriate to become Patrons of the Association.

The Committee shall also have the power to decide at any time to transfer the administrative of the Association to another location.

The Committee shall meet as often as it thinks fit and make such arrangements for the day-to-day business of the Association. Decisions involving substantial expenditure shall require the presence of at least three Committee Members and the Secretary shall keep a Minute of all decisions made in Committee Meetings.

The Committee shall draw up a Programme of Work for the Association for the coming year, which it shall present to the Members at their Annual General Meeting.

The duties of the Committee shall be to

- Manage the affairs of the Association and implement the Programme of Work as approved by the Members;
- Keep accurate accounts of finances through the Treasurer, available for reasonable inspection by the members and presented for adoption at their Annual General Meeting;
- Maintain a bank account in the name of the Association requiring two signatures from the Chairman, Treasurer or Secretary;

- Make decisions on the basis of a simple majority vote. In the event of a tie, the Chairman shall have an additional casting vote.

### **8. Sub-Committees**

If the Management Committee considers it necessary, it may delegate the task of carrying out a particular aspect of the Programme of Work described in Article 7 to sub-committees, which it shall appoint for that purpose. On each sub-committee shall sit at least one member of the Management Committee who shall report back to the Management Committee the work accomplished by it.

### **9. Accounts**

The Management Committee shall cause to be kept proper accounts of all monies belonging to the Association and presented to the Annual General Meeting of the Association. This shall be the responsibility of the Treasurer who at that General Meeting shall submit for the Member's approval a budget for the coming year comprising in particular a forecast of the expenditure likely to be incurred under the Programme of Work referred to in Article 7.

Neither the Committee as a whole nor any Member of the Committee nor any ordinary Member of the Association shall have the power or authority to commit the Association or its Members to any financial obligations in excess of the funds actually held by the Association.

Any monies belonging to the Association shall be held in a bank account opened in the name of "The West Norfolk Artists Association". The withdrawal of funds by whatever means shall require the signature of the Treasurer and that of the Chairman or Secretary.

### **10. Meetings**

The Association shall hold informal gatherings in principle every three months in addition to a General Meeting held once a year to conduct financial and administrative business.

### **11. The General Meeting**

Each year the Association shall hold an Annual General Meeting of its Members within fifteen months of a previous Annual General Meeting and subject to not less than fourteen days notice. Those entitled to vote shall be those present at the meeting who are Members of the Association as defined in Article 5. The Annual General Meeting shall be required in particular to adopt the accounts for the previous year and to approve the Programme of Work and the Budget for the coming year.

An Extraordinary General Meeting may be convened at not less than fourteen days notice by the Management Committee or by one third of the membership to decide any particular matter on which a decision cannot await the next Annual General Meeting. Such a meeting must be convened in writing. The business of such an Extraordinary General Meeting shall be confined to the matters for which it is convened as set out in the Agenda accompanying the letter convening the meeting.

**12. West Norfolk Artists Association Equal Opportunities Statement**

The West Norfolk Artists Association aims to support and encourage the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination. Its membership is open to all persons regardless of age, faith, creed, colour, race, sex, sexual orientation or disability within the meaning of the Disability Discrimination Act (1995), provided that they are interested in or carrying out activities in the visual arts and crafts and approve the objects and strategy of the Association as set out in its Constitution.

**13. West Norfolk Artists Association Child Protection Policy**

The West Norfolk Artists Association has a Child Protection Policy which sets out a clear policy statement, application, implementation and Code of Behaviour. The Policy applies at all times and is subject to annual review. A copy of the Policy is attached to the Constitution.

**14. Amendment to the Constitution**

This Constitution may be amended only by resolution passed by a majority of two-thirds of the Members in General Meeting. Notice of proposed amendments to the Constitution must be given in writing not less than fourteen days before the General Meeting called to decide such amendments.

**15. Dissolution**

In the event of the Association being dissolved, any property remaining after satisfaction of all its debts shall be applied as the Membership decides by majority vote.

**16. Disputes**

Any disputes that may arise under the terms of this Constitution shall be subject to the jurisdiction of the Courts of England and Wales.

Done at Stanhoe, near King's Lynn on 13 October 2000.

Amended at 2 The Haven, Castle Acre on 4 April 2007.

Amended at 109 Main Road, Clenchwarton on 28 September 2008.

Amended at 109 Main Road, Clenchwarton on 6 December 2011.

Signed on behalf of the West Norfolk Artists Association:

CHAIRMAN

SECRETARY