

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 OBJECTIVES OF THE CHARITY ARE:-

Zoom Arts offers a creative outlet for people from a diverse local community including those with additional needs, allowing and encouraging people to develop their artistic practice.

Zoom Arts offers the opportunity to exhibit at our gallery space during the year, together with participation in several group exhibitions. The benefit of this is that the artist gains knowledge, independence and support with entering the art world, with full support and guidance. This benefits the general public who can visit these free exhibitions as they open at regular and popular times of the day. 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 where appropriate to assist those with financial hardship to develop their practise. Zoom Arts undertake group projects for all members to be involved in and offers workshops to its members to advance and support development of their practise.

Membership of Zoom Arts is open to member of 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 POWERS

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

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

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 the member can be accompanied by a friend.

. 6 ANNUAL GENERAL MEETING - AGM

- . (1) The AGM must be held every year, with 14 days notice given to all members informing them of what is on the agenda. Minutes must be kept of the AGM.
- . (2) There must be at least 5 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 a chair, treasurer and secretary. 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 an additional trustees meeting 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 purposes.

- . (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 purposes 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 its 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.

3

SETTING UP THE CHARITY

This constitution was adopted on ___12/ 01/_____ 2019___ 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
