

The Arts Society Stratford upon Avon

(STRADFAS)

(Referred to in this document as “the Society”)

REGISTERED CHARITY NUMBER 1177315

## BYELAWS

REVISED JANUARY 2023

The purpose of STRADFAS is as stated in the Objects of the Constitution.

To this end, as relevant to these Byelaws, STRADFAS offers monthly lectures on arts-related topics, Day Visits, Extended Visits, and Special Interest Days. Opportunities exist also for members to contribute to local artistic heritage projects.

### 1. MEMBERSHIP

- a) The Trustees shall delegate the Committee to decide the number and admission of Members and the Committee may, where necessary 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 permanently change the time of their attendance with the permission of the Membership Secretary or as the Committee shall direct.
- b) Currently, monthly lectures are held twice in The Playhouse which provides ample capacity for membership numbers.

- c) In the case where demand outstrips health and safety limits, a waiting list will be maintained. Those on the waiting list will be admitted to Membership in order of the date of application, although priority may be given to existing members of the Arts Society relocating to the Stratford upon Avon area.
- d) In consultation with the Committee, the Trustees may rescind the membership of any member who behaves in an unruly, disruptive or inappropriate manner at any event.

## **2. ATTENDANCE AT LECTURES**

- a) Where the popularity of a lecture attracts more members and visitors than can be accommodated within Health and Safety limits, priority will be given to members admitted on production of their Membership card only.
- b) All visitors attending a lecture will be registered at the Membership Desk and will be encouraged to make a recommended donation to the Society's funds.
- c) Seats will be reserved in the front row for disabled members or those with visual or audio impairment. Where a disabled person is accompanied by a carer who may not be a member, the carer may attend free of charge.
- d) Seats at lectures may be reserved for members of the Committee and helpers who have duties until a lecture begins.
- e) Mobile phones must be turned off or put into silent mode during any lecture or talk given at an Event.

## **3. VISITS AND OTHER EVENTS**

- a) Information on Extended Tours, Special Interest Days, Day Visits and social events is announced on the membership card, at lectures, in the monthly email bulletin and on the STRADFAS website. The Committee reserves the

right to vary the content and dates of events where exceptional circumstances make it necessary to do so.

- b) It is the responsibility of each member to provide to the organiser of any event the name and contact details of a person to be contacted in the case of emergency. A copy of these details will be held by a member of the Committee not attending the event.
- c) Members are reminded that when travelling on a coach or other road vehicle fitted with seat belts, it is an offence in the UK and many other countries not to wear them while travelling.
- d) STRADFAS cannot be held responsible for any personal accident, or loss, damage or theft of members' personal property while on an extended trip or day visit. The parking of cars at places suggested by STRADFAS is at the owners' risk.
- e) Where members wish to cancel a booking, they should advise the appropriate organiser for help in offering the place to another member.
- f) STRADFAS is unable to "buy back" tickets and in the case of cancellation or curtailment for reasons beyond its control, STRADFAS may not be able to make a full or partial refund. Payments made to a third party for extended tours are refundable or not in accordance with standard conditions for the Travel Agency with which the booking is made.
- g) Members are responsible for carrying their own medication and medical notes where necessary.
- h) **Extended Tours**
  - i) Extended tours are organised through a commercial travel agent and payments must be made directly to the operator. Payment is required to guarantee a booking and places will be allocated on a first come, first served basis. Members can book a maximum of

2 places for members only. Where trips are oversubscribed, a waiting list will be held.

- ii) Non-members may participate in Extended Tours if spaces are still available after STRADFAS members have had a reasonable opportunity to book.
- iii) Members wishing to participate in an extended tour should familiarise themselves with the particular and physical requirements of the trip prior to booking.
- iv) It is the Member's responsibility to ensure that their booking is adequately covered by ABTA, ATOL or similar bonding and that they have adequate insurance.

