

SMALL CHARITY CONSTITUTION

Suitable for small charities with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.

1 NAME

The charity's name is Zoom Arts.

Located at

Zoom Arts Gallery Warrior Square Station, Hastings, East Sussex, TN37 6BS

2 THE OBJECTIVE OF THE CHARITY ARE:-

Zoom Arts exists for the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage, by way of the advancement of the arts, culture, heritage for public benefit and advancement of citizenship or community development.

Zoom Arts offers a creative outlet for a wide range of people in the diverse local community, including those with disabilities, and those who find it hard to integrate into other art groups allowing them to develop their artistic practice under guidance and support from a peer group together with offering an outlet for mental health management through creative practice.

Zoom Arts offer the opportunity to exhibit at our gallery space during the year, together with participating in several group exhibitions. The benefit of this is that the artist gains knowledge, independence and support when entering the art world, with full support and guidance. Not only does this benefit the general public who can visit these free exhibitions as they open at regular and popular times of the day but also the artist whose work can be viewed and potentially sold at no commission payable to Zoom Arts. This benefits those who suffer with financial hardship to supplement their income. Zoom Arts offer grants to any member who requires financial assistance with exhibition preparation such as purchasing frames or equipment, paying for advertising and / or publicity.

Other grants that Zoom Arts provide include supplementing costs of art / gallery visits to London as this assists those with financial hardship while supporting development of practise.

Zoom Arts undertake group projects for all members to be involved with and offer workshops to its members to advance with development of practise.

Membership of Zoom Arts is open to anyone in the public with an interest in exhibiting and / or developing their artwork.

Membership is not judged, nor are there imposed conditions.

The Zoom Arts gallery space at Warrior Square Station is accessible to all and holds member exhibitions (at no further cost to the artist) from March through to December; this encourages community involvement and support for the arts, particularly in an area such as St Leonards-on-sea. The gallery space is available to the general public for hire and use but must comply with the Zoom Arts rules of use that are within the group handbook.

3 TRUSTEES

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 CARRYING OUT THE OBJECTIVE

In order to carry out the charitable objectives, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply for funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar objectives
- (4) do anything which is lawful and necessary to achieve the objectives

5 MEMBERSHIP

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 1 year and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied at the hearing of a friend.

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 5 or 10% (whichever is the greater) members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect Roles. Trustees may act on a two thirds majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.
- (6) Any Trustee may call for additional Trustee's meetings they deem necessary. Prior to additional trustees meetings the trustee calling for the meeting must fully disclose reasons and agenda of the meeting which must be held within 14 days from the date the agenda is set.
- (7) In the case when a trustee is not available for trustee meetings, the trustee has the right to offer a proxy Zoom Arts member as their representative. No non Zoom Arts members will be considered.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's objectives.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar objectives to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) **Trustees** - may also call a General Meeting to consult the membership
- (5) **Disputes** - Any disputes arising from the charity's membership will be dealt with at the monthly meetings. If the dispute is not resolved the issue will then go to the board of trustees for arbitration. The issue regarding the dispute will then be discussed by the board of trustees in private, the trustees will then vote on the issue, upon a majority decision the membership will be informed and the issue will then be regarded as resolved. The trustees decision is final.

10 SETTING UP THE CHARITY

This constitution was adopted on _____ 20__ by the people whose signatures appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address
