

Charity Number SC037398

POLDRATE ARTS AND CRAFTS CENTRE

CONSTITUTION

(Amended 2015)

1. TITLE

The club will be known as Poldrate Arts and Crafts Centre

2. OBJECTS

The purpose of the club will be to promote and encourage the study, practice and knowledge of the Visual Arts and Crafts in East Lothian.

3. POLICY

In order to achieve the objects as stated in paragraph 2 the club will:-

- (a) Arrange or assist in organising and promoting art exhibitions and other activities of an educational, cultural or artistic nature.
- (b) Make arrangements, plans and programmes either in conjunction with local cultural, artistic and educational societies and organisations or on its own initiative.
- (c) Co-operate with local authorities and local cultural, artistic and educational societies and organisations for the promotion of the establishment of local art centres and other similar institutions.
- (d) Offer a range of classes and workshops.
- (e) Do all other acts as are incidental to the attainment of the objects

4. MEMBERSHIP AND SUBSCRIPTION

Any person may apply for membership in conjunction with attending either a self help group or class. The Executive Committee will have the power in its discretion to accept or reject applications for membership and, on payment of the subscription; the applicant will become a member of the PACC. The Executive Committee will set the level of the subscription and the way in which it will be paid each year. In the event of any member allowing his/her subscription to be in arrears for more than two months he/she will cease to be a member. The Executive Committee will maintain a Register of members. Membership, which will be renewable each September, will entitle members to vote at the AGM, to enrol in classes, to receive periodic news and newsletters and e-newsletters, to attend public lectures arranged by the Executive Committee, to obtain access to Poldrate Granary and Mill in order to continue their class activities and to submit exhibits for exhibition.

Members enrolling for the classes at any time must pay the full fee for the term and the full membership fee. No reductions or refunds for absence will be made.

The Executive Committee will fix the scale of fees applicable to classes offered annually and will notify them publicly prior to Term 1

5. EXECUTIVE COMMITTEE

- (a) The Executive Committee will be responsible for the administration, management and control of the affairs and property of the PACC.
- (b) The Executive Committee will consist of not more than ten and not less than six members exclusive of officers who will automatically become members of the Executive Committee *ex officio*
- (c) 50% of the members of the Executive Committee, including officers, will form a quorum
- (d) The Executive Committee will be appointed by the members of the PACC at the Annual General Meeting. One third of the members of the Executive Committee will retire each year, but will be eligible for re-election.

- (e) The Executive Committee will establish such sub-committees for such purposes and on such terms and conditions, as it deems necessary and can co-opt members of these subcommittees from the membership of the PACC or from non-members with relevant experience.

6. OFFICERS

- (a) The following officers will be elected annually by the Executive Committee:-
 1. The Chairman
 2. The Treasurer
 3. The Secretary
 4. Any such officers as the PACC may appoint.
- (b) The officers will be responsible for such duties as the Executive Committee will from time to time decide.

7. THE HONORARY PRESIDENT

The members of the PACC may from time to time at an Annual General Meeting appoint any person to be Honorary President of the PACC and may regulate the terms and conditions of such an appointment.

8. AUDITOR

- (a) An Auditor will be appointed by the members of the PACC at the Annual General Meeting. The first Auditor will be appointed by the Executive Committee
- (b) The Auditor will be responsible for auditing the accounts of the PACC and will report to the Annual General Meeting.
- (c) Accounts will be prepared annually and either audited or certified by a capable independent examiner as required by law.

9. MEETINGS OF THE PACC

- (a) The PACC will hold an Annual General Meeting by the 30th of November each year.
- (b) A Special Meeting of the PACC will be called by the Secretary on the written request of twelve members, or on the unanimous written request of a majority of the members of the Executive Committee.
- (c) Seven clear days notice will be given by the Secretary for all meetings of the PACC; the notice, which may be given electronically, will state the reason for calling the meeting and, in the case of a Special Meeting, the terms of any resolution to be put before the PACC will be annexed to such notice.
- (d) For Annual General Meetings and Special Meetings ten members of the PACC, or such greater number as the PACC at an Annual General Meeting may determine, will form a quorum.

10. ANNUAL GENERAL MEETING

- (a) The business at the Annual General Meeting will include the election of the Executive Committee, the appointment of an Auditor and the consideration of an annual report, which will be prepared by the Executive Committee, of the activities carried out by the PACC and of the report of the Auditor and of the PACC accounts.
- (b) The agenda and accounts must be made available to all members together with the notice of the meeting.
- (c) Any member may have a motion placed on the agenda by submitting it to the Secretary not less than forty-eight hours before the Annual General Meeting.
- (d) The Chairman may, at his/her discretion, accept motions at the Annual General Meeting.

11. FINANCE

- (a) The funds of the PACC must be applied solely towards the promotion of the objects of the PACC as stated in paragraph two.
- (b) The Treasurer shall keep books showing all the Income and Expenditure of the PACC.
- (c) Audited accounts will be prepared and presented to the PACC Annual General Meeting.
- (d) No Officer or member of the Executive Committee shall receive any remuneration or other financial benefit from the PACC (or its activities) other than reimbursement of expenses properly incurred by him/her on behalf of the PACC. Tutors who are also members of the Executive Committee will continue to receive the standard rate of pay for tutors but must abstain from any decisions on remuneration for tutors.

12. CHANGES TO THE CONSTITUTION

No change may be made to this Constitution except by a resolution approved at an Annual General Meeting of the PACC by a two thirds majority of those members present and voting at such a meeting, provided always that due notice of the proposed resolution has been given to all members.

13. DISSOLUTION

- (a) The PACC may at any time be dissolved by a resolution passed by a two-thirds majority of those members present and voting at, an Annual General Meeting or a Special Meeting of the PACC.
- (b) In the event of the dissolution of the PACC, any assets remaining after the satisfaction of all debts and liabilities will not be paid to or distributed among the members of the PACC, but will be given or transferred to a recognised charitable organisation(s) having objects similar to those of the PACC, such institution or institutions to be decided by the Executive Committee at or before the time of dissolution and in so far as effect cannot be given to the foresaid provision then to some other charitable object.