

FRIENDS OF CREDITON ARTS CENTRE: CONSTITUTION

- 1. NAME** The Organisation shall be called The Friends of Crediton Arts Centre.
- 2. OBJECTIVES** The objects of the Friends of Crediton Arts Centre are to advance the education of the public in the Arts and particularly, without prejudice to the aforementioned, the art of Dance, Drama, Literature, Music and Visual Arts.
- In carrying out its objects the Charity shall promote equality of opportunity, and oppose discrimination on the grounds of age, culture, disability, gender, race, religion, sexual orientation or wealth.
- 3. MEMBERSHIP** Membership shall be open to all people of all ages as individuals or as representatives of organisations within the community.
- 4. COMMITTEE** The business of The Friends of Crediton Arts Centre shall be conducted by a committee consisting of: Chair, Secretary, Treasurer, eight other elected members
The committee has the power to co-opt up to five additional committee members and to appoint sub-committees as required.
- 5. ELECTION OF OFFICERS** Members of the committee shall be elected at the Annual General Meeting. They may stand for re-election. Nominations for the posts of Chair, Secretary and Treasurer shall be determined, if necessary by election, by the new committee at the first meeting after the AGM. Until that time, the existing officers shall continue to serve.
- 6. MEETINGS**
- Committee Meetings**
The committee shall meet at least four times a year.
- The Annual General Meeting**
The Annual General Meeting shall be held to review the work of Crediton Arts Centre, to receive the reports of the committee, to receive and adopt the financial statement for the preceding year, to elect committee members, to appoint an independent examiner for the coming year and transact such other business as may arise.
- Fourteen days clear notice of the AGM must be given by placing a notice on Crediton Arts Centre notice boards. Agenda items for the AGM must be placed with the secretary at least seven days before the meeting.
- Special General Meetings**

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A SGM shall be convened by the secretary, by direction of the committee or by direction of twelve members.

The object or objects of the meeting shall be communicated to The Friends of Crediton Arts Centre in the same way as for the AGM.

No business of which notice has not been given shall be transacted.

7. QUORUM

A quorum at a committee meeting shall be 3 or 1/3 of the number of committee members whichever is the greater.

A quorum at the AGM shall be 10 or 1/10 of the members whichever is the greater.

8. FINANCES

Independent Examiner

A person shall be appointed as Independent Examiner at each AGM.

Accounts

The treasurer shall keep proper books and these shall be examined by the independent examiner up to 31st December each year. All monies whatsoever received shall be paid into the banking account of The Friends of Crediton Arts Centre.

The funds of The Friends of Crediton Arts Centre shall be under the control of the committee and no monies shall be paid out without the authority of the committee.

Bank accounts shall be operated in the name of The Friends of Crediton Arts Centre.

All cheques shall require two signatures by authorised Trustees in accordance with the Centre's Bank Mandate.

The funds of The Friends of Crediton Arts Centre shall not be used for any purposes contrary to the objectives previously defined.

9. PROPERTY

The Friends of Crediton Arts Centre may acquire and dispose of such properties as they may consider suitable for their purposes.

10. EMPLOYEES

The Friends of Crediton Arts Centre may employ people, at such pay as is considered appropriate.

11. GENERAL

Correct minutes of all committee, annual and special general meetings shall be maintained in suitable form.

12. CHANGES TO THE

The constitution of The Friends of Crediton Arts Centre

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may be altered at any time by resolution of any annual or special general meeting provided notice of such intention to alter is given in the announcement convening the meeting and provided that charitable status is not jeopardised. A decision to alter the constitution will require a 2/3 majority of members present.

No amendment may be made to clause 2 (the objects clause), clause 13 (the dissolution clause) or this clause without the prior consent in writing of the Charity Commissioners. The committee should promptly send to the Charity Commissioners a copy of any amendment made under this clause.

13. DISSOLUTION

If the committee decides that it is necessary to dissolve The Friends of Crediton Arts Centre, it shall call a meeting of all members of the organisation, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the committee shall have power to realise any assets held by or on behalf of The Friends of Crediton Arts Centre.

Any assets remaining after the satisfaction of any proper debts and liabilities, shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of The Friends of Crediton Arts Centre as the members of the organisation shall determine, or failing that shall be applied for some other Charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of The Friends of Crediton Arts Centre must be sent to the Charity Commissioners.

Changes to section 4 - at AGM 30th March 2004

Change to section 8 - at AGM 28th April 2009

Change to section 8 - at AGM 6th April 2011

Signed by Cleo Heard, Chair
Date: 6th April 2011