

## **CONSTITUTION OF GREYFRIARS ART SPACE, AN UNINCORPORATED ASSOCIATION**

### **1. NAME**

The name of the Association shall be Greyfriars Art Space, hereinafter referred to as the Association.

### **2. OBJECTS**

The objects of the Association shall be:

- a) To advance public education and promote interest in the visual and other creative arts particularly among the people of King's Lynn and West Norfolk.
- b) To create a challenging and innovative programme of exhibitions to educate and stimulate debate about contemporary art and its place in society.
- c) To provide affordable artist-led gallery space in King's Lynn for visual arts exhibitions and other creative arts events for emerging and established visual artists and other creative people.
- d) To provide affordable artist-led studio workspace in King's Lynn for visual artists and other creative people committed to contemporary art practice.
- (e) To support in particular those artists who might otherwise have difficulties in obtaining exhibiting opportunities and workspace in the commercial marketplace, for example students and recent graduates.
- (f) To establish a support network through which visual artists and other creative people can meet and exchange ideas, skills, knowledge and information.

### **3. POWERS**

The Association shall seek to achieve the stated objects by any means that the Committee on behalf of the Members, may consider appropriate. To further the above objects, the Association may:

- a) Hold exhibitions, meetings, lectures, artist's talks, open studios, classes, workshops, courses or events either alone or with others.
- b) Promote the access to and understanding of artists' practice through diverse and innovative marketing and education strategies.
- c) Bring together in conference and work in liaison with representatives of voluntary organisations, government departments, local and statutory authorities, schools and other educational institutions and individuals sharing similar objectives.
- d) Collect and disseminate information on all matters affecting the objects, where appropriate arranging for the publication of such information and the holding of exhibitions and meetings on those matters.

- e) Purchase, take on lease or otherwise acquire any property and any interests considered appropriate for the promotion of the objects and make arrangements for the management of any property which may be so acquired.
- f) Raise money for the objects and accept grants, gifts and subscriptions on such terms as may be deemed appropriate.
- g) Do all such other lawful things as are incidental or conducive to the attainment of the objects.

#### **4. MEMBERSHIP**

Membership is available to all visual artists and other creative people who are resident in, or base their practice in and around West Norfolk. Members must adhere to the Association's Constitution and policies.

##### **Application for Membership**

Any person who wishes to become a member shall lodge with the Association, a written application for membership in such form as the Committee require, and lodge such evidence in support of the application as may be requested by the Committee. The Committee shall notify each applicant in writing of its decision within 4 weeks. The Committee shall be entitled at its discretion to refuse to admit any person to membership.

##### **Rights of Membership**

All members are entitled to attend and vote at General Meetings of the Association. All members are entitled to stand for election to the Committee.

##### **Exhibiting in the Association's gallery space**

Any person or group, whether a Member of the Association or not, may submit an application for an exhibition or another creative arts event to take place in the Association's gallery space. All proposals received by the Association will be evaluated by the Selection Panel which shall decide on eligible proposals and form a programme of exhibitions and events on a rolling basis.

##### **Occupation of the Association's studio workspace**

Any Member may apply to occupy a studio workspace (subject to availability) by lodging a written application in such form as the Committee may require, and such evidence in support of the application as may be requested by the Committee. Terms relating to studio fees and deposits will be determined by the Committee on an annual basis.

#### **5. SUBSCRIPTIONS**

Members shall be required to pay an annual subscription fee at a level determined by the Association at a General Meeting.

## **6. GENERAL MEETINGS**

Each year the Association shall convene an Annual General Meeting for the purpose of reporting on their activities within the previous year, and holding elections for the Committee for the coming year. Not more than 18 months may elapse between Annual General Meetings.

### **Notification of General Meetings**

Each of the Members will receive notice in writing at his/her address (as last notified to the Association), or (if he/she has supplied the Association with an email address) by way of email, not less than 14 days before the meeting is due to take place.

### **Proceedings at Annual General Meetings**

The business of an Annual General Meeting (AGM) will entail:

- a) The presentation of the independently examined accounts for the previous year.
- b) The appointment of a suitably qualified person to independently examine the accounts for the coming year.
- c) The election of members to the Committee to serve until the following AGM.
- d) The setting of subscription levels for Membership.
- e) The granting of authority to the Committee to set gallery charges, fees, hire charges, studio fees and deposits, and other levies for the use of the Association's facilities or equipment until the following AGM.
- f) Any other business that the Committee wishes to conduct, if notice of this has been included in the notification of the General Meetings.

### **Special General Meetings**

A General Meeting, other than an Annual General Meeting, can be convened at any time by the Committee following the proper notification of all Members of the Association, stating the reason for the meeting taking place.

In addition, the Committee shall convene a General Meeting, if it receives a written request, made by a minimum of 50% of the Members who are eligible to vote at a General Meeting, requesting that such a meeting take place. Again the Committee is responsible for ensuring that all Members of the Association receive proper notification of the meeting.

If after 28 days of the request being made, the Committee has not convened a General Meeting, then the Members who made the request are entitled to convene the meeting by the proper notification of all Members of the Association.

### **Voting at General Meetings**

Each Member is entitled to one vote at General Meetings. Voting shall be by show of hand unless a majority at the meeting request that a ballot take place. In all cases except the amendment of this Constitution and dissolution, a simple majority will suffice in any vote. In the event of a tied number of votes, the Chair shall have a casting vote.

