



**The Arts Society Stratford upon Avon**  
**(STRADFAS)**  
**(Referred to in this document as “the Society”)**  
Registered Charity Number 1177315



# **CONSTITUTION**

REVISED April 2018

## **1) ADOPTION OF THE CONSTITUTION.**

The Society and its property will be administered and managed in accordance with the provisions of this Constitution.

## **2) NAME.**

The Society shall be named “The Arts Society Stratford upon Avon”, but will be known by the operating acronym “STRADFAS”

## **3) OBJECTS.**

The Society shall have as its objects the promotion and advancement of the aesthetic education of the general public, the cultivation, appreciation and study of the decorative and fine arts, and the giving of aid to the preservation of the United Kingdom’s national artistic heritage.

## **4) POWERS.**

For the pursuit and fulfilment of the Society’s Objects (but not further or otherwise) the Society shall have power to:

- a) arrange lectures for Members of the Society (“Members”) and their guests.
- b) arrange study groups, tours and visits to places of interest and education for Members and their guests.
- c) arrange related activities of an educational character for children and other members of the general public.
- d) arrange voluntary conservation and recording work by Members in relation to the decorative and fine arts and the national artistic heritage.
- e) purchase, take on lease, hire or otherwise acquire any real or personal property or premises including halls or lecture rooms and any rights, privileges or interests which the Society may think necessary or desirable for the promotion of the Objects.
- f) subscribe, donate or guarantee money for any purpose connected with and calculated to advance the Objects of the Society.
- g) raise and utilise funds for the furtherance of the Society’s Objects but without the power to pledge the personal liability of any Member for the repayment of any sums borrowed.
- h) do all such other lawful things as are necessary or desirable for the attainment of the Society’s Objects.

## **5) APPLICATION OF INCOME AND PROPERTY.**

- a) The income and property of the Society shall be applied solely towards the promotion of its Objects.
- b) A Trustee appointed under Clause 8a below (“Trustee”) or Member of the Committee (“Committee Member”) may pay out of, or be reimbursed from the property of the Society, reasonable expenses properly incurred by him or her when acting on behalf of the Society.

- c) None of the income or property of the Society may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Trustee or Committee Member. This does not however prevent:
- i. a Trustee or Committee Member from receiving reasonable and proper remuneration, by agreement of the Trustees and the Committee for any goods or services supplied to the Society;
  - ii. the purchase of indemnity insurance for Trustees and/or Committee Members against any liability that by virtue of any rule of law would otherwise attach to a Trustee and/or Committee Member in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Society but excluding:
    - (1) fines;
    - (2) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of a Trustee or Committee Member;
    - (3) liabilities to the Society that result from conduct that a Trustee or Committee Member knew or ought to have known was not in the best interests of the Society or in respect of which the Trustee or Committee Member did not care whether that conduct was in the best interests of the Society or not.
- d) No Trustee or Committee Member may be paid or receive any other benefit for being a Trustee or Committee Member.

## **6) MEMBERSHIP.**

- a) Admission to membership as a Member shall be open to any person who is interested in actively furthering the Objects of the Society and conforming to its Constitution and bye-laws.
- b) The Trustees shall delegate the Committee to decide the number and admission of Members and the Committee may, in order to accommodate attendances at lectures and the like in accordance with the established practice of the Society, admit members as Morning Members or Afternoon Members. Members may only change the time of their attendance with the permission of the Membership Secretary or as the Committee shall direct.
- c) A waiting list may be maintained for those persons applying for Membership in excess of the permitted number of members.
- d) Persons on the waiting list will be admitted to Membership in strict order of application, but in exceptional circumstances, priority may be given at the discretion of the Committee, for example, when members from other Societies move into the locality.

## **7) OFFICERS.**

- a) The Officers of the Society shall be the Chairman, the Vice-Chairman, the Treasurer and the Secretary all of whom shall be ex officio Trustees, nominated annually in consultation with the Committee for election at the Annual General Meeting (AGM). The Officers shall hold office until the next AGM and shall then retire but shall be eligible for re-election.
- b) The Chairman and Vice-Chairman may not hold office for more than three consecutive years.
- c) The Treasurer and the Secretary shall not normally hold office for more than three years, but the Trustees may extend this up to a maximum of five years to ensure a smooth transition of responsibilities.
- d) Chairman.
  - i. The Chairman, or in his or her absence the Vice-Chairman (or in his or her absence, an appointee of the Trustees) shall preside at all General Meetings and Committee Meetings of the Society. The decision of the Chairman of the General Meeting upon any question of order, voting, adjournment of the Meeting or the interpretation of the Rules of the Society shall be final.
  - ii. The Chairman of any Meeting shall have an additional casting vote in the event of equality of votes on any matter under consideration by the Society.
  - iii. The Chairman of the Society shall attend and represent the Society at all Arts Society (TAS) General, Area and National Meetings or appoint a deputy to attend.

