

**THE RIBBLE & CRAVEN
DECORATIVE AND
FINE ARTS
SOCIETY**



**CONSTITUTION
and
RULES**

A Member Society of NADFAS

THE RIBBLE & CRAVEN DECORATIVE
AND FINE ARTS SOCIETY
CONSTITUTION and RULES
(as adopted on the 11th day of September 1996 with subsequent
amendments)

1. The Society shall be called the Ribble & Craven Decorative and Fine Arts Society.

2. OBJECTS

As a member Society of the National Association of Decorative and Fine Arts Societies (NADFAS) the Society shall have as its objects the promotion and advancement of aesthetic education of the public, the cultivation, appreciation and study of the decorative and fine arts, and the giving of aid to the preservation of our national artistic heritage for the benefit of the public.

3. POWERS

For the pursuit and fulfilment of the Society's objects its powers shall include the following:-

- (a) The arrangement of lectures for members of the Society.
- (b) The arrangement of study groups, tours and visits to private houses, museums, exhibitions and other places of interest for members of the Society.
- (c) The arrangement of related activities of an educational character for children and other members of the public.
- (d) The arrangement of voluntary preservation and recording work by its members in relation to the decorative and fine arts.

(e) To 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 for the promotion of its objects.

(f) To subscribe, donate or guarantee money for any purpose connected with and calculated to advance the objects of the Society.

(g) To raise and utilise funds for the furtherance of the objectives but without the power to pledge the personal liability of any member for the repayment of any sums borrowed.

4. MEMBERSHIP

(a) The Society shall have Ordinary Members and may have Honorary Members if the Committee so decides.

(b) The Committee shall from time to time determine the number and arrange the admission of Ordinary Members and shall maintain a waiting list for those persons applying for membership who cannot presently be accommodated.

(c) Persons on the waiting list will be admitted to membership in strict order of the date of application.

(d) The Committee may elect up to 10 Honorary Members of the Society who are distinguished in the decorative and fine arts, or who have done valuable work for the Society or who are, in the opinion of the Committee, able to render the Society beneficial service. An Honorary Member may attend all meetings and events of the Society in the same manner as an Ordinary Member but shall not be liable to pay a subscription nor be entitled to vote at any General Meeting of the Society. An Honorary Member who at

the time of election as such was an Ordinary Member may elect to remain an Ordinary Member as well and in the event shall continue to be liable to pay a subscription and vote at General Meetings of the Society.

5.

(a) THE OFFICERS

The Officers of the Society shall be the Chairman, the Vice-Chairman, the Treasurer and the Secretary (and if the Society so decide an Assistant Secretary) all of whom shall be nominated annually by the Committee for election at the Annual General Meeting. Neither the Chairman nor the Vice Chairman may hold office for more than three consecutive years. Provided nevertheless that not more than one member of a family comprising spouses and children shall at any time be an officer of the Society and subject to clause 6(d).

(b) HONORARY OFFICERS

The Committee may appoint Honorary Officers who shall be a President and up to 5 Vice-Presidents who shall hold such office for a period of 10 years from appointment or until earlier resignation or termination. An Honorary Officer shall be entitled to all the rights and privileges of Ordinary members except the right to vote at General Meetings. Such honorary officers shall not be precluded from being ordinary subscribing members of the Society.

(c) THE CHAIRMAN

The Chairman or in his absence the Vice Chairman, shall preside at all General Meetings and Committee Meetings of the Society. (if neither of these is present the members present shall choose one of their number to be the Chairman of the meeting.) the decision of the Chairman of the meeting upon any question or order, voting, adjournment of the meeting or interpretation of the rules

of the Society shall be final. The Chairman of the meeting shall have an additional casting vote in the event of equality of votes on any matter under consideration by the Society.

(d) The Committee may invite the President or any Vice-President attending any General Meeting of the Society to preside at such meeting.

(e) The Chairman shall attend and represent the Society at all NADFAS General Meetings, Area and National Meetings, or appoint a deputy to attend.

6. THE COMMITTEE.

(a) The Committee shall manage the affairs of the Society and administer its funds.

