



## **1. Name**

The association's name is Swindon Open Studios.

## **2. Aims**

- 2.1. To provide a free opportunity for the general public to engage with local artists, located within a radius of 15 miles from Swindon town centre. The event allows the public to see and discuss how the art is made, with the option to buy original, affordable art if they wish.
- 2.2. To provide a community for local artists, who are often isolated, and give them the chance to connect with each other, and the whole community through social and training events around the main event, on social media and by visiting each others' studios wherever possible.
- 2.3. This Association is a not for profit association. Members pay a fee to be part of the main event. The fee covers the costs of marketing the event.

## **3. Membership**

- 3.1. Members are
  - Everyone who pays to exhibit in Swindon Open Studios
  - Everyone who volunteers to help run the event or association
- 3.2. Members opening their studios are responsible for their own public liability and other insurance cover. Each member has a responsibility to ensure the safety of their visitors. At no point does any duty of care transfer to Swindon Open Studios.
- 3.3. Members may resign at any time in writing to the secretary.
- 3.4. Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to continue as an SOS member if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee, accompanied by a family member/friend or other member, before the final decision is made.

## **4. Membership fee**

- 4.1. Artists pay every year to be part of the Open studios event.



4.2. Membership lasts for the current year. It does not automatically renew. Each year, an online form is completed and payment made for the current year. This must be done by the cut off date.

4.3. Fee and cut off date to be agreed at by the committee.

The only requirement is that the artist is based within a 15 mile radius of Swindon. We are an inclusive association, all local artists are welcome.

## **5. Equal Opportunities**

Swindon 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.

## **6. Committee and officers**

The business of the Association will be carried out by a Committee elected at the Annual General Meeting.

6.1. The Committee will meet as necessary and not less than four times a year.

6.2. The Committee will consist of up to 6 officers, covering the following roles:-

- Chair
- Secretary
- Treasurer
- Events Representative
- Marketing Representative
- Sponsorship Representative

6.3. Up to 2 additional members may be co-opted onto the committee, for example, if particular skills or knowledge is required, at the discretion of the committee.

6.4. In the event of an officer standing down during the year a replacement will be elected by the committee.

## **7. Annual General Meeting (AGM)**

7.1. An Annual General Meeting (AGM) is normally held once a year, after the main event. It must be held within 15 months of the last AGM. At the AGM:-

- The Committee will present a report of the Swindon open Studios Event.
- The Committee will present the accounts of Swindon open Studios Association 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.
- 7.2. All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date and time.
- 7.3. Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
- 7.4. In the event of more than one person applying for the same committee role; each will make a short speech and then a vote will be made. Chairperson to have the deciding vote
- 7.5. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

## **8. Committee meetings**

- 8.1. Committee meetings will usually be one per month from February to November, although it is at the committee's discretion to arrange meetings as necessary.
- 8.2. The quorum for Committee meetings is three Committee members.

## **9. Special General Meetings (SGM) and General Meetings (GM)**

If necessary the committee can call a Special General Meeting (to discuss changes to the constitution) or a General meeting, to discuss other important issues, in which case

- 9.1. All current members on the mailing list will be notified of the date, time and venue of these meetings by Email at least 2 weeks prior
- 9.2. The quorum will be 10, or 10% of the current membership, whichever is largest.

## **10. Rules of procedure for meetings**

- 10.1. Meetings will be facilitated by the Chairperson, or if not available a committee member.
- 10.2. Minutes will be taken by the Secretary.



- 10.3. Where possible we will try to reach a consensus, (ideas are discussed, and we try to find a solution that is satisfactory to everybody present by working it through together).
- 10.4. If no consensus can be found we will make decisions by voting, a simple majority is required. If there are an equal number of votes on each side, the chair will have an additional casting vote.

## **11. Finances**

- 11.1. A bank account will be maintained on behalf of the Association at a bank agreed by the committee.
- 11.2. There will be at least three signatories to the account (so that there are always two available to authorise payments).
- 11.3. Each transaction will require two signatures.
- 11.4. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- 11.5. An annual statement of accounts will be presented to the Annual General Meeting.
- 11.6. All money raised by the Association will be spent solely on the objects laid out in the constitution.
- 11.7. As a non-profit-making organisation, any surplus funds after the year's financial end will be carried forward to further the Aims of Swindon Open Studios

## **12. Changes to the Constitution**

- 12.1. Changes to the constitution can only be made at an AGM, or a SGM
- 12.2. Members must be notified of any changes by Email at least 2 weeks prior to the proposed changes.
- 12.3. A simple majority members vote is required to approve a change.

## **13. Dissolution**



# **Swindon Open Studios Constitution**

V1 Proposed 27/12/2024

- 13.1. If a meeting, by simple majority, decides that it is necessary to close down the Association it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Association.
  
- 13.2. If it is agreed to dissolve the Association, 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 of Swindon Open Studios was agreed on:-

Date ...../...../.....

Name and position in Association .....

Signed .....

Date ...../...../.....

Name and position in Association .....

Signed .....