### **Quorum at General Meetings**

The quorum for a General Meeting shall be ten. In the event of a quorum not being present within 30 minutes of the commencement of the meeting, the General Meeting will be re-convened to take place at a future date following the proper notification of the

members. If the re-convened General Meeting remains inquorate, it shall be empowered to conduct the business of the meeting.

## **7. COMMITTEE**

The Association shall form a Committee to act on its behalf in between General Meetings.

### **Composition of Committee**

The Committee shall consist of no less than 4 and no more than 8 Members elected at the General Meeting. In addition, the Committee has the power to co-opt further Members provided that the total number of Members of the Committee (including elected Members) does not exceed 8.

Members of the Committee may resign at any time, but in the case of an elected or co-opted Member not attending three consecutive Committee meetings without explanation, then that person shall be deemed to have resigned from the Committee.

### **Office Bearers**

The Committee at its first meeting after the AGM appoint a Chairperson, Secretary and Treasurer to serve as office bearers for the Association for the coming year. The Committee shall have the power to fill any vacancy in such offices which arise during the period between one AGM and the next.

### **Proceedings at Committee Meetings**

The Committee shall meet at least four times each year and ensure that a proper minute of each meeting is taken and retained by the Secretary.

Voting shall be by show of hand unless a majority at the meeting request that a ballot take place. A simple majority will suffice in any vote. In the event of a tied number of votes, the Chair shall have a casting vote.

### **Quorum at Committee Meetings**

The quorum for Committee Meetings is 3 but in the event that the membership of the Committee falls below that number for any reason, then the Committee may meet solely for the purpose of taking any action to restore its membership to a minimum number.

### **Selection Panel**

The Committee shall elect from amongst its own numbers and other Members a Selection Panel which shall review proposals submitted to the Association for exhibitions and other events. The Committee may also invite a non-Member to join the Selection Panel for a stated period of time.

### **Sub-Committees**

The Committee may create any standing or ad hoc committee it wishes in order to further its objects but all such sub-committees must report directly to it.

## **8. HOLDING OF PROPERTY**

The title to all property shall be held in the names of the Chair, Secretary and Treasurer of the Association, (and their successors in office). Any person in whose name any

property of the Association is held shall take such steps in relation to that property as the Committee may direct from time to time.

## **9. EQUAL OPPORTUNITIES STATEMENT**

The 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, religious belief, political opinion, colour, race, sex, marital status, sexual orientation or disability within the meaning of the Disability Discrimination Act (1995), provided they are interested in or in carrying out activities in the visual arts and crafts and approve the objects and strategy of the Association as set out in its Constitution.

## **10. CHILD PROTECTION POLICY STATEMENT**

The Association is committed to practices that protect children from harm. Members of this Association recognise and accept our responsibilities to develop the awareness of the issues that may cause children harm. For the purposes of this policy, children are any person under the age of 18 years, or those whom are considered vulnerable.

We will endeavour to safeguard children by:

- Adopting child protection policies and guidelines through a code of behaviour for Members.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Ensuring that the Criminal Record Bureau, in accordance with their guidelines, checks all Members with responsibility for children.
- Making all new Members aware of our child protection policy and procedures.
- Appointing a designated person to enable any concerns to be reported in accordance with our procedures.
- We are also committed to reviewing our policy and good practice at regular intervals.

## **11. AMENDMENTS TO THE CONSTITUTION**

Any alterations to this constitution must be passed by two-thirds majority of the votes cast at a General Meeting, whether Annual or Special, at which details of the proposed alteration have been given to all members, not less than 14 days before the meeting is due to take place always providing that no alteration shall be made which would have the effect of causing the Association to cease to be recognised by the Inland Revenue as a charity for tax purposes.

## **12. FINANCE**

The Committee shall keep proper accounts of the finances of the Association and shall ensure that those accounts are independently examined once each year and presented to the AGM. An interim report on the finances of the Association shall be made to the Committee at each of its meetings.

No member of the Committee shall receive any remuneration or payment from the Association, with the exception of the reimbursement of any reasonable, out-of-pocket expenses incurred on behalf of the Association.

All monies raised by the Association shall be applied to further the objects of the organisation and for no other purpose.

All contracts entered into by the Association and all cheques and other disbursements made on behalf of the Association shall be authorised and signed on the Association's behalf by the Treasurer and either the Chairperson or Secretary.

The Association shall maintain a current account with a national clearing bank. Funds in excess of those required for current use may be invested in an interest-bearing account.

## **11. DISSOLUTION**

In the event of the Association deciding on the ground of expenses or otherwise to dissolve, it shall convene a General Meeting, giving at least 14 days notice in writing of its intention, to all members. If such a decision is confirmed by a two-thirds majority of the votes cast at that General Meeting, the Association shall have the power to dispose of its assets. Any assets remaining after the satisfaction of proper debts and liabilities shall be transferred to any other charitable organisation, having objects similar to those of the Association.

We certify that the above is a true copy of the Constitution of Greyfriars Art Space as adopted on 13 November 2007.

Signed:

Clare Bix                      (Chair – Clare Bix )

Date: 13th November 2007

Jill North                      (Treasurer – Jill North )

Date: 13/11/2007