

Club Constitution

1. **Name** The club shall be called the 'Greenock Art Club'.
2. **Objectives** The objectives of the club shall be:-
 - a) To provide a centre at which the members of the club can meet to further their leisure and recreational interests in art.
 - b) To provide, through the promotion of art, recreational and educational facilities for the people of Greenock and its surrounding district.

In the pursuit of these objectives, the club may raise funds, acquire and distribute materials, run classes, organise demonstrations and lectures: engage tutors and do all things deemed to be charitable in law. The club will be a non profit making organisation, raising only sufficient funds to pay for any clubrooms and activities that it organises.

3. **Membership** The membership of the club shall be as follows:-
 - a) Ordinary members
 - b) Life members
 - c) Junior members

Life membership shall be granted to (long-serving) members by the committee in recognition of their service to the club. Life members shall enjoy all Club facilities and voting rights without payment of any annual subscription.

Junior members shall have no voice in the affairs of the club and shall have no liability other than their annual subscription. They shall be entitled to take part in the club activities, use the clubrooms and submit works for selection at club exhibitions.

4. **New members** All applications for admission as members shall be made in writing to the secretary by completing an application form.
5. **Fiscal year** The club shall operate on an annual basis from the first of May of each calendar year. The Annual General Meeting shall be held in April of each year. Ten members shall be a quorum. The objectives of the AGM are to elect office bearers, to approve the accounts and reports from the office bearers and conveners and to discuss any other competent business.
6. **Subscriptions** The annual subscription shall be fixed from time to time, by the members at the AGM. The subscription shall be payable between the beginning of May and the end of July each year. Any member intending to resign from the club must signify his intention to do so in writing to the secretary before the AGM. If the subscription is not paid by the end of July then the membership rights of that member shall be forfeited. (Re-application of membership may be considered at a subsequent date).
7. **Management/Officials** The management of the club shall be vested in a group which will consist of four (4) office bearers, viz. President, Vice President, Treasurer and Secretary and between four (4) and six (6) committee members.

All shall be elected at the AGM according to the following provisos;

The President and Vice President shall be elected for a three (3) year term and will be eligible for re-election for one further three (3) year term after which they must stand down and will not be eligible for re-election for three (3) years for either position. The Treasurer and Secretary shall be elected for a three (3) year period but will be eligible for re-election without limit.

An office bearer may appoint a deputy (from the committee) to carry out their tasks of the position in the event of a temporary incapacity.

Committee members shall be elected for a three (3) year period and will be eligible for re-election. It shall be within the competence of the committee to fill any position falling vacant for the balance of the year. It shall be within the competence of the committee to co-opt members on an ad hoc, pro tem basis.

8. **Management/Committee** The group shall meet, as considered convenient, but at least six times a year to transact the business of the club. Five shall constitute a quorum and they shall have the complete management of the property, funds and affairs of the club in their hands. All meetings shall be minuted and approved minutes shall be posted in the Clubrooms for the information of all members.
9. **Exhibition Secretary (ES)** The committee shall appoint an exhibition secretary/treasurer (or split the task in two people) for a period of time. The ES shall take direction from the committee in order to organise all aspects of all exhibitions (eg. when, where, fees, percentages, celebrities, selection, hanging and running thereof) held by the club and shall report to the committee on these aspects. The Exhibition Treasurer shall handle all monies, their (daily) uplift, banking, recording etc., and the creation of the amounts to be paid to artists less commission. The Exhibition Treasuere shall generate accounts associated with each exhibition. Both may be committee members but need not be so.
10. **Subsections** The committee shall appoint convenors to look after the following aspects of the club's affairs. These convenors may be officials of committee members but if not then they shall not be considered to be part of the committee and need only attend committee meetings on request, to report the details of their convenorships, eg stocks, monies, events etc..
 - 1 – Juniors the provision of facilities, classes and or tuition for junior members
 - 2 – Materials the provision of Art materials eg boards, brushes, paint etc..
 - 3 – Catering the control of kitchen goods and the provision of teas, coffees etc..
 - 4 – Social the control of internal and external social events

A **Duty Roster** shall be created from the office bearers and the members of the committee to look after the management of the clubrooms such as cleaning, emptying rubbish and general tidiness. Helpers may be co-opted to assist in any of these tasks as required.
11. **Accounts** The Treasurer shall keep accounts and books showing the financial affairs and status of the club. These accounts and books shall be examined by two members of the club, appointed as auditors, just prior to the AGM. An abstract of the accounts shall be submitted at the AGM for all members to review.
12. **Constitution** Alteration of the Constitution can only be considered at the AGM (or at a Special General Meeting) provided notice has been served to the secretary, at least two weeks before the AGM so that he has time to notify all members should the committee deem this essential(in which case a notice shall be sent to all members stating the intent of the change(s)).
13. **Special General Meeting** A Special general Meeting of the club shall be called by the President, (1) on the instruction of the committee, (2) whenever requested to do so via a letter from a member, stating the reason for such a meeting and signed by at least ten members of the club. Such a meeting shall be held within two weeks of such a request or letter being received and subject to all members receiving notice of the meeting, together with the reason for the meeting, at least 5 days prior to the meeting. At such a meeting only the specified business will be transacted.
14. **Dissolution** If the committee by a simple majority decide that at any time, on the grounds of expense or otherwise it is necessary or advisable to dissolve the club, it shall recommend calling a

Special General Meeting. Such a meeting shall be notified to all members at least three weeks in advance of the date set, stating the reasons behind the proposed dissolution. If such a proposal be confirmed by a two thirds majority of the members present at the meeting then the committee shall have the power to dissolve the club and to dispose of any and all assets held by the club. Any assts remaining after the satisfaction of all proper debts and liabilities shall be given to or transferred to charitable organisations or organisations having similar objectives to those of the club.