- e) An Officer shall vacate his or her office if he or she ceases to be a Committee Member. The resulting vacancy shall be filled as soon as possible by a temporary appointment (until the end of the current year) agreed by the Trustees and the Committee.

## **8) TRUSTEES and COMMITTEE.**

### **1 TRUSTEES**

- a) The Committee shall appoint up to six Trustees for the Society, consisting of the Chairman and Officers of the Committee as well as two members. Each Trustee may serve for a period of up to six years.
- b) The Trustees shall be confirmed by the Membership at the Annual General Meeting.
- c) The Trustees shall elect one of their number to be the “Chairman of Trustees”
- d) The Trustees shall manage the affairs of the Society and administer its funds. This will involve delegation to the Committee as required.
- e) The Trustees shall have the following powers in order to further the Objects of the Society (but not for any other purpose).
  - 1) To co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them
  - 2) To establish or support any other charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects.
  - 3) To acquire, merge with or enter into any partnership or joint venture arrangement with any other body formed for similar Objectives as the Society.
  - 4) To set aside income as a reserve against future expenditure.
  - 5) To obtain and pay for goods and services as are necessary for carrying out the work of the Society.
  - 6) To open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a Trust are permitted to do by the Trustee Act 2000 or such statute as may be in force at the time.
  - 7) To do all such other lawful things as are necessary for the achievement of the Objects.
  - 8) The Trustees may appoint sub-committees of two or more Committee Members accountable to them for such purposes as they determine and may delegate appropriate powers or functions (subject to such restrictions and conditions as the Trustees shall think fit) to any sub-committee and may add to, alter or revoke any such delegation at any time.
  - 9) The Trustees may delegate specific duties to members of the Committee, albeit whilst retaining overall responsibility and authority at all times.
  - 10) Trustees shall meet as required and not less than four times each year. Three Trustees shall constitute a quorum. A Trustee Meeting may coincide with a Committee Meeting.

### **2 COMMITTEE**

- a) The Committee shall consist of not more than twelve Members including the Officers.
- b) Members may propose or second members who have consented to act for election to the Committee at the AGM. Nominations must be given to the Secretary not less than 35 days before the AGM.
- c) Committee members shall retire each year but be eligible for re-election at the AGM.
- d) Vacancies arising amongst the Committee during the year may be filled by Members, agreed by the Trustees, and appointed by the Committee. Members so appointed shall hold office until the next AGM and shall be empowered to vote at Committee Meetings.
- e) The Committee, in agreement with the Trustees, may co-opt additional Committee Members. Co-opted members shall have the right to attend and vote at Committee Meetings. Co-opted members shall be appointed until the next AGM and may be appointed for such further period as the Trustees may decide not exceeding one year.

- f) The Committee shall meet as required and not less than ten times each year. The quorum for Committee meetings shall be five Committee members, at least two of whom shall be an Officer. Any Committee meeting at which a quorum is present at the time the relevant decision is made may exercise all the powers delegated to the Committee.

### **3. LIMITATIONS**

No alteration to this Constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees or Committee.

## **9) DISQUALIFICATION AND REMOVAL OF TRUSTEES**

A Trustee shall cease to hold office if he or she:

- a) is or would be disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision); or otherwise fails to satisfy the “Fit and Proper Persons” criteria or any other statutory provision;
- b) ceases to be a Member;
- c) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- d) resigns as a Trustee by notice to the Society (but only if at least two Trustees will remain in office when the notice of resignation is to take effect);
- e) is absent without the permission of the Chairman of Trustees from two or more meetings held within one Society Year and the Trustees resolve that his or her office be vacated.

## **10) DISQUALIFICATION AND REMOVAL OF COMMITTEE MEMBERS**

A Committee Member shall cease to hold office if he or she:

- a) is disqualified through failing to satisfy a “Fit and Proper Persons” test or any other statutory provision;
- b) ceases to be a Member;
- c) is absent without the permission of the Chairman of the Committee from all their meetings held within a period of six consecutive months and the Committee resolves that his or her office be vacated.