(b) The Committee shall (subject to (h) of this clause) consist of not more than 12 members including the Chairman, Vice-Chairman, Treasurer and Secretary.

(c) Any Ordinary Member of the Society may propose or second members, whose consent to act shall first have been obtained, for election to the Committee at the Annual General Meeting. Nominations must be given to the Secretary not later than the 31st March in each year. Provided nevertheless in the event of there being no nominations received by that date and there being vacancies the Committee may at its entire discretion accept late nominations for presentation at the Annual General Meeting.

(d) Only persons who have been members for at least 2 consecutive years shall be nominated for election to the Committee or as an officer.

(e) Committee members shall be elected for a term of three years. For the three annual general meetings following the date of

adoption of these rules the four longest serving members shall retire but as between persons who became members on the same day those to retire shall (unless they otherwise agree amongst themselves) be determined by lot. A retiring member shall be eligible for re-election.

(f) Casual vacancies amongst the Committee during the year may be filled by the Committee. Persons so appointed shall hold office until the next Annual General Meeting after the appointment and shall be empowered to vote.

(g) The Committee may co-opt up to four additional members to the Committee. Co-opted members shall have the right to attend and speak at meetings of the Committee but not have the right to vote. Co-opted members can be appointed at any time and shall serve for no longer than a period ending with the second annual general meeting following their appointment.

(h) The immediately retired Chairman shall for one year thereafter be ex-officio a member of the Committee in addition to those provided for in (b) of this clause.

(i) The Committee may appoint sub-committees accountable to it for such purposes as it determines.

(j) The Committee may make rules regulating the conduct of meetings other than General Meetings, attendance of visitors, charges for visitors and otherwise generally for the regulation of the Society's affairs.

(k) The Committee shall meet as required and not less than 4 times a year. Five members shall form a quorum, one of whom should be an officer.

7. FINANCE

(a) The Society's financial year shall end on 31st December in every year.

(b) An independent financial examiner shall be appointed at the Annual General Meeting, whose duties shall be to examine and report on the annual accounts of the Society for submission to the members.

(c) The Committee 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 agree. Cheques and other instruments shall be signed by any two of the Chairman, Vice-Chairman, Treasurer and Programme Secretary for the time being.

(d) Payments for outings, study days or other events will be due at the time of booking and will not normally be refundable.

8. SUBSCRIPTION AND MEMBERSHIP

(a) Any subscription for membership of the Society shall be such a sum or sums as may be determined from time to time by a majority of the members present at the Annual General Meeting. Until otherwise determined the subscription shall be for a year or part year.

(b) Additionally such joining fee as the Committee shall determine from time to time shall be paid by each new member.

(c) The joining fee and first payment of subscription by a new member is due and payable on notification of election to membership.

(d) Save as aforesaid subscriptions shall be due immediately after the Annual General Meeting in any year and payable not later than 31st July in any such year after which date a defaulting member shall be deemed to have resigned.

(e) Any member desirous of resigning (save in the circumstances provided for in the preceding rule) shall give notice in writing to the Secretary before the date of the Annual General Meeting next following in any year.

9. GENERAL MEETINGS

(a) The Annual General Meeting shall be held at such time and place as shall be determined by the Committee but shall normally be held in June each year. Fourteen days' written notice thereof shall be given to members and such notice shall set out the business of the meeting and shall include where appropriate the text and proposer and seconders of any resolutions brought forward in accordance with Rule 10 hereof together also with a list of officers for the ensuing year nominated by the Committee and the candidates who have been duly proposed and seconded, subject nevertheless to the proviso contained in Rule 6 (c) hereof. The business of the Annual General Meeting shall be:-

(i) To receive the Chairman's report on the activities of the past year;

(ii) To receive the examined accounts of the Society and the report thereon;

(iii) To elect officers and committee of the Society;

(iv) To approve the subscription for the year;

(v) To appoint an independent financial examiner of the accounts of the Society;

(vi) To consider any resolutions of which due notice has been given in accordance with Rule 10 hereof;

(vii) Informally to discuss any other business with the permission of the Chairman.

(b) The election of officers and of the Committee 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 present at the meeting.

(c) The quorum for General Meetings shall be 40 of the Ordinary Membership.

