



THE ARTS
SOCIETY
MOOR PARK

**MOOR PARK DECORATIVE
AND
FINE ARTS SOCIETY**

RULES

2005

Rules

adopted on the 22nd day of June 2005

A. Name

The name of the Society is Moor Park Decorative and Fine Arts Society.

B. Administration

Subject to the matters set out below, the Society and its property shall be administered and managed in accordance with these Rules by the members of the Committee, constituted by clause G of these Rules ("the Committee").

C. Objects

The Society's objects ("the Objects") are the promotion and advancement of the aesthetic education of the public, the cultivation, appreciation and study of decorative and fine arts, and the giving of aid and expertise for the preservation of the artistic heritage of the United Kingdom for the benefit of the public. The Society is open to any member of the public without discrimination.

D. Powers

In furtherance of the Objects, the Committee may exercise the following powers:

- (i) to arrange lectures and events;
- (ii) to arrange special interest days or study days, tours and visits to private houses, museums, collections, exhibitions and other places of interest;
- (iii) to arrange voluntary conservation and recording work in relation to decorative and fine arts;
- (iv) to offer financial help and award bursaries in relation to the study of decorative and fine arts;
- (v) to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (vi) to buy, take on lease or take in exchange any property necessary for the achievement of the Objects and to maintain and equip it for use;
- (vii) subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the Society;
- (viii) subject to any consents required by law, to borrow money and to charge all or any part of the property of the Society with repayment of the money so borrowed;
- (ix) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (x) to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects;
- (xi) to subscribe, donate, or guarantee money for any purpose connected with and calculated to advance the Objects of the society;

(xii) to do all such other lawful things as the Committee consider appropriate and reasonable for the achievement of the Objects.

E. Membership

(1) Subject to E(3), Membership of the Society shall be open to any person interested in furthering the Objects and who has paid such fees and subscriptions as shall have been laid down from time to time by the Committee.

(2) The Committee shall decide on the number and admission of Members. A waiting list shall be maintained for those persons applying for membership in excess of the permitted number of Members.

(3) Persons on the waiting list shall normally be admitted to membership in order of the date of application, but in exceptional circumstances priority may be given at the discretion of the Committee.

(4) Every Member shall have one vote.

(5) The amount and due date of Subscriptions shall be determined by the Committee. Notice shall be sent to Members at least one month before the due date. Members who have failed to pay their subscriptions by the due date shall, if the Committee so decides, be deemed to have resigned from the Society.

(6) All Members shall attend a minimum of three lecture events in a calendar year. Any Member failing so to do, after having been reminded of this rule, shall, if the Committee so decides, be deemed to have resigned from the Society.

(7) The Committee may elect, for such duration as they consider appropriate, Honorary Members. The Honorary Members would not be required to pay fees or subscriptions and would not have rights to vote, to propose candidates for office or to serve on the Committee. There may be no more than five Honorary Members at any one time.

F. Officers

(1) The Society shall have:

(i) A President, who shall be elected at an AGM for a term not exceeding five consecutive years. The President so elected may be re-elected providing that no person shall hold the office of President for more than ten consecutive years.

(ii) A Vice President, who shall normally be the retiring Chairman and shall be elected at an AGM at which a new Chairman is elected. This election shall normally be for no longer than the period the newly elected Chairman holds office.

(iii) A Chairman, and a Vice Chairman, who shall be elected at an AGM of the Society from amongst the Members and who shall hold office from the time of their election. The Chairman and Vice Chairman shall hold office for a period of two consecutive years. The retiring Chairman shall not be eligible for election to the Committee or to the post of either Chairman or Vice Chairman for a further 2 consecutive years.

(2) Normally the retiring Vice Chairman shall be proposed for the post of Chairman and an Elected Member shall be proposed for the post of Vice Chairman.

(3) For the purpose of clauses F and G only, a year shall be defined as the period between two successive AGMs.

G. Committee

(1) The Committee shall comprise

(i) the Chairman and Vice Chairman specified in clause F 1(iii) and

(ii) not less than 6 and not more than 10 Members elected at an AGM ("Elected Members").

(2) Elected Members shall be elected for a term of up to three consecutive years at the end of which and subject to clause G(3) they may be re-elected for a second term of up to three consecutive years. An Elected Member shall be deemed to hold office from the time of his or her election.

(3) Except for the period between the date of the adoption of these Rules and the AGM next following their adoption, no person shall serve as an Elected Member for more than six consecutive years at the end of which period they shall resign and shall not be eligible for re-election as an Elected Member for a further 2 consecutive years.

