

OPEN STUDIOS AYRSHIRE

CONSTITUTION

Name

1. The name of the Association shall be Open Studios Ayrshire. It is hereinafter referred to as Open Studios or OSA.

Aims & Objectives

2. To foster and promote the work of professional visual artists and crafts people, providing a showcase for their work regardless of style or format, by
 - a) Organising and promoting an annual event including the broadest possible spectrum of exhibition venues as suggested by the participating artists;
 - b) Raising money to produce an annually up-dated brochure/directory of artists and crafts people taking part in Open Studios.
 - c) To thus raise public awareness of the breadth and depth of talent within and around the County area, and of the variety of Arts and Crafts being practised
 - d) To expand and increase the audiences for the visual arts being practised around the county area within the public and private sectors by actively promoting the annual event, and assisting participating artists in the promotion of their own practice.

Membership

3. Membership of the Open Studios shall be open to all artists and crafts people living, working or with some connection to the County of Ayrshire. All applications for membership shall be made to the Executive Committee.
 - a) Membership shall be by payment of an Annual Subscription Fee. This Fee will entitle the Artist to inclusion in the Artists' Directory and a full exhibition entry in the brochure.

Equal Opportunities

4. The organisation shall operate a policy of equal opportunities. No person(s) will be treated less favourably than others on the grounds of race, gender, disability, religion or sexual orientation.

Finance

5. The Association shall be financed by members' subscriptions, entry fees and advertising income and other raised income and grant aid.
 - a) An accurate account of the Finances of the Association shall be kept by the Treasurer and shall be made available for reasonable inspection. [Copies of the annual accounts - year end 31 August - shall be sent to all funding bodies.]
 - b) All funds and assets in possession of Open Studios shall be held, paid out and applied as the Executive Committee may direct in the furtherance of the objects of the Association.
 - c) All funds shall be held in (a) separate bank account(s).
 - d) All cheques shall be signed by any two of the Chair Person, Secretary, Treasurer or another duly appointed committee member [or alternative online banking arrangements as

specified]

e) All documents requiring endorsement shall be sufficiently endorsed if signed by any member of the Executive Committee.

Committee

6. The Committee shall consist of the following Officers and other members:
 - a) Chair person
 - b) Secretary
 - c) Treasurer
 - d) Any member who holds an official named position, to be no more than three [or to include co-ordinator, membership secretary, publicity manager, etc]

7. The Committee shall be elected as follows:
 - a) Executive committee of Chair person, secretary and treasurer shall be elected to serve the Association for a period of three years, after which they shall stand down and be eligible for re-election at an AGM at the expiry of that period.
 - b) All other committee members and sub-committee members will stand for a period of one year, after which they shall stand down and be eligible for re-election at any AGM.

8. The Committee shall have the powers to co-opt in order to fill any vacancies within the committee. To continue such membership, co-opted members will be subject to election at the next occurring AGM.

Quorum

9. A quorum shall consist of:-
 - a) At a Committee Meeting, at least 5 committee members
 - b) At a General meeting, at least 20 members present.

Annual General Meeting and Extra-ordinary General Meetings

10. The Annual General meeting of Open Studios shall be held no later than November of each year. Notice of the meeting shall be given at least 28 days prior to the meeting, with all items of the meeting being given at least 7 days before the meeting.

11. The business of the AGM shall be:
 - a) to receive reports from the officers
 - b) to report and receive annual accounts, and to appoint auditors or independent examiners as appropriate
 - c) to elect the officers and ordinary members of the Committee as appropriate
 - d) to consider any matter or proposal of which due notice has been given in writing to the Hon. Secretary not less than eight days before the day of the meeting.

12. Voting at all meetings shall be carried by a simple majority vote of the members present at the meeting. In the event of a drawn ballot the Chair Person shall have the right to a second casting vote.
13. All motions must be proposed and seconded by members.
14. The Committee may, at any time, convene an Extra-Ordinary General Meeting. This shall be done within 28 days of receiving a written request from any ten members. Not less than fourteen days' notice shall be given by the Secretary to the members, specifying the nature of the business to be transacted.

Notice of Meetings

15. Notice to Members shall be deemed sufficiently served if sent by ordinary mail, email, hand-delivered by authorised members of the Association, to the address of members registered in the records of the Association or via social media channels used.

Constitutional Amendments

16. No alterations may be made to this Constitution except by, and with the authority of, a resolution of the Members in a General Meeting. Any proposal of an amendment must be made in writing to the Secretary in sufficient time to allow details of the proposal to be circulated to the Members with the Notice of the Meeting, and must be so circulated.

Grievance Procedures

17. Any member with a grievance should write to the Secretary, in the first instance, specifying their complaint and the secretary shall raise the matter at the next committee meeting where the complaint will be discussed. The Secretary or a committee member will reply to the complaining member with the decision of the committee, within 14 days of the committee meeting.

Dissolution

18. The Association shall be dissolved following a resolution to that effect at an AGM being passed by 2/3rds majority of those present and eligible to vote. Following this resolution, the officers of the Association shall realise the properties of the Association, and discharge all debts and liabilities. However, any assets purchased with lottery funding will be distributed to another non profit making body with similar aims. Any unspent lottery funding will be returned to source.