## **11) PROCEEDINGS OF THE TRUSTEE AND COMMITTEE MEETINGS**

- a. The Trustees or Committee may regulate their proceedings as they think fit, subject to the provisions of this Constitution.
- b. The Secretary shall call by reasonable notice a Trustee Meeting or Committee Meeting if requested to do so by a Trustee or Committee Member.
- c. Questions arising at a Trustee Meeting or Committee Meeting shall be decided by a majority of votes.
- d. If the Chairman is unwilling to preside at a Meeting or is not present within 15 minutes after the time appointed for the meeting, the Trustees or Committee Members present may appoint another Trustee to chair that meeting.
- e. The accidental omission to give notice of a Trustee Meeting or Committee Meeting to, or the non-receipt of notice of a meeting by any Trustee or Committee Member shall not invalidate the proceedings of that meeting.

## **12) FINANCE**

- a) The Society’s financial year shall end on 31 March in every year - commencing 31 March 2019 - or on such other date as the Trustees may from time to time determine in consultation with the Committee.

- b) The Trustees and Committee Members of the Society shall comply with their obligations under legislation for the time being in force with regard to:
  - i. keeping accounting records for the Society;
  - ii. preparing annual statements of account for the Society;
  - iii. transmitting the statements of account to the Society;
  - iv. the independent examination of the statements of account of the Society;
  - v. preparing an annual report and transmitting it to the Charity Commissioners for England and Wales (“the Commission”); and
  - vi. preparing an annual return and transmitting it to the Commission.
- c) The Trustees and Committee Members shall authorise its Officers to arrange payment and reimbursement of expenditure on behalf of the Society. The funds of the Society will be paid into current, deposit or investment accounts in the name of the Society with such banks, building societies or investment institutions as the Committee shall decide.
- d) Cheques and other instruments shall be signed by not less than two Officers or other signatories authorised by the Trustees. Bank transfers may be conducted by the Treasurer after prior authorisation by a second Trustee or Member of the Committee.

### **13) SUBSCRIPTIONS.**

- a) The subscription for Members shall be such a sum as may be determined by the Trustees from time to time. The first payment shall be due on election to Membership. Renewals shall be due annually immediately following the Annual General Meeting of every year or on such date in every year as the Committee shall decide and communicate to Members.
- b) A Member whose subscription is not paid in full within 28 days of the due date shall thereupon cease to be entitled to rights and privileges of Membership but may at the delegated discretion of the Committee be reinstated on payment of all arrears.

### **14) MEETINGS.**

The AGM shall be held in each year on such date and at such time and place as shall be determined by the Trustees. Written Notice shall be given at least 21 days before the meeting, which may be in the printed programme or by separate notice. The Agenda will be available at the meeting or from the Secretary during the preceding 21 days.

- a) The business of the AGM shall be:
  - i. to receive the Chairman’s annual report on the activities of the past year;
  - ii. to receive the Accounts of the Society and the Independent Financial Examiner’s report thereon;
  - iii. to elect Members to the Trustees and the Committee;
  - iv. to confirm the Trustees’ and Committee’s nominations of Officers;
  - v. to appoint an Independent Financial Examiner whose duties shall be to examine and report on the financial statements of the Society for submission to the Members;
  - vi. to consider any special resolutions proposed by or on behalf of the Trustees or otherwise duly proposed and seconded and
  - vii. subject to the prior permission of the Chairman obtained not less than 35 days beforehand to discuss informally any other matters;
- b) The election of Trustees and Committee Members shall be by a show of hands unless there are more candidates than there are vacancies to be filled, in which case the relevant election shall be by ballot of those Members present at the Meeting.
- c) Any Member desirous of proposing a resolution for consideration at the AGM shall give the full text thereof in writing to the Secretary at least 35 days prior to the holding of the meeting. Any such resolution must show the name of its proposer and seconder.

## **15) EXTRAORDINARY GENERAL MEETINGS.**

- a) All general meetings other than AGMs shall be called Extraordinary General Meetings.
- b) An Extraordinary General Meeting must be convened within 35 days of a decision by the Trustees, after consultation with the Committee, to convene a special meeting or within 35 days after the first available meeting of the Trustees following receipt by the Society (through the Secretary) of a written requisition addressed to the Trustees and signed by at least 100 Ordinary members giving particulars of the business and the text of any proposed resolution(s) to be considered at the meeting requisitioned. Twenty one days prior written notice of the Extraordinary General Meeting shall be given to those entitled to notice of General Meetings stating the date time and place of the Meeting (which shall be determined by the Chairman) and particulars of the business and text of any resolutions to be considered and in the case of a meeting convened following receipt of a requisition, the names of the requisitionists.

