

Constitution

Adopted on the 17th day of November 2003.

1. Name

The name of the Association shall be the TRAFFORD ARTS ASSOCIATION (hereinafter called "the Association").

2. Aims & Objects

The Aim of the Association shall be to foster and promote the maintenance, improvement and development of artistic taste and education, understanding and appreciation of the arts among the people of the Borough of Trafford and in furtherance of the foregoing Objects:-

1. to increase the accessibility of the arts;
2. to improve the standards of execution and appreciation of the arts;
3. to encourage and assist in promoting and advancing the practice, presentation and study of the arts.

3. Powers

The Executive Committee shall have the following powers:

1. Power to raise funds by means of subscription from organisations and individuals, donations and legacies, grants in aid, loans and other sources, provided that in raising funds the Executive Committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law;
2. Power to co-operate with or give assistance to any Association, Society, Voluntary Body, Statutory Authority or other body, corporate or unincorporated, established for charitable, not for personal profit, purposes only, and having objects wholly or partly similar to those of the Association;
3. Power to bring together and co-ordinate the efforts of the local authority, industrial organisations, societies and individuals concerned or interested in the attainment of all or any of the objects of the Association;
4. Power to take steps to secure the provision and development of suitable buildings where the arts may be developed, practiced, presented and studied, and the provision in any such buildings or elsewhere of facilities for such purposes;
5. Power to do all such other lawful things as are necessary for the achievement of the objects.

4. Membership

1. Membership shall be open to organisations, societies and groups irrespective of political party, nationality, religion, race, sexual orientation or gender.
2. Membership of the Association shall be open to all organisations, societies and groups, statutory and voluntary, connected with or interested in the Objects of the Association, subject to the approval of the Executive Committee.
3. Every member organisation shall have one vote.
4. Every member organisation shall appoint an individual to represent it and vote on its behalf at Annual General meetings of the Association; and may appoint an alternate to replace its appointed representative at any meeting of the Association if the appointed representative is unable to attend. However the alternate representative cannot take on the additional responsibilities of the appointed representative e.g. As a treasurer.

5. The Executive Committee may unanimously and for good reason terminate membership of any member organisation or Associate member: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

6. Associate Membership of the Association shall be open to any private individuals interested in the objects of the Association.

7. The Local Authority shall annually appoint a maximum of 4 Elected Members to the Association's Executive Committee who will serve as the Council's representatives. Council representatives cannot be appointed as officers and are not entitled to vote.

8. A member may resign at any time by giving six months' notice in writing and shall be deemed to have resigned if the subscription has not been paid within six months of becoming due.

9. A maximum of 4 Local Authority officers may attend ordinary Executive Committee meetings in an advisory capacity only.

5. Subscriptions

All members shall pay such subscriptions or fees as the Executive Committee shall determine.

6. General, Annual & Special Meetings

1. The policy and general management of the Association shall be directed by general Executive Committee meetings.

2. There shall be an Annual General Meeting of the Association to be held as soon as possible after the end of the financial year. The business shall include:-

a) the election of officers as specified in Article 8;

b) the election of an Executive Committee as prescribed in Article 7;

c) the consideration of and, if approved, the adopting of a report of the previous year's work, together with an audited statement of accounts and balance sheet;

d) the appointment of auditors;

e) any other item of business, including proposals to amend the constitution as prescribed in Article 9, of which notice shall have been given by a member to the Executive Committee not less than 14 days' prior to the date of the meeting.

3. Each member organisation is entitled to one vote at the Annual General Meeting although more than one representative from each member organisation may attend. Local Authority officers and Council representatives will not be entitled to vote.

4. Special meetings may be called at any time by the President or Vice President acting in his absence or by the Chairman of the Executive Committee.

5. At least fourteen days' notice shall be given of all meetings of the Association.

6. Each Association member shall be entitled to receive 14 days' notice of general or special meetings of the Association and to attend and speak thereat, but shall not be entitled to vote unless elected to serve as an officer or member of the Executive Committee of the Association.

7. A quorum at Annual General Meetings and General Meetings of the Association shall be one quarter of the membership. (2003 9 members present); However quorum is not required for the Executive Committee.