(4) Subject to clauses F(1)(iii) and G the Committee shall have the power to fill from amongst the Members of the Society any vacancy among the Chairman or Vice Chairman or Elected Members of the Committee. Any person so appointed shall automatically retire (being eligible for re-election) at the AGM next following their appointment. The period of any appointment under this clause G (4) shall not be taken into account in determining the aggregate periods of a service under clauses F(1)(iii) and G(3).

(5) The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment, election or qualification of a member.

(6) Nobody shall be elected or appointed as a member of the Committee who is aged under 18 or who would, if elected or appointed, be disqualified under the provisions of the following clause.

H. Determination of Membership of Committee

A Chairman, Vice Chairman or an Elected Member of the Committee shall cease to hold office if he/she

(i) is disqualified from acting as a member of the Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision),

(ii) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs,

(iii) ceases to be a Member of the Society,

(iv) is absent, without the permission of the Committee, from all their meetings held within a period of six months or

(v) notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

I. Meetings and proceedings of the Committee

(1) The Committee shall hold at least two meetings each year and not less than 48 hours' notice of each meeting shall be given to each member of the Committee.

(2) The Chairman shall act as chairman at meetings of the Committee. If the Chairman is absent from any meeting, the Vice Chairman shall act as chairman for the meeting; otherwise members of the

Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

(3) There shall be a quorum when at least one half of the number of members of the Committee for the time being is or three members of the Committee, whichever is the greater, are present at a meeting.

(4) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

(5) The Committee shall keep minutes of the proceedings at meetings of the Committee and any subcommittee.

(6) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule shall be made which is inconsistent with these Rules.

J. Receipts and expenditure

(1) The funds of the Society, including all donations, contributions and bequests, shall be paid into accounts operated by the Committee in the name of the Society at such banks or building societies as the Committee shall from time to time decide.

(2) All cheques and other instruments drawn on the accounts of the Society shall be signed or authorised by any two Members of the Society who have been so authorised by the Committee, except that any transfers between accounts of the Society may be signed or authorised by any one Member of the Society who has been so authorised by the Committee.

K. Accounts

(1) The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (i) the keeping of accounting records for the Society,
- (ii) the preparation of annual statements of account for the Society,
- (iii) the auditing or independent examination of the statements of account of the Society and
- (iv) the transmission of the statements of account of the Society to the Charity Commission (the "Commission").

(2) The accounting period of the society shall be the twelve months ending on the last day of February or on such other date as the Committee may from time to time decide.

L. Annual Report

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

M. Annual Return

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

N. Annual General Meeting

(1) There shall be an Annual General Meeting (AGM) of the Society which shall be held in the month of June in each year or as soon as practicable thereafter.

(2) The Committee shall call an AGM by giving at least 14 days' notice to all the Members of the Society. All the Members of the Society shall be entitled to attend and vote at the meeting.

(3) The Chairman or in his/her absence the Vice Chairman shall chair the AGM. In the absence of either of those persons the meeting shall appoint a chairman of the meeting from those Members present at the meeting.

(4) The Committee shall present to each AGM the report and accounts of the Society for the preceding year.

(5) Nominations of candidates for election shall be made in writing and signed by a proposer and seconder and shall be in the hands of the Committee at least 7 days before the AGM. Should nominations exceed vacancies, election shall be by ballot,

O. Special General Meetings

The Committee may call a special general meeting of the Society at any time. Additionally if at least ten Members of the Society request such a meeting in writing stating the business to be considered, the Committee shall call such a meeting. At least 21 days' notice shall be given. The notice shall state the business to be discussed.

P. Procedure at General Meetings

(1) The Committee shall appoint a person to keep a full record of proceedings at every general meeting of the Society.

(2) There shall be a quorum when at least one tenth of the number of Members of the Society for the time being or ten Members of the Society, whichever is the greater, are present at any general meeting.

Q. Notices

Any notice required to be served on any Member of the Society shall be in writing and shall be served by the Committee on any Member either personally or by sending it through the post in a prepaid letter addressed to such Member at his or her last known address in the United Kingdom; any letter so sent shall be deemed to have been received within 10 days of posting.

R. Alterations to the Rules

(1) Subject to the following provisions of this clause, these Rules may be altered by a resolution passed by not less than two thirds of the Members present and voting at a general meeting. The notice of the general meeting shall include notice of the resolution, setting out the terms of the alteration proposed.

(2) No amendment shall be made to clause A, clause C, clause S or this clause R without the prior consent in writing of the Commission.

(3) No amendment shall be made which would have the effect of making the Society cease to be a charity at law.

(4) The Committee shall promptly send to the Commission a copy of any amendment made under this clause.

S. Dissolution

If the Committee decides that it is necessary or advisable to dissolve the Society, it shall call a meeting of all Members of the Society, 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 Society. 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 Society as the Members of the Society may 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 Society shall be sent to the Commission.