

# **Creative Royston Constitution**

## **Name**

1. The name of the organisation shall be Creative Royston.

## **Aims**

2. The aims of the organisation are:

- To stage Royston Arts Festival and promote all art forms in and around Royston, Hertfordshire for the benefit of the town, district, arts professionals, amateur groups and individuals.
- To enhance the quality of life for residents of the area by developing new and existing opportunities for them to experience the arts through active and passive participation.
- To sustain and promote links with arts groups and practitioners within the community.
- To promote, maintain, improve and advance education by the encouragement of the Arts.
- To create a platform of opportunity to help local arts professionals run sustainable and viable businesses.
- To provide access for the people of Royston to works and artists of high merit to include, visual arts, drama, music and literature.
- To commission new works, musical, literary or visual to celebrate the town, its history and its culture, using wherever possible local arts practitioners.
- To promote the arts to a wider area in an attempt to boost revenue to the town and district.
- To seek funding for the arts through grants and sponsorship from charities, the local authorities and businesses.
- To fully utilise existing exhibition and performance space as well as alternative venues.
- To promote the establishment of a single year-round base for the arts within the town.

## **Affiliations**

3. Creative Royston shall not be affiliated to any political party or organisation.

## **Membership**

4. Membership of the Creative Royston Management Committee (CRMC) shall be open to all residents of Royston and the surrounding villages and those with a workplace within this geographical area who accept the aims and objectives of Creative Royston regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity.

## **General Meetings**

5. At least 14 days written notification of the Annual General Meeting (AGM), and of elections not held at the AGM, must be given to all members of the Management Committee and publicised on the website at least 14 days in advance of the AGM.
6. The AGM shall: (i) determine the policies of Creative Royston within the Constitution; (ii) elect the office holders being the Chair, Vice Chair, Treasurer and Secretary for the following year; (iii) approve the annual report and accounts; and (iv) adopt constitutional amendments.
7. Except by special invitation of the Management Committee, attendance at the AGM and other meetings shall be open to all individuals who 'qualify' as residents of Royston and the surrounding villages or those with a workplace within this geographical area who accept the aims and objectives of Creative Royston regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity.

8. At least six 'qualifying' individuals (which can include the Chair, Vice Chair, Treasurer and Secretary and must include at least one office holder) must be present at the AGM for it to be declared quorate. If the meeting is not quorate the existing office holder(s) may continue in office if they wish to do so and run the affairs of Creative Royston as part of such Management Committee as may still exist.
9. All 'qualifying individuals' shall be entitled to attend the AGM, to propose and vote for candidates and motions and to stand for election as office holders subject to item 14 below.
10. Voting shall be by: (i) a show of hands for motions; and (ii) a secret ballot for the election of office holders (if there is more than one candidate).
11. An Extraordinary General Meeting can be called by the Management Committee or by petition of ten 'qualifying' individuals with at least 30 days written notice given to the Secretary and the Chair.

### **Management Committee**

12. The Management Committee shall consist of the Chair, Vice Chair, Treasurer, Secretary and up to eight other individuals.
13. The Chair, Vice Chair, Treasurer and Secretary shall be as initially elected by the AGM.
14. All office holders shall be subject to election annually at the AGM and must have served as an ordinary member of the Management Committee during a previous year unless there is no other candidate for a specific post.
15. Office holders must not have any pecuniary interest in nor benefit from any events or activities of Creative Royston either personally or via a business in which they have an interest. However, if there is no viable alternative and if agreed by the Management Committee they may provide services or goods at cost price.
16. The Management Committee shall conduct the affairs of Creative Royston between AGMs. It may delegate its powers on specific matters to such persons as it sees fit whilst maintaining overall control of Creative Royston's affairs.
17. The Chair shall: (i) call and chair meetings of the Management Committee but have only a casting vote on elections and resolutions; (ii) act on behalf of Creative Royston and represent it externally; (iii) have the power to take decisions on urgent matters between meetings of the Management Committee; (iv) interpret the Constitution. The Chair's interpretation may be overturned by two-thirds of those present at the Management Committee or General Meeting; and (v) act as joint signatory for the Creative Royston bank account.
18. The Vice Chair shall take on all responsibilities of the Chair in the Chair's absence from meetings and shall act as a critical friend to the Chair.
19. The Treasurer shall: (i) be responsible for maintaining the accounts of the Creative Royston; (ii) submit a detailed summary of the accounts at every AGM; (iii) act as a joint signatory on the Creative Royston bank account; (iv) take the chair at meetings if the Chair and Vice Chair are absent; and (v) take minutes if the Secretary is absent.

20. The Secretary shall: (i) be responsible for maintaining the meeting minutes and Constitution, of Creative Royston and making them available to anyone who wishes to see them.
21. Creative Royston cheques must require two signatures from any two of three named office holders being the Treasurer, the Chair, Vice Chair or Secretary.

### **Constitutional Amendments**

22. Constitutional Amendments shall require a two-thirds majority at an AGM.

### **Honorary Members**

23. The Management Committee and/or the AGM have the power to elect an Honorary President.

### **Dissolution**

24. As a not-for-profit organisation if Creative Royston is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property, it shall not be paid to or distributed among the members of the organisation, but shall be given or transferred to some charity having similar objectives chosen by the Management Committee at or before the time of dissolution and if that cannot be done then to some other charitable object.
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