

Art @ Ancrum Constitution and Rules

1. Type of organisation

Art @ Ancrum is a not-for-profit, unincorporated voluntary association.

2. Aims of Art @ Ancrum

A@A exists to organise Art @ Ancrum from time to time - annually when possible - providing opportunities for invited artists to show their work in diverse venues around Ancrum and for residents and others in Ancrum and the Scottish Borders to see the talent that is on their doorstep. The group also wants to help attract more visitors to Ancrum and area, to help boost footfall and trade in the area.

3. Art

The definition of Art includes any visual arts and may include audio arts, digital art, crafts and design.

4. Participation and fees

Participation in Art @ Ancrum is by invitation of the organising committee, and is not restricted to residents of Ancrum but all work must be shown in Ancrum. Inclusion of work in A@A is at the discretion of the organising committee.

Artists who participate in Art @ Ancrum are required to pay a fee by the date that will be advertised on the website.

In doing so, participating artists automatically become members of Art @ Ancrum and must agree to abide by the constitution and associated policies of A@A, published on the website.

The participation fee is not refundable.

5. Locations and map

Locations where the work may be shown include local cafés, restaurants, shops, business premises, galleries or outdoors, at local club buildings (local authority-run and private), at buildings of historical interest, in marquees assigned for the purpose, and at people's own homes and studios/workshops.

All locations will be entered onto a map that will be printed and made available, on the website and through other publicity.

The accessibility and facilities of each location/venue will vary and information will be given on the map.

The responsibility for accuracy of descriptions of venues and opening times to be shown on the map lies with the committee.

6. Times and duration of Art @ Ancrum

The dates of Art @ Ancrum are set at the discretion of the organising committee and will be published on the website.

Art @ Ancrum may operate at the same time as, and in association with, other festivals and events or may stand alone.

Participation and events may be for a limited numbers of hours or days or may run throughout the whole period of the festival.

7. Organisation of Art @ Ancrum

General meetings, project meetings and organising committee meetings will be held to organise Art @ Ancrum. General meetings and other meetings will be held as frequently as the committee members see fit to organise the festival by the due dates.

An annual general meeting may be held between January and March for all members. The Date, time and location will be published at least two weeks in advance through the website and through the compiled Art @ Ancrum mailing list.

Dates, times, locations and agendas of general meetings will be notified in advance through the website and the A@A mailing list. Minutes will be taken and may be published on the website.

Members, artists, organisers and supporters may attend organising meetings.

All members are eligible to vote at general meetings. Supporters and representatives of the providers of venues may attend organising meetings but cannot vote if they have not registered as a member.

Decisions at general organising meetings will be made by general consensus, or if requested by any member present, by a majority vote of those who are eligible to vote, with a casting vote by the chair. Decisions and action points will be minuted and may be published on the website.

Members will appoint persons to a committee to the roles that are needed in order to organise the arts festival by the due dates. The names of committee members will be recorded in minutes of meetings, including any changes during the year, and may be available on the website.

Committee members:

As a minimum, the organising committee will consist of people in the roles that are needed to demonstrate that Art @ Ancrum is a bona fide organisation, for example to funders and in order to operate a bank account.

As a minimum the roles will be:

Co-ordinator - chair of committee meetings
Treasurer
Secretary

These roles must be appointed by a majority vote at an annual general meeting or a meeting open to all members which has been publicised at least two weeks in advance through the website and A@A mailing list. Any of the roles may be shared by two or more people, for example minutes secretary and secretary for other matters.

There must be at least three signatories for Art @ Ancrum's bank account at all times, one of whom must be the Treasurer and all must be current members. Cheques must be always be signed by one of the signatories, as it will not be possible for all three people to always be available. The names of signatories must be reported to a general meeting and minuted. The bank must be informed of any changes of signatories by the Treasurer or another signatory as soon as reasonably practicable.

The organising committee will undertake and will direct activities that will enable artists to take part.

Committee members, who have been properly appointed and approved by members may meet as frequently as they see fit in addition to general meetings. Dates, times and locations of committee meetings will be agreed among committee members. The content and decisions of the committee meetings will be minuted and reported back to the next general meeting. The committee can meet without the co-ordinator by the consent of the co-ordinator.