## **16) PROVISIONS APPLICABLE TO ALL GENERAL MEETINGS.**

- a) No business shall be transacted at any General Meeting unless a quorum is present at the time fixed for the commencement of the meeting. One quarter of the Society's Ordinary Members at the date of holding the Meeting shall constitute a quorum.
- b) If a quorum is not present within 15 minutes from the time appointed for the meeting, the meeting shall be adjourned to such time and place as the Chairman shall reasonably determine. The Trustees shall give at least seven clear days' notice of the re-convened meeting stating the date, time and place of the meeting and, if no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting, the Members present at that time shall constitute the quorum for that meeting.
- c) Subject to sub-paragraph 14 a) all General Meetings shall be called by at least thirty five clear days' notice. The notice shall specify the date, time and place of the meeting (which shall be determined by the Trustees) and the general nature of the business to be transacted (including the text of any special resolution to be proposed at an AGM and of any resolution to be proposed at a Special General Meeting) and shall be given to all Members as at the date the notice is given.
- d) The accidental omission to give notice of a general meeting to, or the non-receipt of notice of a general meeting by, any Member shall not invalidate the proceedings of that meeting.
- e) Each Member shall have one vote on any resolution proposed at a general meeting. Except as provided otherwise by this Constitution, voting shall be on a show of hands by simple majority of those present and voting. Where an increased majority is required (as for Clause 19a) the votes of those present and voting shall be counted accordingly. For the avoidance of doubt an abstention does not constitute a vote. Proxy voting shall not be permitted.

## **17) NOTICES.**

- a) Any notice required by this Constitution to be given to or by any person must be:
  - i. in writing; or
  - ii. given using electronic communications.
- b) The Society may give any notice to a Member either:
  - i. personally; or
  - ii. by sending it by post in a prepaid envelope addressed to the Member at his or her address; or
  - iii. by leaving it at the address of the Member; or
  - iv. by giving it using electronic communications to the Member's address.
- c) A Member who does not register an address with the Society or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Society.

- d) A Member present in person at any meeting of the Society shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- e) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

#### **18) MEMBERS' ADDRESSES AND GENERAL DATA PROTECTION ACT.**

- a) Members' details will be processed fairly and lawfully and in accordance with the Society's legitimate activities.
- b) Members shall notify any change in their details to the Society.
- c) Members' details may be shared with The Arts Society, its affiliated organisations and the Society's email provider. These details will not be shared with any other third parties.

#### **19) AMENDMENT OF CONSTITUTION.**

- a) This Constitution may be amended by a resolution of which due notice has been given in accordance with this Constitution being passed at an Extraordinary General Meeting of the Society by at least two-thirds of the Members present and voting, provided that if the Society is registered with the Commission as a charity then:
  - i. no amendment may be made that would have the effect of making the Society cease to be a charity at law;
  - ii. no amendment may be made to paragraph 5 of this Constitution without the prior written consent of the Commission.
- b) Subject to a) above a copy of any resolution amending this Constitution shall be sent to the Commission within twenty one days of it being passed.

#### **20) TERMINATION OF MEMBERSHIP OF THE SOCIETY.**

- a) Membership of the Society is terminated if:
  - i. the Member dies;
  - ii. the Member resigns by written notice to the Society unless, the person is a Trustee and that after the resignation, there would be less than two Trustees.
  - iii. The Member fails to pay due subscriptions
- b) The Member ceases to be entitled to the rights and privileges of Membership pursuant to the provisions of paragraph 13(b) above (unless reinstated pursuant to that paragraph) or any provision of the Society's bye-laws.
- c) The Member is removed from Membership by a resolution of the Trustees, after consultation with the Committee, that it is in the best interests of the Society that his or her membership is terminated. A resolution to remove a Member from Membership may only be passed if:
  - i. the Member has been given at least twenty one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
  - ii. and the Member has been allowed to make representations to the meeting.

#### **21) WINDING UP THE SOCIETY.**

- a) The Society may be dissolved by a resolution of which due notice has been given in accordance with this Constitution being passed at a general meeting of the Society by at least two-thirds of the Members present and voting.

