

## **Brockley Open Studios**

### **Community Group Constitution (Unincorporated Association)**

#### **1. Name of organisation**

Brockley Open Studios

#### **2. Aims**

- Bring together the local community through providing free access to local arts through open studios and other community events
- Enable local artists, in all disciplines/media to exhibit and sell their work outside a formal gallery or funding network through open studio events, workshops and fairs within Brockley
- Provide artists with opportunities to network professionally, share information about and opportunities with other local initiatives
- Promote local artists' work through our website, social media and other communication methods
- Ensure our events are inclusive, open to everyone and encourage all discipline/mediums beyond the traditional to celebrate the diversity of talents, traditions and culture in Brockley
- Use all the funds raised to reinvest in these aims

#### **3. Members**

Membership is open to any artist who is

- over the age of 18
- lives or works within the Brockley Open Studios catchment area
- supports the aims of Brockley Open Studios

There is no membership fee. Membership will be attained through completion of a membership form. A list of all members will be maintained by the secretary.

#### *Ceasing to be a member*

This will be by confirmation by the artist that they no longer wish to be a member of Brockley Open Studios, they move out of the area, or if a member does something that goes against the aims of the group.

#### 4. Equal Opportunities

Brockley Open Studios will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

Brockley Open Studios will aim to be inclusive and actively promote diversity and equal opportunities.

Please see the full equal opportunities policy (separate document)

#### 5. Committee and officers

**Current roles as follows – these will be rotated/shared:**

<b>Chair</b>	<b>Sarah Crossfield</b>
<b>Treasurer</b>	<b>Andrew Sleightholme</b>
<b>Secretary (including membership)</b>	<b>Hülya Corty</b>
<b>Officer</b>	<b>Juliana Muniz-Westcott</b>

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than twice a year.

The Committee will consist of 4 members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers, who shall be responsible for keeping records of members. The secretary will also have responsibility for keeping a plan of sponsorship, fundraising and communications activities.
- Treasurer, who shall be responsible for maintaining accounts
- Officer, who shall be responsible for keeping up to date with committee business for the purpose of:
  - contributing to planning/strategy/decisions
  - assisting where support may be required on occasion
  - helping provide continuity/training for new members as the committee changes over time

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

## **6. AGM and other meetings**

### ***6.1 Annual General Meeting (AGM)***

An AGM will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be the core committee.

At the AGM:-

The Committee will present a report of the work of Brockley Open Studios over the year.

The Committee will present the accounts of Brockley Open Studios for the previous year.

The officers and Committee for the next year will be elected.

Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

### ***6.2 Committee meetings***

The committee will meet one week before the AGM to confirm the agenda. The Committee will meet at least twice a year. Only the committee will be entitled to attend these meeting unless agreed by invitation. A committee meeting will be called if a committee member steps down to discuss appointment of a replacement.

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

### ***6.3 Special general meeting***

This will only be called when committee members change. Notification and quorum details are the same as for the AGM.

## **7. Rules of procedure**

All meetings will be facilitated by a chair and minutes taken. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances**

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

For cheque payments, the signatories will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Brockley Open Studios is only to be spent solely on the objects laid out in the constitution (eg promotion, website maintenance, design work, venue hire, cost of each event, workshops, reinvest in future events)

## **9. Changes to the constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting Brockley Open Studios on 26 March 2022. It has been updated to reflect a change in the Committee membership due to the appointment of a new treasurer by committee vote on 21 September 2023. Andrew Sleightholme replaces Kaori Homma in the role of treasurer:-

Date

Name and position in group

Signed

Name and position in group

Signed

Name and position in group

Signed

## Equality and Diversity Policy

<https://www.gov.uk/government/organisations/home-office/about/equality-and-diversity>

When we're making decisions, the [Equality Act 2010](#) gives us a duty to take into account the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between different parts of the community

The Equality Act protects people against discrimination on the grounds of protected characteristics, of which there are 9:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

We are required to consider all individuals in their day-to-day work, in shaping policy and in providing services. This is in line with the Public Sector Equality Duty (PSED) introduced by the Equality Act 2010.