



## **TYNDALE ARTS WEEK- CONSTITUTION**

### **Name of organisation**

The name of the organisation will be **Tyndale Arts Week**

### **Aims**

Tyndale Arts Week is a non-profit making organisation whose aim is to showcase affordable art in the Dursley area, promoting local artists and providing them with an opportunity to display and sell their works at exhibitions as part of an annual arts trail.

### **Membership**

- All artists who pay the entry fee automatically become members for that year and are entitled to exhibit in that year's event. Members must indicate that they agree to abide by the constitution and any associated policies of Tyndale Arts Week which are published on the website. Members may leave at any time but registration fees are non-refundable.
- Tyndale Arts Week will keep membership details confidential. They will use the details for the purposes of managing Tyndale Arts Week activities and will not pass them on to other organisations.

### **Participation**

- Participation in Tyndale Arts Week is not restricted to residents of Dursley but all work must be displayed in Tyndale Arts Week venues allocated by the committee.

### **Equal Opportunities**

- Membership is open to all artists whose work fulfils the criteria of the selection committee regardless of race, gender, religion, sexual orientation or disability.
- Tyndale Arts Week Equal Opportunities policy is in place and will be reviewed from time to time by committee members and discussed at general meetings to ensure it is suitable for members.

### **Committee and Officers**

- Tyndale Arts Week will be organised by a Committee of a minimum of five members to include a Co-ordinator – chair of committee meetings, Deputy Coordinator, Secretary and Treasurer.
- Any of the roles may be shared by two or more people, for example minutes secretary and general secretary.
- Other officers will be co-opted to oversee areas such as Promotions, Publicity, Technology, and Hospitality etc. as and when necessary.

### **AGM and other meetings**

- An Annual General Meeting will be held every January and should not be more than 15 months apart. Members will be notified via the website with two weeks' notice.
- Committee members may meet as frequently as they see fit in addition to general meetings. Dates, times and locations of committee meetings will be agreed among committee members.
- The content and decisions of the committee meetings will be recorded and reported back to the next meeting.
- All meetings must have a quorum of 3.
- Committee members who are unable to attend a meeting may take part by phone or video link
- Issues needing immediate attention which arise between meetings may be discussed and decided by an exchange of emails between committee members

### **Rules of procedure**

- Meetings will be facilitated by the Chair or a deputy nominated in the event of the chair's absence.
- Minutes will be taken by the secretary or a deputy nominated in the event of the secretary's absence.
- Decisions will be by consensus.

### **Finances**

- A business account for non-profitmaking organisations will be maintained on behalf of the group at Lloyds Bank and will be managed on-line as far as possible.
- There will be at least two signatories to the account one of whom must be the Treasurer and all must be current committee members. .
- Each transaction will require one signature where a signature is required.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- An annual statement of accounts will be presented to the Annual General Meeting.
- All money raised by Tyndale Arts Week will be spent solely on the objects laid out in the constitution

### **Changes to the constitution**

- Changes to the Constitution may be made at the Annual General Meeting.
- Members proposing changes should give two week's notice of the proposal.

### **Insurance and Risks**

- Tyndale Arts Week relies on each venue having suitable public liability insurance for general purposes in place but each artist must assess the risk of their own work and have appropriate insurance in place.
- Tyndale Arts Week relies on each venue having its own risk assessment and health and safety policies in place.
- Tyndale Arts Week is not responsible for loss or damage to artists work or for any harm to artists or members of the public or to their property caused by the work of participating artists.
- The health, safety and welfare of all those participating in and attending the arts week events are paramount at all times. Tyndale Arts Week, although having no legal requirement to record health and safety assessments, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that its activities are safe and that risks are assessed and managed, so far as is reasonably practicable.

### **Dissolution**

- Tyndale Arts Week may be disbanded at any time after the exhibition period for the year.
- A move to disband the organisation can be proposed by the coordinator or by any committee member in writing to the coordinator.
- A meeting will be called to discuss the disbanding. The Date, time, location and purpose of the meeting will be published at least two weeks in advance through the website.
- The decision will be by majority vote at the meeting, with a casting vote by the chair.
- Any money remaining in the TAW bank account or held by TAW organising committee members will be given to another organisation with similar aims. The bank account will be closed by the Treasurer.