

North East Open Studios

Constitution

1) Definitions

The name of the Group shall be North East Open Studios, hereafter referred to as NEOS
An Open Studios Event is when a collection of artists and makers agree to open their workplaces /Venues during the same dates and times to the public, according to commonly accepted rules.

Hereafter referred to as “Event”.

The Events geographical area is defined as the area to the East of a line drawn from Montrose to Inverness.

2) Aims and Objectives

NEOS has been set up to advance the Arts and Culture in the North East of Scotland and in furtherance of this by;

- i) Making available to the public an annual Open Studios Event in the North East of Scotland.
- ii) Providing a network for artists and makers across the North East of Scotland to promote their works.
- iii) Providing an opportunity to the public to interact with artists and makers for viewing, purchasing and participation

3) Membership

Membership shall be open to all artists and makers in the North East of Scotland, and to all other persons who share the aims of NEOS and on payment of the membership fee.

Membership fees shall be set annually at a reasonable level by the Management Committee and submitted for approval at the AGM

The membership shall appoint a Management Committee accountable to the members to manage and take forward the work of NEOS.

The Management Committee shall have the discretion to approve or reject applications for membership.

A membership list will be kept by the Management Committee.

The Management Committee may propose to terminate the membership of any individual or organisation, provided that the member concerned has the right to be heard by the Management Committee before a final decision is made.

4) Management Committee

The Annual General Meeting of NEOS will appoint a management committee of no less than 5 people including the posts of Chairperson, Vice Chair, Secretary and Treasurer.

The Management Committee shall appoint such other officers or members as may be necessary to cover roles required to manage the event.

These roles need not be carried out by Management Committee members but may be drawn from the wider membership. Persons carrying out these roles will be accountable to the committee. The Committee may co-opt more additional persons with special knowledge or experience on an as needed basis.

Not less than five committee members shall form a quorum. The Chairman shall have the casting vote.

The committee shall determine the frequency of committee meetings.

Minutes and other activity will be available to the general membership.

5) General Meetings of Members

An Annual General Meeting (AGM) of members shall be held in each calendar year with no more than fifteen months elapsing since the previous meeting.

The quorum for any General Meeting shall be 10% of all members, present in person.

At the AGM, the Management Committee will **report on the preceding year's work and present** the accounts.

At the AGM, the members will elect a Management Committee, vote on any resolutions and appoint scrutineers for the accounts.

Notice and agenda for the AGM will be sent to membership 21 days prior and request for any other business will be called at that time.

The Management Committee may convene a Special General Meeting (SGM) of members at any time with 21 days notice of any resolutions to be proposed.

Any amendments to the constitution will be considered at a General Meeting and must be passed by a two thirds majority of those present and voting.

A minute of every General Meeting and of each committee meeting shall be prepared by the Secretary, and be available for inspection by any member at the Annual General Meeting.

6) Finance

The Treasurer will open a bank account in the name of NEOS.

The account will have three signatories nominated by the committee and cheques may be signed by two of these signatories.

The Treasurer shall keep accounts and present them annually at the Annual General Meeting for inspection.

All monies received shall be devoted to the aims of NEOS on a not for profit basis. The NEOS financial year shall run from October 1 to September 31st

7) Dissolution

Dissolution of NEOS will take place only at a Special General Meeting and only if agreed by 75% of the membership, present or not.

Funds and possessions shall be dispersed only to organisations sharing similar aims to NEOS or to a local charity, according to the wishes of the meeting.