- b) If the Members so resolve to dissolve the Society, the Trustees will remain in office as trustees and be responsible for winding up the affairs of the Society in accordance with the provisions of this paragraph 21.
- c) The Trustees shall collect in all the assets of the Society and shall pay or make provision for all the liabilities of the Society.
- d) The Trustees shall apply any remaining property or money:
  - i. directly for the Objects of the Society;
  - ii. by transfer to any charity or charities for purposes the same as or similar to the Society;
  - iii. in such other manner as the Commission may approve in writing in advance.
- e) The Members may pass a resolution before or at the same time as the resolution to dissolve the Society specifying the manner in which the Trustees are to apply the remaining property or assets of the Society and the Trustees shall comply with the resolution if it is consistent with sub-paragraphs (i) – (iii) inclusive in paragraph (d) above.
- f) In no circumstances shall the net assets of the Society be paid to or distributed among the Members (except to a Member that is itself a charity).
- g) The Trustees must notify the Commission promptly that the Society has been dissolved. If the Trustees are obliged to send the Society's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Society's final accounts.

## **22) BYE-LAWS.**

- a) The Trustees, after consultation with the Committee, may from time to time make bye-laws for the conduct of Society's affairs and may alter, add to or repeal any such bye-laws at any time and from time to time.
- b) The bye-laws may regulate the following matters but are not restricted to them:
  - i. the admission to Membership of the Society (including the admission of organisations to membership) and the rights and privileges of such Members, and the entrance fees, subscriptions and other fees or payments to be made by Members;
  - ii. the conduct of Members in relation to one another, and to the Society's volunteers;
  - iii. the attendance of guests or visitors;
  - iv. the procedure at general meetings and meetings of the Trustees or Committee in so far as such procedure is not regulated by this Constitution;
  - v. the keeping and authenticating of records ;
  - vi. generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- c) The Trustees, after consultation with the Committee, shall adopt such means as they think sufficient to bring the byelaws to the notice of Members.
- d) The bye-laws shall be binding on all Members. No bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

## **23) INTERPRETATION.**

In these rules where the context admits the masculine shall include the feminine and the singular shall include the plural and vice versa. Subject to the provisions of paragraph 7(d) (i) as to general meetings, the decision of the Trustees upon any question of interpretation of this Constitution shall be final and binding on all Members and guests of the Society.



# The Arts Society Stratford-upon-Avon (STRADFAS)

Bye-laws in accordance with Paragraph 22 of the Society's Constitution (April 2018)

## 1. Membership

If seating is limited at the Society's lecture venue, the Membership of the Society may be limited to such number as the Committee considers appropriate having regard to the general level of attendance and Health and Safety. A waiting list may be maintained for those persons applying for Membership in excess of any such limit. The Committee may require a fee to be paid for names to be placed on the waiting list. Those on the waiting list will be admitted to Membership in strict order of the date of application but in exceptional circumstances, priority may be given to a person on the waiting list at the discretion of the Committee.

- i. The Committee will decide whether vacancies will be filled immediately or deferred to a later date depending on whether it considers that a review of the Membership limit is needed.
- ii. Prospective members on the waiting list will be encouraged to consider Affiliate Membership of The Arts Society.
- iii. If there is a waiting list, the Committee may review cases of Members who fail to attend a minimum of three of the Society's lectures in each lecture season. Such Members may forfeit their Membership to allow the admission of persons on the waiting list. The decision of the Committee in such cases will be final.
- iv. The Committee, in consultation with the Trustees, may rescind the membership of any Member who behaves in an unruly, disruptive or inappropriate manner at any Event.

## 2. Policies

The Committee will from time to time make (and review at least annually) appropriate policies. Relevant policies will be published on the Society's website.