**i) Day Visits, Special Interest Days**

- i) Day Visits and Special Interest Days will be advised by bulletin and announcement and offered at lectures and/or online.
- ii) Members wishing to participate in a Day Visit should familiarise themselves with the particular and physical requirements of the trip prior to booking.
- iii) Online booking shall provide all of the following facilities:
  - 1. the possibility to purchase 1 or 2 tickets for members;
  - 2. the possibility to request to be held on a waiting list if there is insufficient allocation remaining;
  - 3. the possibility to request for a non-member companion to be held on a waiting list for allocation if the event is not fully subscribed.
- iv) The booking form may also request additional information such as preferred pick-up for a coach departure; dietary requirements, if appropriate; special needs provision. The booking form will also

require the member to enter an email address to which confirmation of booking acceptance will be sent.

- v) The member will be notified to this email address whether or not their booking has been accepted, placed on a waiting list or rejected (if the member does not wish to be placed on the waiting list).
- vi) Where a booking has been accepted, payment will be due immediately either by BACS to STRADFAS quoting the payment reference, by cheque to the event organiser or in some cases by bank card at a lecture.
- vii) If payment is not received promptly, the tickets allocated will be released for other members on the waiting list. This may be after Members have been reminded of the need to pay on only one occasion after the initial notification of acceptance and request for payment.

#### **4. HEALTH AND SAFETY**

- a) On lecture days and at events organised by STRADFAS, members are expected to take all reasonable care of themselves and others around them.
- b) For all events STRADFAS shall identify one or more Members who shall be allocated health and safety responsibilities. Further, more specific details can be found on the STRADFAS website as Protocol 1A (Health and Safety) and Protocol 1B (Safeguarding).

#### **5. VOLUNTEERS**

- a) Volunteers are covered by The Arts Society Employees' Liability Insurance.

- b) Volunteers are required to use common sense in safeguarding themselves and their possessions especially when working in locations and with equipment new to them. Where necessary, locations where volunteers work are evaluated for health and safety risks.**
- c) Schools premises/personnel (Community Arts programmes) are not covered by STRADFAS procedures. The STRADFAS Community Arts Coordinator works within the framework of the organisations visited.**

## **6. FINANCES**

- a) Financial accounts are audited annually, and the STRADFAS Treasurer will have appropriate experience. STRADFAS accounts are reconciled monthly and reviewed at the committee meetings.**
- b) STRADFAS maintains sufficient reserves to cover a significant drop in members for a 6 month period and can cover contingent liabilities for this period.**
- c) 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 TRUSTEES AND COMMITTEE MEMBERS**

- a) The Trustees and Members of the Committee will act at all times in the best interests of the society.**
- b) No Trustee or Committee member will profit in any way by virtue of holding such a position and will pay all fees, subscriptions, visit fees and other payments in the same way as any other Member of the Society whether or not they have had any part in organising an event, subject to c) below.**
- c) Members actively involved in the organisation of events may benefit from a reduction in lieu of expenses not exceeding £25 per day of duration of an**

event in the United Kingdom and £50 for events outside the United Kingdom, or such other amounts as the Trustees may determine from time to time. In this case, they may not claim any other personal expenses in respect of that event. A maximum of two organisers for any event may participate in this way. Operational expenses (such as but not limited to gratuities for local guides and drivers, local taxes, fees, tolls etc., at the discretion of the Trustees) not covered by any tour provider and paid by the STRADFAS organiser may be reimbursed in accordance with clause e) below.

- d) Any remaining incentives, free places etc. offered by any provider or venue shall wherever possible be monetised and credited to STRADFAS funds for the benefit of the membership as a whole and to further its charitable aims.
- e) Trustees and Committee members will be entitled to the reimbursement of all reasonable expenses incurred on behalf of the Society.
- f) Other members who may be 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 above.
- g) Reasonable expenses will include the reimbursement of costs for paper, printers ink, postage, mileage (at a rate of 45p per mile), telephone calls and train fares.
- h) Any Trustee or 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 Trustees or members of the committee shall at their absolute discretion decide whether the member shall be permitted to remain and engage in discussion on the matter or leave the room during discussions. In any event, the member making such a declaration shall not vote on the matter.

## **8. COMPLAINTS**

- a) Any member having a complaint about any matter connected with STRADFAS should raise it with the Chairman of the Trustees, or if not available with any other Trustee or Committee Member, as soon as possible after the matter arises to enable it to be dealt with as quickly as possible.
- b) Any member having an issue with an external organisation, management or with any personnel of an event or venue should address the issue to the Chairman of the Committee in the first instance.