

# **CARNOUSTIE ART SOCIETY**

## **CONSTITUTION**

### **NAME OF ORGANISATION:**

The name of the organisation will be Carnoustie Art Society.

### **AIM OF ORGANISATION**

Carnoustie Art Society will exist to promote development and interest in art in the local community.

### **MEMBERSHIP**

Membership of Carnoustie Art Society shall be open to all persons over 18 years of age without regard to race, nationality, disability, sexual preference, religion or belief. All members shall have a vote at Annual General Meetings.

### **FINANCES**

Carnoustie Art Society is a non-profit making organisation. A bank account is established with the Bank of Scotland branch in Arbroath in the name of Carnoustie Art Society. Carnoustie Art Society has a Treasurer and co-Treasurer and any cheques issued are always authorised by two signatories.

### **MEETINGS:**

Carnoustie Art Society will hold a minimum of one meeting per year and this will be the Annual General Meeting (AGM) which will be held during May each year. Notification of the AGM will be sent to the membership by email or post at least 14 days in advance of the AGM and all members shall be entitled to attend and vote. Voting at all meetings will be by a show of hands. In the event of a split vote, the President will have the casting vote. Additional meetings may be called at any time during the year to consult and debate any pertinent issues. The quorum for an AGM will be 1 Office bearer and 6 members.

### **The Business Of The AGM Shall Include The Following**

- Receiving the President's Report on the Carnoustie Art Society activities during the past year.
- Receiving the Treasurer's Report on the finances of Carnoustie Art Society during the past year. Considering any other matters as may be raised

### **MANAGEMENT OF CARNOUSTIE ART SOCIETY**

Members manage the day to day responsibilities of their Society through four discreet teams;

#### **1. Admin and Communication**

Aim: to communicate with the membership and with the wider public. Increase awareness of the work of the Society and promote it's work.

## **2. YMCA Art Room**

Aim: to ensure Art Society room is kept in a satisfactory state of order and repair. Members have access when required and the YMCA window display is up-to-date.

## **3. Syllabus**

Aim: to provide a varied syllabus via accomplished artists/speakers providing demonstrations and presentations covering all mediums and other art related topics.

## **4. Exhibitions**

Aim: to deliver a high quality annual exhibition and promote the work of Carnoustie Art Society in other venues when appropriate

### **THREE OFFICER ROLES TO SUPPORT THE ABOVE TEAMS**

1. Treasurer and Co-Treasurer
2. President (3 Year rotation)
3. Co-ordinator

### **DUTIES OF ELECTED OFFICIALS**

The following elected officials duties will include the following

#### **PRESIDENT**

The appointment of President is on a three year rotation and elected by members. The President represents an individual who has made a significant contribution to Art and/or the Society. The President may be asked to undertake a number of duties such as presenting prizes, or making speeches, comments on behalf of the society.

#### **CO-ORDINATOR**

The co-ordinator acts as a conduit between the four teams and assists the communication process between members. The co-ordinator communicates with members by e-mail and is supported by key members of the four teams in ensuring good communication. The co-ordinator takes minutes at meetings when possible and disseminates to the membership.

#### **TREASURER AND CO-TREASURER**

- Supervise the financial affairs of Carnoustie Art Society
- Keep proper accounts showing all monies collected and paid out by Carnoustie Art Society
- Agree to the purchase of goods and services up to £100

#### **POWERS**

In order to achieve its aims, Carnoustie Art Society may undertake the following,

- Raise money
- Open bank accounts

- Take out insurance
- Purchase goods and services
- Acquire and maintain premises and amenities
- Undertake any legal activities as agreed to fulfil the aims of the organisation
- Work with other Art Societies, statutory bodies or volunteer organisations and exchange information as required.

### **GOVERNANCE**

- Small purchases such as new tables or easels maybe purchased as required following authorisation by the Treasurer. However, the full membership must be consulted about the purchase of any goods not purchased previously which exceed £100. Consultation will be by e-mail at least 55% of those responding must agree to the purchase.
- The full membership must be consulted about any new decisions with a recurring financial implication of more than £100.
- Members exhibiting in the Annual Exhibition must have held a membership for for at least 6 months.

### **DISSOLUTION**

Carnoustie Art Society may be wound up at any time if agreed by two-thirds of the members present and voting at an AGM. Any assets remaining after all debts have been settled shall be given to another Art Association with similar aims.