Project group meetings, selection panels, working parties or sub committees may be set up as necessary at the suggestion of any member. The purpose of any such sub-group must be agreed by the co-ordinator or at a general organising meeting. The sub-group must consist only of members of Art @ Ancrum. Non-members may be asked to attend for specific reasons and these arrangements must be agreed in advance by the committee or co-ordinator. The dates, times and locations of the groups will be arranged among those who need to meet and will be notified in advance to the co-ordinator. The content and decisions of group meetings must be reported by an attendee of the group to the co-ordinator as soon as reasonably practicable / or at a general meeting and will be minuted at a general meeting.

The main responsibility for finding a location to show pieces of work will lie with the organising committee and the committee will match artists work to premises.

8. Finances

No one can incur any expenditure for or on behalf of A@A without the express agreement of an organising committee meeting or in immediate/ emergency circumstances by written agreement of the chair and treasurer (or by email exchange,

copied to the A@A mailing list). Any immediate/ emergency expenditure must be reported to the next following general meeting or committee meeting and must be minuted.

The committee will open a bank account for Art @ Ancrum. Names of signatories to the bank account will be recorded in committee minutes. Bank statements will be sent to the treasurer and will be shown at the next committee after receipt of the statement.

The committee will raise funds for the arts festival by various means and will pay all money received into the Art @ Ancrum bank account.

Supporters may make donations to the committee at any time. All donations of money must be paid into the bank account.

One of the main duties of the annual general meeting and the committee is to ensure that there is a named Treasurer and that there are at least three signatories, including the Treasurer, who are all registered members at all times. If a signatory leaves the membership then a replacement must be found immediately and the Bank must be informed.

9. Services for the group

No member of the management committee may serve as an employee (full time or part time) of the association, and no member of the management committee may be given any remuneration by the association for carrying out his/her duties as a member of the management committee.

Where a management committee member provides services to the association or might benefit from any remuneration paid to a connected party for such services, then:

(a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable

(b) the management committee members must be satisfied that it would be in the interests of the association to enter into the arrangement (taking account of that maximum amount)

10. Insurance and risks

Art @ Ancrum committee will ensure that the event has adequate public liability insurance for general purposes. However as a condition of that insurance *"Any exhibitor, at the Event, must be required to hold third party liability insurance in their own right for the duration of the Event, and evidence of the relevant policy, including the name of the insurer, the policy number and limit of indemnity must be recorded by the committee prior to their participation at the Event."*

The committee will put suitable health and safety policies and procedures in place that all members must agree to abide by.

11. Leaving Art @ Ancrum

Committee members may leave at any time. They may resign verbally at a meeting and the minute must record the resignation or they may resign by writing to the co-ordinator.

An artist may withdraw from participation in the festival at any time by writing to the co-ordinator.

12. Disbanding Art @ Ancrum

Art @ Ancrum may be disbanded at any time after the trial period of a year. A move to disband the organisation can be proposed by the co-ordinator or by any member in writing or by email to the co-ordinator. A meeting will be called to discuss the disbanding. The Date, time, location and purpose of the meeting will be published at least two weeks in advance through the website and A@A mailing list. The decision will be by majority vote at the meeting, with a casting vote by the chair.

Any money remaining in the A@A bank account or held by A@A organising committee members will be given to another agreed registered charity with similar aims (eg another local art trail). The bank account will be closed by the Treasurer.

13. A@A identity

Supporters, including representatives of the providers of venues, may meet with artist-members and/or members of the organising committee and undertake tasks for Art @ Ancrum only under the direction of the organising committee.

Members must not state that they represent Art @ Ancrum unless there is express written permission of the co-ordinator or minuted agreement of a meeting.

No one may use the A@A logo or name without the express agreement of the co-ordinator or organising committee (in writing or recorded in minutes of organising committee meetings), unless it is for the purposes of promoting the festival.

A@A does not own or benefit from the works exhibited without the express permission of the artist.

A@A is not responsible for loss or damage to artists work or for any harm to artists or members of the public or to their property caused by the work of participating artists.

Any fees and donations may be in cash or paid by cheques made out to Art @ Ancrum.

Art @ Ancrum constitution adopted

Signed: