



CONSTITUTION

1. **NAME:** The name shall be *Sidmouth Society of Artists* (“the Society”).
2. **OBJECTIVES:** The Objectives of the Society shall be “*To promote art for all in a safe, respectful and collaborative manner*” (“the Objectives”). Sidmouth Society of Artists is a non-profit making Unincorporated Association. The purpose of the Society is to encourage, promote and share all art related topics, knowledge and skills to Members in a safe, mutually respectful and collaborative manner.

The Society shall give effect to its Objectives and to the appreciation and practice of all art related matters of the Society by:

 - a) holding regular meetings, demonstrations and discussions to which all Members may attend. The Society shall endeavour to provide a varied programme of events commensurate with the wishes of its Members;
 - b) holding periodic exhibitions of Members’ art work throughout the year, which shall include (but shall not be limited to) indoor exhibitions and outdoor events. Members will be able to sell their work to the public, however all such events must comply with the Society’s exhibition rules and regulations (see Appendix 1) and
 - c) holding periodic social activities to allow Members to meet and share experiences. These may take the form of (but shall not be limited to) coffee mornings, social meals or other art related group gatherings, meetings and/or social activities.
3. **MEMBERS:** Membership of the Society shall be open to all who are interested in the objects and activities of the Society.
 - a) Annual subscription for Membership shall be due on or before the beginning of the Society’s financial year on the 1st April which shall run from April to April of the following year.
 - b) Membership subscriptions must be paid for in cash, by personal cheque or by BACS transfer direct to the Society’s bank account. The annual Members’ subscription shall be determined at the beginning of each year at the Annual General Meeting (“AGM”).

- c) The subscription for new members joining after the 1st January and before the 1st April shall be reduced by 50%. The annual subscription for students shall be at a reduced rate as determined by the Committee.
- d) All Members shall ;
 - i) be entitled to attend and vote at the Annual General Meeting;
 - ii) shall be eligible for election to the Committee; and may
 - iii) attend demonstrations and other art events in the interests of the Society; and
 - iv) may attend and are eligible for participating in the Society's Exhibitions (see Appendix one)
- e) Subject always to a fair and impartial determination by the Committee, the Committee may suspend, terminate or revoke the membership of any Member, on written notice who has been deemed to ;
 - i) have brought the Society into disrepute;
 - ii) breached the Constitution of the Society; and/or
 - iii) behaved in a vexatious, offensive, hostile or aggressive manner (especially towards other Members) .
 - iv) The decision of the Committee on such matters shall be final.
- f) The Committee may and shall be entitled to, terminate the membership of any individual where that Member's subscription is six weeks in arrears.

4. GENERAL DATA PROTECTION REGULATIONS (GDPR):

For the purposes of the Society, 'personal data' refers to any information relating to a 'Member' who can be directly or indirectly identified, in particular, by reference to an identifier. The Society will hold all Members' details on a secure database for the sole purpose of the Society.

- a) By enrolling as a Member of the Society, the Member gives consent for the Committee to process their personal data for the purposes of the Society.
- b) All Members' personal data shall be accurate and up to date. Inaccurate and/or superseded data will be erased as soon as reasonably possible after its discovery.

- c) If there is a data breach pertaining to Members' personal data, and/or any data is lost, destroyed, altered, or disclosed or if there has been any unauthorised access to such data, then such occurrence shall be reported to the Information Commissions Office ("ICO") within 72 hours. Any concerns will be recorded in the Society's Register.
- d) A Member's 'personal data' will be removed from the database by the Membership Secretary following:
 - i) termination of Membership;
 - ii) lapse of Membership; or
 - iii) a Member's written request for their personal data to be removed.

5. OFFICERS:

Officers of the Society shall be deemed to be:

- The Chair;
- Vice- Chair;
- Secretary;
- Treasurer; and
- Exhibition Officer

and shall be elected annually at the Society's Annual General Meeting

6. COMMITTEE:

The affairs of the Society shall be administered by a Committee consisting of the Officers (as in (5) above) together with up to six members to be elected at the Annual General Meeting.

- a) The Committee shall have the power to co-opt and fill any vacancy occurring during the term of office with a majority decision.
- b) The Committee shall meet from time to time as deemed necessary for carrying out and promoting the activities of the Society and five shall constitute a Quorum.

7. COMPLAINTS:

Any disputes, complaints or concerns must be submitted in writing in accordance with the Society's Complaints Procedure (Appendix 2).

8. RULES OF PROCEEDINGS AT ALL MEETINGS:

- a) The Quorum (the minimum number of members needed for a meeting to go ahead) at:
 - (i) A management committee meeting shall be five.
 - (ii) An Annual General Meeting (AGM) shall be the management quorum plus a minimum of twelve Members.
 - (iii) An Extraordinary General Meeting (EGM) shall be the management quorum plus a minimum of twelve Members.
- b) All decisions requiring a vote at any meeting shall be decided upon by a simple majority. In the event of a tie the Chair shall have a casting vote (a second vote).

