

Old Bakery Artists Constitution and Rules

1.0 Name

- 1.1 The group shall be known as “Old Bakery Artists” or “OBA”.
- 1.2 This constitution and rules shall supersede any previously produced similar document.

2.0 Aims

- 2.1 To provide a forum for artists living and working in the Radstock, Midsomer Norton and surrounding areas in the diverse disciplines of Art to come together for the purpose of promoting the work of its members and to support The Arts in these areas.
- 2.2 To hold exhibitions of work produced by OBA members. At least two such exhibitions shall be held each year at local venues. Other exhibitions may be held at other venues as opportunities may arise.
- 2.3 To provide volunteers to act as stewards at OBA exhibitions and at other locally based exhibitions when invited to do so.
- 2.4 To encourage volunteer members to support and advise in community projects initiated by others.
- 2.5 To provide occasional functions of an educational nature for the benefit of members.

3.0 Membership

- 3.1 Full membership shall be restricted to a maximum number of thirty artists. A small number of associates may be enrolled at the discretion of the membership.
- 3.2 Membership shall be awarded upon the approval of an applicant’s presentation at a General Meeting and subject to a vacancy being available. Applicants shall be required to submit examples of work and to briefly address the Meeting to give details of supporting studies, CV and a description of working methods.
- 3.3 Selection for membership shall be by a vote of the members present. Applications receiving 50% or more of the votes may be offered Full Membership. Voting shall be by secret ballot.

- 3.4** Applicants receiving 40% to 50% of members' votes may be offered Associate Membership for a period of two years after which time members may decide by the same democratic process whether to offer them Full Membership.
- 3.5** Full members are expected to be fully involved in the running of the OBA and are entitled to vote. They must attend at least six General Meetings each year and they are expected to participate in the OBA website, updating their submissions from time to time.
- 3.6** Associate Members are expected to be fully involved in the running of the OBA and may show their work at OBA exhibitions on the same terms as Full Members. Associated Members may not become officers of the OBA, sit on sub-committees and are not permitted to vote nor have entries on the OBA website.
- 3.7** A Membership Secretary shall be appointed to maintain an up to date list of Members and Associate Members and to collect subscriptions.
- 3.8** A member shall cease to be a member if he/she:
- a.** gives the secretary written notice of resignation
 - b.** or fails to pay any due subscription within the required period
 - c.** or in the opinion of the Officers has behaved in a manner detrimental to the good reputation of the OBA.
- 3.9** Honorary Membership may be offered to any person considered by the membership to be appropriate and who is interested in furthering the aims of the OBA. Honorary Members shall be permitted to sit on sub-committees and to vote.

4.0 Subscriptions

- 4.1** The officers with the support of the Membership shall be empowered to impose and collect an annual subscription from each member (excepting only Honorary Members) and to set the amount of any such subscription.
- 4.2** The amount of the subscription shall be reviewed annually and be adjusted as deemed necessary to meet the financial commitments and obligations of the OBA.
- 4.3** Associate Members shall be required to pay an annual subscription amounting to only 60% of the full subscription.
- 4.4** Subscriptions shall be paid by cheque to the Membership Secretary not later than the last day of May each year.
- 4.5** New Full Members and Associate Members elected after the last day of August shall be required to pay only 60% of the subscription for that year whilst those elected after the last day of November shall be required to pay only 30% of that year's subscription.

5.0 Officers

5.1 Officers must be Full Members of the OBA and shall include:

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Minute Secretary
- Membership Secretary

5.2 Other offices may be elected as deemed necessary by an OBA Annual General Meeting.

5.3 An officer may retire by giving one month notice to the chairman. All officers shall retire at each Annual General Meeting but shall be eligible for re-election at that meeting.

6.0 General Management

6.1 The affairs of the OBA shall be managed by the General Meetings of the members to be held on a monthly basis on at least ten occasions in each year.

6.2 A Strategy Group shall be formed to advise the General Meetings in relevant aspects of administration and programming. This Group shall comprise the Officers of the OBA together with three co-opted OBA members and shall meet as considered by the chairman to be appropriate. Formal minutes shall not be taken but brief notes shall be taken of the significant matters discussed.

6.3 Decisions at Annual General Meetings shall be by a simple majority vote and the Chairman of the Meeting shall have a casting vote. Each Full Member present at the meeting shall be entitled to one vote on each resolution.

6.4 The Minute Secretary or other nominated person shall take Minutes at all general meetings and at the annual general meeting. The Minutes shall record the names of persons present together with all resolutions.

6.5 Sub-committees may be appointed by General Meetings on an ad hoc basis to consider specific issues as they may occur. Such a committee shall report and advise at a General Meeting.

7.0 Annual General Meeting

7.1 An Annual General Meeting shall be held during February in each year when the business shall be:

- a.** To receive the chairman's report of the preceding year's activities
- b.** To receive the secretary's report

- c. To receive the treasurer's report
- d. To elect officers for the coming year and
- e. To conduct any other relevant business.

7.2 Notification of the Annual General Meeting must be served at least fourteen days prior to that meeting. Proposals for discussion will be received in advance to form the Agenda but proposals may be accepted from the floor at the discretion of the Chairman of the Meeting.

7.3 Resolutions at an Annual General Meeting shall be passed by a simple majority of the votes entitled to be cast by members present and the Chairman of the Meeting shall have a casting vote.

7.4 Each Full Member present at the Meeting shall be entitled to one vote on each resolution.

8.0 Extraordinary General Meeting

8.1 An extraordinary general meeting may be called to conduct any one or more of the following:

- a. The removal of one or more of the officers and filling vacancies caused by such removal.
- b. To make alterations or amendments to this Constitution and Rules.
- c. To dissolve the OBA.
- d. To decide any other business, this may be deemed necessary by members.

8.2 Resolutions at extraordinary general meetings shall be passed by a majority of two thirds of the votes entitled to be cast by the Full Members present and the chairman of the meeting shall have a casting vote.

8.3 Each Full Member present at the meeting shall be entitled to one vote on each resolution.

9.0 Accounts

9.1 The financial year of the OBA shall end on 31st January in every year.

9.2 As soon as may be practicable after the end of the financial year, the Treasurer shall cause to be prepared a statement of the assets and liabilities of the OBA.

9.3 All the monies received by the OBA shall be paid in the name of the OBA to an account opened at NatWest Bank and cheques and other instructions to the Bankers are to be signed by two nominated officers of the OBA.

9.4 No action involving expenditure in the name of the OBA to be made without prior authority of the officers.

10.0 Exhibitions

- 10.1** The overall management of each OBA exhibition shall be under the direct control of an Organiser and Assistant Organiser who shall be nominated specifically for that one exhibition and who shall ensure that all arrangements are properly in place for liaison with the Gallery management, obtaining and 'hanging' the exhibits, labelling, sales, publicity, private viewing and all relevant matters.
- 10.2** At least two weeks prior to an OBA exhibition, each exhibiting artist is required to provide the Organiser with a list of their intended exhibits. Such a list shall be required to include the name of the artist together with the title, medium and price of each work. A hanging fee shall be charged for each exhibit at a level to be decided by a General Meeting.
- 10.3** In order to maintain an appropriate standard of exhibits, the General Meeting may decide upon minimum asking prices for each category of work.

11.0 Indemnity

- 11.1** The officers of the OBA shall not be liable for any loss suffered by the OBA as a result of their respective duties on its behalf except such loss as may arise from their own wilful default and they shall be entitled to reimbursement out of the assets of the OBA of all reasonable expenses incurred by them in the discharge of their duties.
- 11.2** Any dispute in the matter of reimbursements shall be considered by the officers whose ruling shall be final. Any such ruling shall not prejudice rulings in any future dispute.
- 11.3** Public Indemnity Insurance shall be carried by the OBA to cover claims relating to incidents involving two-dimensional works. Artists exhibiting 3D work will be required to carry their own Public Indemnity Insurance.
- 11.4** Whilst all reasonable care of works submitted for exhibitions shall be expected from hanging teams and stewards, the OBA cannot accept liability for loss of or damage to such works.

12.0 Infringement Of Copyright

- 12.1** Work offered for sale at OBA functions must be free from plagiarism and free from material which may infringe the copyrights of others.

13.0 Dissolution

13.1 The OBA may be dissolved as follows:

a. By a resolution passed under rule **8.1**.

b. By a resolution of OBA members if the number of members falls below six for a period of not less than three months.

13.2 The officers shall be responsible for winding up the OBA.

13.3 In the event of a surplus of monies following the discharge of all liabilities of the OBA, funds shall be disbursed to a non-profit-making comparable organisation.