## 3. Attendance at lectures

- i. Mobile phones must be turned off or put into silent mode during any lecture or talk being given at an Event or whenever otherwise appropriate.
- ii. There may be occasions where the popularity of a lecture attracts more Members and visitors than can be accommodated in the venue. Under such circumstances, Members may be admitted by ticket only and there will be no admission for visitors. Furthermore, in order to preserve unimpeded evacuation routes, standing room will not be permitted.
- iii. Seats at lectures may be reserved for members of the Committee and helpers who have duties until a lecture begins but seats otherwise reserved must be given up if they remain unoccupied as the theatre nears full capacity. Members generally are not permitted to reserve seats for latecomers where the lecture theatre is otherwise full.
- iv. All visitors attending a lecture will be registered at the Membership Desk and will invited to make a recommended donation to the Society's funds.
- v. Disabled Members and disabled visitors wishing to attend lectures or other events may be assisted by their carers. Their carers will be requested to remain contactable and near at hand in case of an emergency but will not attend such an event except as a visitor in accordance with the provisions of these Bye-Laws.
- vi. Provided reasonable notice is given to a Committee member, a suitable seat will be reserved for any disabled member or disabled visitor to facilitate access.

## 4. Visits and other events

### 4.1 Notification, Bookings

- i. Non-Member Visitors to lectures: All non-member visitors must be registered on arrival and will be advised of a recommended donation for each visitor per lecture. (Ref para. 3.iv above)
- ii. Visitors will abide by the same rules as Members when attending events.
- iii. Information on Special Interest Days, Day Visits and Social Events ('events') is announced in the Membership Card, at lectures, the monthly email Bulletin and on the STRADFAS website.
- iv. Tours and Visits Organisers can not accept verbal expressions of intent to book, either before or after the designated booking dates. Bookings are made in person immediately before and after lectures on the dates shown. Payments are by cheque or cash to guarantee a booking.
- v. Places will be allocated on a first come, first served basis, with equal opportunities for morning and afternoon members. Members can book a maximum of two tickets, for Members only. Should the lists be oversubscribed, Members may ask to be put on a waiting list for subsequent vacancies.
- vi. Tours may be organised through a tour operator, and if so payments will be made directly to the operator. Members should satisfy themselves that their booking is adequately covered by ABTA, ATOL or similar bonding and insurance.
- vii. Members (and visitors) reserving a place on an event must familiarise themselves with the particular requirements of such event.
- viii. Members having to cancel a booking should advise the appropriate Organiser so that the place(s) may be offered to the next person on the waiting list (see the refunds policy, para 4.1.x below). In the event of the ticket holder not making a private arrangement for the ticket, the right is reserved to charge a £10.00 administration fee at the Organiser's discretion.
- ix. Non-members may attend events if spaces are available, after STRADFAS members have bought their tickets. Non-members can also ask to be put on a waiting list.
- x. Members buying a ticket for any event should note that STRADFAS is unable to "buy back" the ticket and, in the case of cancellation or curtailment for reasons beyond our control, STRADFAS may not be able to make a full or partial refund of the ticket cost. Deposits made through a third party for our annual tours are not refundable in accordance with standard conditions for Travel Agencies. Members wishing to cancel may be put in touch with person(s) on the waiting list to see if a transfer of ticket is possible.

### 4.2 Members on tours, visits etc.

- i. In the case of an emergency during an event, the designated organiser or a Committee Member may take any action that is required, including stopping the event. All attendees at an event must observe the reasonable requests of those in charge of it.
- ii. Insurance, accident/loss/theft: Those on a visit/tour are required to use common sense in safeguarding their possessions. STRADFAS is not responsible for any personal accident, or loss, damage or theft of members' personal property whilst engaged in STRADFAS events, nor for any loss of or damage to any items by a member at the location(s) visited. This is the member's own responsibility. STRADFAS therefore strongly recommends that members ensure that they are covered by individual personal insurance before joining an event, and this is pointed out in booking forms etc. The parking of cars at places suggested by STRADFAS is at the owner's risk.
- iii. Emergency contact: It is the responsibility of each Member to carry the name and contact details of a person to be contacted in the case of emergency in an obvious and convenient place for others to find in such circumstances.

#### **4.2 Members on tours, visits etc. - continued**

- iv. Medication: It is the responsibility of each Member to carry any necessary medication, and any medical notes that are necessary.
- v. Coach travel: Members are reminded that when travelling on a coach or other road vehicle fitted with seat belts, it is an offence not to wear them while seated when the vehicle is moving. Members should draw this fact to the attention of any visitors near them also travelling on the coach.

