

Lichfield Society of Artists

Established 1945

THE CONSTITUTION

(Adopted at the 1971 AGM and amended 1993, 2004, 2007, 2017 and 2024)

1 The name

The name of the Society shall be the Lichfield Society of Artists.

2 Objective

The objective of the Society is to promote the practice and appreciation of the visual arts through exhibitions, guest artist demonstrations, workshops, painting evenings, cultural excursions, communications, community engagement and any other appropriate initiatives.

3 Membership

Membership shall be open to anyone aged 17 years or over. The period of annual membership begins on 1st April. Resignations from membership are requested in writing to the Membership Secretary. At the discretion of the management committee, honorary life membership may be awarded to members in recognition of their outstanding contribution to the Society. Presidents and Vice-Presidents shall automatically be awarded honorary life membership.

4 Subscription

The annual membership subscription shall be proposed by the management committee, approved at the Annual General Meeting (AGM) each year and become due for payment by the end of March. Membership will cease if renewal subscription remains unpaid by 30th April. Members joining the Society during the three months preceding 31st March shall have the next full year's subscription included in their fee. Lapsed members will need to reapply for membership.

5 Patrons

The management committee may, from time to time, extend an invitation to become a patron to individuals in the community whose interest in and support of the visual arts may benefit the Society through their association with its objectives and activities.

6 Awards

To encourage members to maintain a high standard of work and to acknowledge achievements in artistic excellence, a number of awards are made on the occasion of the Society's public exhibitions. These awards are made at the discretion and in the judgement of an independent panel comprising at least two external artists who are not members of the Society. The management committee maintains a list of current awards.

7 Fundraising

The management committee may, from time to time, authorise fundraising and / or invite external organisations to support the Society's activities through sponsorship agreements, donations or other appropriate forms of financial assistance.

8 Meetings

An AGM open to all members shall be held in March each year.

All members shall be given at least one month's notice of the AGM and shall be entitled to attend and vote.

The business of the AGM shall include:

- i. Receiving reports on the Society's activities over the year from the Chair and from members of the committee with special responsibilities.
- ii. Receiving a report from the Treasurer on the finances of the Society.
- iii. Electing or re-electing members of the management committee for the coming year.
- iv. Setting the subscription for the following year.
- v. Considering any other matter as may be decided.

Extraordinary general meetings may be convened at the discretion of the management committee or, alternatively, at the request of at least ten Society members to discuss matters of particular urgency or importance.

9 Management Committee

The management committee is responsible for the day to day management, administration and execution of the Society's activities.

The management committee comprises four officers (Chair, Vice-Chair, Secretary and Treasurer) supported by at least three and no more than eleven further committee members. These supporting members could include Secretaries / Organisers for Communication, Demonstrations, Exhibitions, Membership and Minutes. Individual key activities are to be as requested / required by the four key committee members.

Nominations for election to the management committee should have the consent of the nominee and ideally be submitted in writing to the Chair at least 14 days prior to the AGM, at which time a seconder will also be required. If the number of nominations exceeds the number of vacant positions on the committee, a ballot shall take place as determined by the Chair.

Election to the management committee is by majority vote at the AGM and lasts for a period of three years, after which existing committee members may stand for re-election.

The management committee may at any time co-opt members to attend meetings, advise and assist the committee and support the work of running the activities of the Society in a non-voting capacity.

The management committee shall convene meetings of its members no fewer than four times a year for the purpose of reviewing, planning and approving the Society's activities. A quorum shall comprise one third of the management committee and not less than four members. The Chair shall have a casting vote.

A standing committee consisting of the four officers shall have the authority to take decisions on matters that cannot be deferred until the next full committee meeting.

10 Duties of the Officers

- a) The duties of the Chair are to:
 - Chair meetings of the committee and Society
 - Represent the Society at external functions / meetings that the Society has been invited to
 - Act as spokesperson for the Society when necessary
- b) The duties of the Vice-Chair are to:
 - Stand in for the Chair as required
- c) The duties of the Secretary are to:
 - Take and keep minutes of meetings

- Prepare the agenda for meetings of the committee and the Society in consultation with the Chair
- Ensure the membership list is maintained (delegated to the Membership Secretary)
- Deal with correspondence
- Collect and circulate any relevant information within the Society

(each of these tasks may be delegated if appropriate)

d) The duties of the Treasurer are to:

- Supervise the financial affairs of the Society
- Report on the Society's finances at each committee meeting
- Provide audited accounts to the AGM for approval

11 Sub-Committees

The management committee may constitute such sub-committees from time to time, as may be necessary and co-opt members to such sub-committees. The Leader / Chair of each sub-committee shall be appointed by the management committee and all actions and proceedings of each sub-committee shall be reported to and confirmed by the management committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the management committee.

12 President

A President and Vice-President may be proposed by the management committee for approval by the membership at the AGM. Both positions are honorary and for five years, after which the incumbents may be eligible for re-election. The President and Vice-President may attend any meetings of the management committee in a non-voting capacity. The duties of the President (and Vice-President) are to be able to stand in for the Chair and Vice-Chair as requested.

13 Declaration of interests

It is the duty of any member who is involved directly, indirectly, professionally or financially in any matter discussed at meetings of the management committee to declare such interests. They may attend such meetings and participate in discussions, but may not vote.

14 Suspension of the Society

The Society may be suspended by a simple majority vote of the management committee ratified by the membership at an extraordinary general meeting. Should unforeseen circumstances precipitate such a development, the management committee would appoint a trustee to administer the Society's funds and assets with the intention of re-launching the Society when condition permit.