(d) An Extraordinary General Meeting may be convened at the request of the Committee or of at least 20 members of the Society. Resolutions to be considered must be given in writing to the Secretary who will give all members not less than 21 days' written notice of the meeting, stating time and place of the meeting and the text of the resolutions. Only the resolutions contained in the Notice of the Meeting shall be competent for discussion at such meeting.

(e) Except under Rule 9(b), voting shall be by a show of hands of those present and eligible to vote. In the event of equality of votes, the Chairman of the meeting shall cast an additional vote. Proxy voting shall not be permitted.

(f) At any General Meeting the decision of the Chairman of the meeting upon a question of order, voting, adjournment of the meeting and interpretation of the rules of the Society shall be final. Upon any other question, in the event of an equality of votes, the Chairman shall have a casting vote.

10. MEMBERS' RESOLUTIONS

Any member desirous of bringing forward any resolution at an Annual General Meeting shall give notice in writing thereof to the Secretary at least 21 days prior to the holding of the same. Any such resolution shall have been duly seconded and shall be set forth in the agenda with the name of the proposer and seconder.

Save with the consent of the Committee, a resolution which does not comply with the foregoing may not be proposed at such a General Meeting.

11. MEMBERS' ADDRESSES AND DATA PROTECTION ACT

(a) Members shall notify any change of address to the Society.

(b) Where the names and addresses of members are held in a computer, members shall be deemed to consent to the disclosure of such information to the National Association of Decorative and Fine Arts Societies, or to other societies affiliated to NADFAS or the Society.

12. AMENDMENT OF RULES

These rules may be amended by a written resolution of which due notice has been given in accordance with Rule 9(a) or 9(d) and passed at an appropriate General Meeting by at least two-thirds of the members present and voting.

13. EXPULSION FROM THE SOCIETY

If the conduct or action of any member shall, in the opinion of the Committee, be injurious to or inconsistent with the character, objects or interests of the Society, the Committee may request in writing such a member to resign, but only after granting the member a hearing before it. Any member so requested who does not resign within one month from the date of such a written request shall cease to be a member of the Society. Such expulsion shall be without prejudice to the rights of the Committee to take such proceedings on behalf of the Society as it may be advised whether by action or otherwise to recover the subscriptions due and owing to the Society at the date of such expulsion.

14. WINDING UP THE SOCIETY

If a resolution to wind up the affairs of the Society shall have been duly proposed and carried at a General Meeting by at least two-thirds of those present so much of the assets shall be realised as may be necessary to discharge liabilities of the Society and all the remaining assets shall be made over to such one or more charitable institutions or other associations having charitable status with objects similar to those of the Society as the Committee shall decide. The Committee may at its discretion invite a member of NADFAS executive to attend such a meeting.

15. WITHDRAWAL FROM THE ASSOCIATION

(a) According to the Constitution and Rules of the National Association of Decorative and Fine Arts Societies, 6 months' previous written notice must be given to NADFAS before a Member Society withdraws from the Association.

(b) On withdrawal or termination of membership by NADFAS, the Society shall cease to be entitled to the use of the NADFAS name and shall cease to be called "The Ribble & Craven Decorative and Fine Arts Society". The Society shall return to the Association all confidential documentation issued by NADFAS.

16. CONDUCT AT MEETINGS

(a) Members should take their seats five minutes before a lecture or meeting is due to start and shall not be admitted after the same has begun. Members who wish to leave early may do so immediately prior to the commencement of questions but no earlier. No smoking shall be permitted while a lecture is in progress.

(b) There shall not be admitted to any meeting of the Society any person who is not a member or honorary member except:-

(i) Lecturers or other guests of the Committee;

(ii) Members of the public on the occasion of public meetings;

(iii) In special circumstances where sufficient accommodation is available a member's guest with express leave of the Secretary providing always that no one guest shall be admitted to more than 2 meetings in any year of the Society.

17. INTERPRETATION

In these rules where the context admits, the masculine shall include the feminine and the singular shall include the plural and vice-versa. The decision of the Committee upon any question of interpretation of these rules shall be final and binding on all members and guests of the Society.

