**Guildford Art Society**

**CONSTITUTION**

**NAME**

1. The Society is called “Guildford Art Society”.

**OBJECTIVES**

1. The Society is an unincorporated association, a membership organisation established to encourage the practice of visual arts in, inter alia, painting, drawing, print making, digital arts, sculpture and crafts.
2. The Society is a not-for-profit organisation and shall maintain adequate financial reserves to cover foreseeable requirements.
3. The Society encourages the establishment of quality standards in the work produced by its Members shown or offered for sale at the Society’s exhibitions.

**THE COMMITTEE**

1. The Society is presided over by a President.
2. The affairs of the Society are conducted by the Committee which is the properly constituted body of officers. Notice of Committee meetings must be provided not less than five days before meetings, together with an Agenda or draft Agenda and copies of any appropriate meeting minutes.
3. The Committee is chaired by a Chairperson elected at an Annual General Meeting to hold office for up to three years, after which he or she may stand for re-election. After a total of six years, he or she will be required to retire. The Chairperson is supported during their term by a Vice Chairperson similarly elected for a co-terminous term.
4. The Committee shall comprise not less than six members (including the Chairperson). Members shall be nominated and elected at Annual General Meetings and will stand for up to three years. They may be re-elected for additional periods of three years up to a maximum of twelve years. All elected Members are designated as officers of the Society for the duration of their service on the Committee. The roles of Committee Members are defined in a Role Descriptions document agreed and kept up to date by the Committee and available to Members.
5. The Committee may co-opt Members whose election will be confirmed at an Annual General Meeting.
6. Committee Members shall be replaced upon voluntary retirement, or by a vote of at least two-thirds of attending Members at a properly constituted Committee Meeting.
7. Committee meetings shall take place regularly and shall be deemed quorate if half the members including the Chairperson are present. If the Chairperson cannot be present, the Vice Chairperson will take the meeting.
8. Decisions taken by the Committee require a majority vote of at least one. Committee Members may not abstain. The Chairperson has the casting vote in all cases where no majority is reached.

**MEMBERSHIP**

1. The Society consists of Members. All Members must submit accurate data on their application form and keep the Membership Secretary informed of any changes. Applicants are expected to supply their current email address where they will receive communications from the Society.
2. New Members may join by application to the Membership Secretary, together with any entrance fee and the annual subscription, and the decision to accept new Members shall be at the discretion of the Committee.
3. Lifetime Membership is a historical category, (the last Member to purchase a Lifetime Membership was in 2016). No future Lifetime Memberships shall be sold or appointed.

**General Data Protection Regulation (GDPR) / DATA PROTECTION**

1. The Society’s policy is to protect the personal data of its Members in accordance with the General Data Protection Regulations (May 2018) to ensure that any data held on Members is relevant, accurate and not excessive and is securely stored. Additionally, it is fairly and lawfully processed in accordance with Members’ rights, held for defined purposes, accurate and up-to-date, and not kept longer than necessary. The Committee shall review this policy and amend it from time to time as the laws covering personal data change. The Society’s GDPR Policy is published on our website.

**EXHIBITIONS**

1. The Society holds Exhibitions, for which entry forms and conditions including any fees and commission, are circulated in advance.

**DEMONSTRATIONS, LECTURES, WORKSHOPS AND OTHER ACTIVITIES**

1. The Committee arranges and conducts the activities of the Society. These may include Demonstrations, Lectures, Outdoor Painting Days, Workshops and Social Events. These are normally be available to all Members, all of whom will be invited to participate. Events may be provided free to Members or a fee may be chargeable depending on the costs of operating the event, such fees to be set by the Committee from time to time.
2. Members may bring guests on payment of a fee.

**SUBSCRIPTIONS**

1. Any entrance fee and the annual subscription rates shall be set by the Committee upon the advice of the Treasurer.
2. The annual subscription is due on 1st January. Those who have not paid the annual subscription in full by 28th February shall cease to be Members. However, with the approval of the Committee, they may be re-instated on payment of the arrears.

**BANK ACCOUNTS AND ACCOUNTING**

1. The Society will maintain such Bank and/or Building Society accounts as shall be necessary, administered by the Treasurer. The Society’s accounts shall be reviewed and signed off by a qualified accountant annually. The Society’s Financial year is 1st January – 31st December.

**GENERAL MEETINGS**

1. An Annual General Meeting shall be held within six months of the end of each Financial year to receive the reports of the Chairperson and the Treasurer and any other reports as deemed appropriate by the Committee.  The accounts for the preceding year shall be tabled for approval by those present, elections and re-elections of Committee Members shall be held and any other business transacted.   Notice of not less than 14 days shall be given for the meeting, which shall be accompanied by the Agenda for the meeting, the Minutes of the last Annual General Meeting and the accounts to be approved.  The quorum for the meeting shall be not less than twenty Members excluding Committee Members.
2. An Extraordinary General Meeting may be called within six weeks at the request of the Chairperson, or at the written request, stating the nature of business, of not less than twelve Members.
3. Annual General Meetings and Extraordinary General Meetings may be held via video conference facility (such as Zoom) if considered appropriate at the time.

**WINDING UP**

1. If the Committee consider it necessary to wind up the Society, they must call an

Extraordinary General Meeting so the membership can make the decision. Any money or property remaining after payment of debts must be transferred to another not-for-profit organisation or charity which the Members will decide on at the time of Winding Up.

**CIRCULATION TO MEMBERS**

1. Every Member shall be sent a copy of this Constitution.

1. This Constitution shall be exhibited on the Society’s web site.
2. No rule shall be repealed or altered, nor any new rule made, save by a two-thirds majority at an Annual General Meeting, or an Extraordinary General Meeting.

Revised April 2024 (replaces the April 2023 version)