9. ANNUAL GENERAL MEETING:

- a) The Annual General Meeting (AGM) of members shall be held in the Month of April, of which not less than fifteen clear days' notice shall be given and shall be for the purpose of:
 - (i) receiving the Committee report on the year's activities and the Treasurer's Statement of Accounts;
 - (ii) the election of Office;
 - (iii) the election of up to six members to the Committee;
 - (iv) nominations for the Committee may be made to the Secretary before the meeting;
 - (v) consider any 'motion' put to Members fifteen days before the meeting;
 - (vi) appoint an Auditor to independently examine the Society accounts if deemed necessary; and
 - (vii) amendments or changes to the Society's Constitution can be considered and voted upon.
- b) In exceptional circumstances, where it not possible or appropriate for the AGM to be held in April, the Committee shall have the power to convene the AGM at a date other than April in any particular year, (such new date to be determined by the Committee). In such circumstances the Committee shall

give notice to the Members of the new date for the AGM. Such notice shall give reasons for the amended date but in all other respects shall comply with the notice provisions of clause 9 a above.

10. EXTRAORDINARY GENERAL MEETING:

An Extraordinary General Meeting (EGM) of members may be summoned by the Committee at any time as deemed necessary.

- a) An EGM may be summoned on receiving a requisition to that effect signed by a minimum of twelve members of the Society.
- b) Not less than fifteen clear days' notice of such a meeting shall be given.

11. ALTERATIONS OF THE CONSTITUTION:

The constitution shall be altered or amended only by the decision at an AGM, or at an EGM convened for that purpose.

12. VOTING:

Voting at all General Meetings shall be by ballot or show of hands and should be passed by a 'simple majority'. The Chair is entitled to a casting vote on all occasions in the event of a tie.

13. SIGNING OF CHEQUES: Cheques shall be signed by the Treasurer and one other appointed Officer.

14. VISITORS: A Member's guest may attend any open event but not on occasions determined by the Committee or specified in the Programme.

15. DISSOLUTION: The dissolution of the Society shall be decided at an Extraordinary General Meeting of Members convened for this purpose.

- a) The resolution to dissolve the Society will be carried by a simple majority vote.
- b) The final disposal of any funds or assets remaining shall be decided at that EGM.

APPENDIX 1 - EXHIBITION RULES

1. Members of Sidmouth Society of Artists are eligible to enter their art for sale into a number of events run by the Society. These events comprise;
 - a. The Annual 'Festival of Art' exhibition which takes place during the summer at Kennaway House, Sidmouth.
 - b. A residential rolling exhibition within the Manor Pavilion, Sidmouth called 'Art in the Theatre' which is periodically refreshed.
 - c. A one-day outdoor event called 'Art in the Park' where artists are invited to hire a table from which to sell their art.
 - d. Occasional extraordinary events undertaken by the Society.
2. All exhibitions and Art Sales will comply with the 'Handing in Regulations/ Instructions' denoted by the Society in effect at that time.
3. The Committee reserve the right to refuse entry to any work of art which does not comply with the guidelines or is not suitable for exhibition.
4. The Committee reserve the right to use artwork submitted to exhibitions to feature on our website, social media and all other advertising.
5. All Members enter their artwork to exhibitions and events at their own risk. The highest amount of care will be taken regarding the handling of all artworks during exhibition events however the Society holds no responsibility in the event of theft or damage to artwork and/or frames incurred. The Society advises all Members to seek their own personal insurance against damage and theft.
6. The current rate of commission agreed by the Committee is payable to the Society on all sales generated from any exhibition run by the Society.

APPENDIX 2 - COMPLAINTS PROCEDURE

Complaints and Concerns Procedure

The cornerstone of any society should be based on mutual respect, dignity and trust, therefore if a Member has any dispute, concerns or issues with decisions made by the Committee, or individual society members the Committee will wish to hear from such Member as soon as possible in order to consider and respond to any such complaint or dispute; the aim being to jointly create change.

Any dispute, issues or concerns should be submitted and addressed to the Society by either email or letter. All correspondence will be acknowledged, treated with sensitivity and will remain private and anonymous from all other Society Members. All issues will be dealt with by the Committee as soon as is practically feasible. All complaints or concerns will be opened in front of a minimum of two Committee members.

Issues determined to be of a high level of concern will be added to the Agenda of the next Committee meeting. Issues which the committee (in its absolute discretion) consider to be of a minor nature will be reported at the subsequent Committee Meeting under 'Any Other Business' and reported upon as may be appropriate.

If the complaint is deemed by the Committee (in its absolute discretion) to be sufficiently serious, the Committee may convene for a 'Special Meeting' at their convenience.

- Complaints/concerns via email should be sent directly to sidmouthsocietyofartists@yahoo.com;

- Complaints/concerns via letter should be submitted to any member of the Committee in a sealed envelope marked SSA Complaints. This envelope should NOT be opened but passed to the Secretary or Chair.

For any disputes, issues or concerns which are considered to be of a more trivial nature may be brought to the attention of the Committee by email to sidmouthsocietyofartists@yahoo.com All correspondence shall be addressed to the 'SSA Committee'.