



## CONSTITUTION OF THE MID ARGYLL ARTS ASSOCIATION

1. THE NAME OF THE ASSOCIATION shall be the Mid Argyll Arts Association, hereinafter the Association.
2. THE OBJECTS OF THE ASSOCIATION shall be:
  - a. To foster and promote the understanding and appreciation of the arts among the inhabitants of Mid Argyll. In the furtherance thereof:
  - b. To increase the accessibility of the arts to the public throughout Mid Argyll; and
  - c. To encourage and assist in the presentation and practice of the arts, including the visual arts, music, opera, dance, drama and the spoken word, mime, and films of classical or artistic interest and also to promote their study by exhibitions and lectures.
3. PARTICIPATION.

Anyone living in Argyll may consider themselves a part of the Mid Argyll Arts Association and is entitled to vote.

Friends of the Association show their support by cash donation and by offering voluntary help. There are no formal benefits to being a Friend.

A mailing list is held of all those who wish to receive information from MAAA. It is held solely by the Friends Secretary working to the GDPR regulations set by the Scottish Information Commissioner's office.
4. THE ANNUAL GENERAL MEETING.
  - a. An Annual General Meeting of the Association shall normally be held in November.
  - b. The Annual General Meeting shall appoint the general committee of the Association.
  - c. The Chair shall be taken during the election of the general committee by the Secretary of the Association. Voting may be made in writing if desired by the meeting.
  - d. The general committee may propose suitable persons for the positions stated in paragraph 4 (b) without prejudice to any other suggestions from other Argyll residents present at the meeting.
  - e. The general committee shall hold office until the conclusion of the Annual General Meeting next after their appointment. The members of the general committee shall be eligible for re-election.
  - f. A report by the Chairperson of the previous year's activities shall be submitted to the meeting.
  - g. The Treasurer shall present an audited account and a balance sheet showing the financial situation of the Association.
  - h. The general committee shall submit proposals for the prices of admission to events arranged by the Association.
  - i. An auditor preferably from outwith the Friends of the Association shall be appointed for the following year.
  - j. Any item of business of which notice shall have been given by an Argyll resident to the Secretary of the Association not less than fourteen days prior to the date of the meeting shall be submitted to the Annual General Meeting.
  - k. Not less than 21 days' notice shall be given to Argyll residents of the Annual General Meeting.
  - l. The quorum of the Annual General Meeting shall be twenty Argyll residents.

## 5. THE GENERAL COMMITTEE.

- a. This shall consist of the five Officers of the Association (that is, Chairperson, Vice-Chairperson, Treasurer, Secretary and Friends Secretary, together with not more than four Argyll residents with responsibility for advising in diverse arts such as music, drama and the spoken word, dance, the graphic arts and such other arts as may help to fulfil the objects of the Association.
- b. The general committee of the Association shall have the power to co-opt only for a limited period and only for a specific purpose.
- c. The general committee shall carry out the policies of the Association and spend monies for this purpose. It shall also be responsible for the management and control of the affairs and property of the Association.
- d. The general committee shall have the power to set up sub-committees for specific purposes (such as a social sub-committee) and these sub-committees may co-opt others to help with their functions, but in all matters subject to the approval of the general committee.
- e. In the absence of the Chairpersons any member of the general committee may be elected to take over the Chair temporarily.
- f. If one of the office-bearers of the Association resigns, the general committee shall appoint a replacement from the Friends of the Association.
- g. The quorum for general committee meetings shall be five.

## 6. THE EXECUTIVE COMMITTEE.

- a. An executive committee shall consist of the Secretary plus one other office-bearer.
- b. The executive committee shall conduct urgent business which cannot wait until a general committee meeting can be arranged.
- c. The executive committee shall confer with other persons on the general committee whose area of responsibility may be involved in the business to be contracted.
- d. A full report of its actions shall be given as soon as possible thereafter to the general committee.

## 7. FINANCE AND AUDIT.

- a. The Association raises funds through donations, legacies, grants and sponsorship.
- b. The financial year of the Association shall run from 1 July to 30 June.
- c. The income and property of the Association shall be applied solely towards the objects of the Association as defined in clause two above, and no portion thereof shall be paid or transferred directly or indirectly to anyone except for:
  - (i) repayment in good faith of reasonable out-of-pocket expenses;  
or
  - (ii) the payment to any official or servant of the Association of reasonable and proper remuneration; or
  - (iii) the payment of a grant to any Friend of the Association in pursuance of the objects of the Association.
- d. Cheques drawn on the funds of the Association shall bear two signatures, the authorised signatories being the Chairperson, Treasurer, and the Secretary.
- e. The accounts of all funds held by or on behalf of the Association shall be prepared annually and shall be audited by a qualified person to be appointed at the Annual General Meeting in accordance with paragraph 4(i).

**8. CHANGING THE CONSTITUTION.**

- a. Alterations to the constitution of the Association shall be made only at an Annual General Meeting or at a Special General Meeting.
- b. Changes to the constitution may be proposed by the general committee; or by an individual Argyll resident submitting a written statement of the proposed change or changes, signed by not less than twenty other Argyll residents.
- c. Not less than 35 days notice in writing shall be given to the Secretary of any motion to alter the constitution.
- d. Not less than 21 days notice in writing of a Special General Meeting at which any such motion shall be considered, shall be given to Argyll residents.
- e. The notice calling the meeting shall be accompanied by a written statement of any proposed alteration.
- f. The quorum for a Special General Meeting shall be twenty Argyll residents.

**9. VOTING.**

At all meetings, decisions are to be made by simple majority voting. Each Argyll resident present shall have only one vote. In the event of equal votes for and against a proposal the Chairperson shall have a casting vote.

**10. DISSOLUTION OF THE ASSOCIATION.**

In the event of the dissolution of the Association any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the Friends of the Association but shall be given or transferred to a recognised charitable body or bodies having objects similar to those of the Association.

**Signed: 1) Anne Beckitt**

**Chairperson**

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**Signed 2) Ruth Knox**

**Treasurer**

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**Dated: 12<sup>th</sup> November 2021**