

## **1 General**

Buckingham Art for All (the club/society) is a private members' society managed by a committee elected by the members from the members and responsible to the members.

Membership of the society is open to all over the age of 16.

Subscription is levied by the committee, ratified at the Annual General Meeting (AGM) and is due in February each year.

The society is not responsible or liable for members' or guests' property or equipment.

In the event of the club/society ceasing to operate, the committee shall be responsible but not liable for the disposal of any surplus assets.

## **2. The Committee and its meetings**

The society is managed by a committee of members consisting of The Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer, together with at least two and not more than four other members. Committee members are elected each year at the AGM

The committee shall meet formally at least 4 times per year.

Four committee members will form a quorum for the meetings.

## **3 The Accounts**

The accounting period runs from February to January each year. The accounts should be kept in a proper manner and the committee should receive a progress report at each meeting.

The Committee shall have the power to authorise the expenditure of sums of money from the Society's funds and to reclaim agreed out-of-pocket expenses.

The Treasurer is responsible for all the club's banking and will open whatever account is advantageous to the club. Other executives will be needed as counter signatories to cheques and must be aware of the banking location and procedures. Cheque signatories will be any two of four selected from The Chairman, Vice Chair, Secretary, and Treasurer. Items of expenditure above £50 shall be approved by the committee.

## **4 Generals Meetings (AGM and EGM)**

The AGM shall follow a regular agenda (to follow) Items for 'Any other business' are best put in writing before the meeting so that they can be circulated for study prior to general discussion. A quorum for the A.G.M. must consist of at least 12 members.

An Extraordinary General Meeting (EGM) can be called if the committee or one third of the membership determines that some extraordinary event warrants discussion by the entire club. Two weeks notice of such a meeting must be given. One third of the current paid-up club membership will constitute a quorum for a general meeting.



## 5. The Rules

In the wording of these rules, the masculine implies both genders and the singular implies the plural.

Members shall be given a copy of these rules as they join and copies will be made available for scrutiny at each General Meeting.

Any proposed alteration to these rules should be notified to the committee for debate and ratified at the next General Meeting.

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*Agreed unanimously by The Committee on creation of Buckingham Art For All (A Not for Profit Organisation)*

*5<sup>th</sup> February 2008*