

Creative Breaks Constitution

Checked and Confirmed December 2022

1. Status of Constitution and Rules

The constitution and rules hereinafter contained shall bind all members of the Association from time to time.

2. Name

The Association shall be called "The Association of Creative Breaks"

3. Aims and Objectives

The objectives of the Association shall be:

To promote courses run by skilled artists and craftspeople in and around Herefordshire to visitors and local people through a website, printed materials, demonstrations at relevant events and liaison with media and tourist organisations.

Any surplus made by the Association shall be ploughed back in to support these aims and objectives.

4. Membership

Request for membership shall be made by application and shall be restricted to individuals that meet the criteria adopted by the Business Committee.

Successful applicants shall become members upon the following:

- *payment of an annual subscription (Oct - Sep. pro rata),*
- *providing proof of public liability insurance for all the activities they undertake,*
- *acceptance of and agreement to support the constitution,*
- *a willingness to take an active part in the development of the organisation, e.g. by attending group meetings, taking a turn as a committee member, demonstrating and promoting the association via printed literature and reciprocal web links.*

5. Management of the Association

The management of the Association shall be deputed to a committee of 4 or 5 members nominated by the membership and elected at the Annual General Meeting.

This committee shall elect at its first meeting after the AGM a chair and treasurer

Three committee members shall constitute a Quorum. Notice of the AGM must be sent to all Association members not less than 21 days prior to the meeting.

Nominations for the committee should be received not less than 14 days prior to the AGM, endorsed by a proposer and a seconder who shall be paid up members of the Association.

The committee shall meet on such occasions as it considers necessary for the proper fulfilment of its duties.

6. Grievance Procedure

Grievances should be put in writing and addressed to the Chair of the Business Committee. The Chair will make this an agenda item for resolution at the next committee meeting.

7. Responsibilities of the Committee

Committee members are jointly responsible for the conduct of the Association affairs.

Specific responsibilities of the Committee shall be:

- i) The conduct of the Associations financial affairs
- ii) The keeping of minutes of all Association meetings
- iii) The setting of the annual subscription rates
- iv) The care of the Association assets
- v) The processing of applications for membership
- vi) The treasurer shall present the membership with an income and expenditure account annually at the Association's AGM.

8. Meetings of the Association

The association shall meet in general meeting not less than twice each membership year, one such meeting shall be the AGM which shall be held within six months of the Association's financial year.

9. Association property and assets

It shall be the collective responsibility of the committee to ensure that any property acquired by the Association shall be appropriately safeguarded and adequately insured.

10. Interpretation of the Constitution

Interpretation of this Constitution shall rest with the elected Committee.

11. Changes to the Constitution

Proposals for the changes to the Constitution shall require 21 days notice by the proposer and seconder who shall be current members of the Association. Proposals shall require a 75% majority in favour of members (by email vote) in order to be adopted.

12. Dissolution of the Association

Any proposal for the dissolution of the Association shall require 30 days notice by a proposer and seconder to the committee who shall call a special general meeting at which the matter will be put to the vote.

Approval for the dissolution shall require a 75% majority in favour at the meeting.