### **5. Health and Safety**

#### **5.1 General**

- i. STRADFAS will undertake an annual recorded inspection of lecture venues for obvious tripping hazards, lighting problems and unsecured seating. In addition, all Committee members are required to report any Health & Safety issues they are aware of on a Lecture or Study Day to the ArtsHouse, or other venue being used, for attention. STRADFAS accept no responsibility for those travelling to events, including parking and walking to the Hall.
- ii. Other venues used are looked at visually on the day of each hiring, and Committee Members are required to report any Health & Safety issues they are aware of to the venue management for attention. STRADFAS do not retain records of these inspections.
- iii. STRADFAS notes that we have disabled/infirm members/visitors, and this is taken into consideration when performing the above inspections.
- iv. Members and all visitors to any event will be expected to take all reasonable care of themselves and others around them and observe all Health and Safety requirements whether specifically pointed out to them or not.
- v. STRADFAS have members on duty with allocated responsibilities for all events. In the event that the evacuation alarms go off in the ArtsHouse, (or similar) Committee Members have a responsibility to assist as requested.
- vi. During lectures, fire escapes and aisles leading to them must be kept clear at all times.
- vii. In the event of a medical emergency during a lecture or other event, there will be a person designated by the Committee who will have responsibility for contacting an appropriate member of the staff at the location, or the emergency services.

#### **5.2 Volunteers (e.g. Heritage, Young Arts etc.)**

- i. Volunteers are covered by The Arts Society Employees Liability Insurance.
- ii. Volunteers are required to use common sense in safeguarding themselves & their possessions, especially when working in locations and with equipment that is/are new to them. This is explained to our Volunteers.
- iii. Where necessary, locations where Volunteers work are evaluated for health and safety risks.
- iv. STRADFAS's procedure to cover a member/visitor falling ill, injury etc. consists of telephoning for an ambulance, and staying with the individual(s) until the appropriate help is available.
- v. Schools premises/personnel (Young Arts programmes) are not covered by STRADFAS risks/procedures. The STRADFAS Young Arts Coordinator works within the framework of the organisations visited.

### **6. Finances**

- i. STRADFAS maintains sufficient reserves to cover a significant drop in membership for a 6 month period, and can cover contingent liabilities for this period.
- ii. Financial accounts are audited annually, and the STRADFAS Treasurer will have appropriate experience. STRADFAS accounts are reconciled monthly and are reviewed at the committee meetings.
- iii. STRADFAS is covered by The Arts Society Insurance policy for cash theft/loss and associated risks of membership fees lost in transit.

## **7. Conduct of the Trustees and the Committee**

- i. The Trustees of the Society and Members of the Committee as will act at all times in its best interests.
- ii. The Committee will meet not less than four times in each year and more often if required to ensure the efficient organisation and management of the Society.
- iii. No Trustee or Committee member will profit in any way by virtue of being a member of it and will pay all fees, subscriptions, visit fees and any other payments in the same way as any other Member of the Society whether or not they have any part in organising an Event.
- iv. Trustees and Committee members will be entitled to the re-imburement of all reasonable expenses incurred on behalf of the Society but will, under normal circumstances, gain the prior approval of the Chairman, Treasurer or the Committee.
- v. Other Members who are involved in the organisation of events, or who may be authorised to undertake matters on behalf of the Society, may also claim expenses on the basis set out in 7.iv above.
- vi. Any member of the Committee having a financial or substantial personal interest in any matter affecting the society shall make a declaration of that interest at the beginning of any meeting at which the matter is to be discussed. The remaining members of the Committee shall in their absolute discretion decide whether the member shall be permitted to remain and engage in discussion on the matter or shall leave the room during the discussions. In any event any member making such a declaration shall not vote on the matter.

## **8. Complaints**

- i. Any Member having any complaint about any matter connected with the Society should raise it with a Trustee, the Chairman or any Committee member as soon as possible after the matter arises, to enable it to be dealt with as quickly as possible.
- ii. Any Member having any issue with an external organisation, management or with any personnel of an event or venue must not raise the matter directly with the staff at the venue but must address it to the Chairman or a Committee member in the first instance.

## **9. The Arts Society**

- i. The Society is affiliated to The Arts Society and pays affiliation and other fees to The Arts Society on behalf of its Members. Any resolution to de-affiliate must first be approved and proposed by the Committee and then approved by a resolution of not less than 75% of the Members in General Meeting.
- ii. If a proposal is put forward by the Committee to a General Meeting of the Society to de-affiliate from The Arts Society a representative of The Arts Society Board of Trustees will be invited to attend and will be entitled to speak at the meeting before the vote is taken.
- iii. If the Society ceases to be affiliated to The Arts Society, it will return all confidential documentation to it and change the name of the Society to a name which does not imply any association with The Arts Society