



# Constitution of Sheffield Printmakers

## 1 Name

The name of the Group shall be **Sheffield Printmakers** in this Constitution referred to as "the Group"

## 2 Aims

The aims of the Group shall be to:

- promote printmaking as a creative force in Sheffield and beyond
- create a membership that is broad, open, inclusive developing and growing
- provide an opportunity to educate about the nature, vitality and practice of printmaking
- encourage artists in their development, skills and careers as printmakers
- enable members of the group to exhibit regularly, locally and nationally
- provide a forum where artists / printmakers can discuss, exchange ideas and find encouragement and support
- introduce new artists to the potential of print as means of producing art work
- encourage links with Printmaking Groups in the UK and abroad
- encourage public interest in the subject

## 3 Powers

In order to achieve its aims the Group may:

- organise exhibitions events and courses
- do anything that is lawful which will help it to fulfill its aims and operate an ethical and equal opportunities policy
- work with similar groups nationally and internally and exchange information and advice with them
- open bank accounts
- borrow or raise money for the purposes of the Group on such terms and on such security as the Committee shall think fit but so that the liability of the individual members of the Group shall in no case extend beyond the amount of their respective annual subscriptions
- acquire and run buildings
- take out insurance
- employ staff
- to do all such other things as are necessary for the attainment of the said aims

#### **4 Membership**

- a) Membership of the Group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:
- interested in helping the Group to achieve its aims
  - willing to abide by the rules of the Group
  - willing to pay any subscription agreed by the Management Committee
- b) There shall be 2 classes of membership:
- full membership
  - student membership
- c) Membership fees shall be determined by the Management Committee and approved at the A.G.M.
- d) Membership subscription fees will be due on 1st March
- e) If a members subscription is more than 6 calendar months overdue the Committee may resolve to terminate the membership provided that at least 1 calendar month has elapsed since she or he received the Group's first written reminder
- f) Each member shall have one vote at meetings of the Group provided that the member's subscription is not overdue
- g) Each member shall receive notices and copies of documents issued by the Group provided that the member's subscription is not overdue
- h) Each member shall have the right to be admitted to all other functions arranged by the Group provided that the Committee may cause a charge to be levied for admittance to such functions
- i) The membership of any member may be terminated for good reason by the Management Committee provided that the member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made

#### **5 The Management Committee**

- a) The Group shall be administered by a Management Committee of not less than 5 and not more than 11 individuals elected at the Group's Annual General Meeting (A.G.M.)
- b) The Officers of the Management Committee shall be:
- the Chairperson
  - the Vice-Chairperson
  - the Secretary
  - the Assistant / Membership Secretary
  - the Treasurer
  - the Marketing and Publicity Officer
  - the Web Master
  - the Exhibitions and Print Fair Officer
  - the Talks and Events Officer
  - the Training and Development Officer
  - the Education and Outreach Officer

- c) All Committee Members shall be elected by the Annual General Meetings for a term of 1 year and be eligible for re-election an unlimited number of times
- d) Each other officer above shall be nominated for election by 1 paid up member and seconded by at least 1 other paid up member at the Annual General Meeting for a term lasting until the next Annual General Meeting
- e) Nominations shall be sent in writing / by email signed by the nominator and the seconder/s to the Secretary who shall receive them not more than 4 weeks and not less than 2 weeks before the A.G.M.
- f) The Management Committee may co-opt up to three individuals onto the Committee in an advisory and non-voting capacity that it feels will help to fulfill the aims of the Group
- g) The Management Committee shall meet as often and as frequently as it deems to be appropriate to meet its duties but at least 3 times a year
- h) The quorum for a Management Committee meeting shall be 60%
- i) Meetings of the Committee shall called by the Chairperson or the Vice-Chairperson or by the Committee itself
- j) Voting at Management Committee meetings shall be by a majority show of hands :  
one member one vote  
If there is a tied vote the Chairperson shall have an additional casting vote
- k) The Management Committee shall have the power to remove any member of the Committee for good and proper reason
- l) The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy provided that the maximum prescribed is not exceeded

## **6 Finance**

The Management Committee shall be responsible for the finances of the Group

- a) All monies received by or on behalf of the Group shall be applied to further the aims of the Group and for no other purpose
- b) Any bank accounts opened for the Group shall be in the name of the Group
- c) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee
- d) The Group shall ensure that its accounts are audited or independently examined every year
- e) The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs to members or Management Committee members

## **7 Annual General Meeting**

- a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of April each year
- b) The Secretary shall give all Members at least fourteen days notice of the A.G.M.
- c) All fully paid up Members shall be entitled to attend and to vote at the A.G.M.
- d) At least 1/3 of fully paid up members must be present for the A.G.M and any other General Meeting to take place
- e) All A.G.Ms and Special General Meetings shall be chaired by the Chairperson / Vice-Chairperson
- f) The business of the A.G.M. shall include:
  - the receipt and approval of a report from the Chairperson on the Group's activities over the year
  - the receipt and approval of a report from the Treasurer on the finances of the Group
  - the election of a new Management Committee
  - the consideration any other matter as may be decided
- g) any motion for inclusion in the Agenda shall be submitted in writing / by email to the Secretary at least 6 clear working days starting with the day after the receipt of the motion and ending with the day before that set for the A.G.M.

## **8 General Meetings**

- a) There shall be 3 General Meetings (excluding the A.G.M) each year
- b) All fully paid up members shall be entitled to attend and vote

## **9 Special General Meeting**

- a) A Special General Meeting may be called by the Chairperson or at the request of the majority of the Committee Members other than the Chairperson or by 1/3 or more paid up members to discuss an urgent matter
- b) The Secretary shall give all fully paid up members fourteen days notice of any Special General Meeting together with notice of the business to be discussed

## **10 Amendments to the Constitution**

- a) Any amendments to this Constitution must be agreed by a majority of 75% of those members present and voting at an A.GM or a Special General Meeting
- b) Notice of proposed amendments to the Constitution must be circulated to all Group members not less than fourteen days before the appointed meeting

## 11 Dissolution

- a) The Group may be dissolved at any time if agreed by 75% of those members present and voting at an Annual General Meeting or a Special General Meeting
- b) In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with a similar aim

## 12 Adoption of the Constitution

Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution

This Constitution was adopted on \_\_\_\_\_ by \_\_\_\_\_

Name.....

Address .....

Signed .....

Name.....

Address .....

Signed.....

Name.....

Address .....

Signed.....