7. The Executive Committee

1. Nominations for members' election to the Executive Committee (and as an officer as per Article 8), must be made by members of the Association in writing and presented at the Annual General Meeting for election.
2. Up to 15 ordinary members shall also be elected to the Executive Committee at the Annual General Meeting.
3. The Executive Committee shall be empowered to co-opt up to 6 additional members who would have full voting rights.
4. Members of the Executive Committee shall retire annually but shall be eligible for re-election at the Annual General Meeting.
5. Any vacancy arising through resignation of any officer or member of the Executive Committee shall be filled by further co-option, which shall have effect only until the next Annual Meeting.
6. The Executive Committee shall be responsible for the attainment of the objectives of the Association and for the general management of the Association to which it will report annually.
7. The Executive Committee shall be responsible for the approval of estimates of expenditure for each financial year and shall cause proper books of accounts to be kept in respect of:
 - (a) All sums of money received and expended by the Association and the matters in respect of which receipt and expenditure takes place;
 - (b) The assets and liabilities of the Association.
8. The Executive Committee shall consider and report upon any matter which may be referred to it by any member of the Association.
9. The Executive Committee shall meet at least once in each two calendar months; the quorum of meeting shall be one quarter of the membership. The Executive Committee may make such rules as it thinks fit for the conduct of its meetings and the transaction of its business.
10. The Executive Committee shall have the power to appoint such sub-committees and advisory panels composed of such persons as the Committee may deem appropriate and these sub-committees and advisory panels shall report on any matters discussed to the Executive Committee.
11. The Executive Committee shall be responsible for the appointment of staff and the provision of office accommodation, furniture and equipment.

8. Appointment of Officers

1. The President of the Association shall be The Mayor of the Borough of Trafford.
2. At the first meeting of the Association and thereafter at each Annual General Meeting of the Association the following shall be appointed via election:
 - a) A Chairman; a Vice-Chairman, a Treasurer and such other officers as the Association may decide.
3. The President shall take the Chair at the Annual General Meeting and at other meetings of the Association. In the event of the President being unable to attend, a Vice-President, the Chairman or Vice-Chairman of the Executive or failing this, such member of the Association as the meeting shall appoint, shall preside.
4. The President, Vice-President and any other officers shall hold the office until the conclusion of the Annual General Meeting next after their election; they shall be eligible for re-election.

9. Alterations to the Constitution

1. Subject to the following provisions of this clause the Constitution may be changed by a

resolution passed by not less than two thirds of the members present and voting at the Annual General Meeting:

- a) No amendment may be made to Article 1;
- b) No amendment may be made to Article 11.

2. The notice of the Annual General Meeting must include notice of the resolution, setting out the terms of the alteration.

10. Finance and Audit

1. Member organisations and Association members shall pay such subscriptions, being financial contributions towards the expenses of the Association, as may be prescribed from time to time by the Association after considering any recommendations of the Executive Committee.

2. In submitting its annual requests for grant aid, the Association shall approve an estimate of income and expenditure for the ensuing financial year and shall submit this estimate together with its audited accounts for the previous complete financial year for the consideration of grant aiding bodies.

3. The Association's financial year shall be from 1st April to 31st March and subscriptions shall be due in advance of 1st April every year.

4. The income and property of the Association shall be applied solely towards the objects of the Association as defined in Clause 2 hereof and no portion thereof shall be paid or transferred directly or indirectly by way of profit, to any member of the Association; but so that nothing herein contained shall prevent the payment in good faith of reasonable and proper honoraria to any officer or servant of the Association, or to any member in return for services actually rendered to the Association, nor prevent the payment of interest at a reasonable rate on money lent or reasonable and proper rent for premises let by any member of the Association, nor exclude any member from the benefit of any grant or wards made in furtherance of any of the objects of the Association.

5. The Association may appoint a custodian trustee or a trust corporation of not less than three persons to hold any property held by or in trust for the Association or may, with the agreement of the Official Custodian of Charities, transfer to him personal property (within the meaning of Section 16(2) of the Charities Act (1960) so held and make application for an order vesting in him any other property so held.

11. Dissolution

1. If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, 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 Executive Committee shall have the power to realise any assets held by and on behalf of the Association. 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 Association as the members of the Association may determine or failing that shall be applied for some other charitable purpose.