



### 1. NAME

The Society shall be called the Sherborne Decorative and Fine Arts Society.

### 2. OBJECTS

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

### 3. POWERS

For the purpose and fulfilment of the Society's objects the powers of the Society shall include any or all of the following:

- a) to arrange lectures for the members of the Society;
- b) to arrange study groups, tours and visits to private houses, museums, exhibitions and other places of interest for members of the Society;
- c) to arrange related activities of an educational character for children and other members of the public for the furtherance and appreciation of the decorative and fine arts for the fulfilment of the Society's objectives;
- d) to arrange voluntary care, 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 and 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, borrow and utilise funds for the furtherance of the objects of the Society on such terms and on such security as the Committee approve.

### 4. MEMBERSHIP

- a) The Society shall have Ordinary Members and may have Honorary Members if the Committee so decides.
- b) The Committee shall decide on the number and admission of Ordinary Members.
- c) Persons on the waiting list will be admitted to membership in strict order of the date of admission to the waiting list. Priority may be given at the discretion of the Committee.
- d) Any member desirous of resigning shall give notice in writing to the Membership Secretary, and shall pay any arrears of subscription due at the date of such notice.
- e) Any member finding it necessary to resign on compassionate grounds may, on applying to rejoin, be given priority on the waiting list, at the discretion of the Committee.
- f) The Committee may elect Honorary Members who are distinguished in the decorative and fine arts or who have done valuable work for the Society. 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 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 and in the event shall continue to be liable to pay a subscription and vote at General Meetings of the Society.

### 5. THE OFFICERS

- a) The Officers of the Society shall be the Chairman, one or two Vice-Chairmen, the Treasurer and the Secretary all of whom shall be nominated annually by the Committee for election at the Annual General Meeting, the appointments to take effect from the end of the meeting. The Officers shall not normally hold office for more than three consecutive years but the Committee may extend this up to five years in total to ensure smooth transition of responsibilities.

### b) 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 a member or an Honorary Member to preside. The decision of the Chairman of any General Meeting upon any question of order, voting, adjournment of the meeting or interpretation of the rules of the Society shall be final. The chairman of any General Meeting shall have an additional casting vote in the event of an equality of votes on any matter under consideration by the Society. The Chairman shall attend all NADFAS General Meetings, Are and national meetings or appoint a deputy to attend.

### c) HONORARY OFFICERS

The Committee may appoint Honorary Officers who shall be a President and up to five Vice-Presidents for a nominated period in recognition of their services to the decorative and fine arts or to the Society. An Honorary Officer shall be entitled to all the rights and privileges of Ordinary Members except the right to vote at General Meetings, other than with a casting vote under Rule 5(b) above.

### 6. COMMITTEE

- a) The Committee shall manage the affairs of the Society and administer its funds.
- b) The Committee shall consist of not more than 20 members including the Officers.
- c) Any 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 by the first Wednesday of the month preceding the month of the Annual General Meeting. Committee members shall retire each year but be eligible for re-election.
- d) No committee member may serve for more than three consecutive years unless elected as an Officer or to hold another specific post, which post will not normally be held for more than three consecutive years.
- e) Casual vacancies 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.
- f) 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 shall be appointed for a specific period not exceeding two years.
- g) The Committee may appoint subcommittees for such purposes as it thinks fit to handle matters of interest to the Society within the guidelines of the Committee.
- h) The Committee may make bye-laws regulating the conduct of meetings, attendance of visitors, charges for visitors and otherwise for the regulation of the Society's affairs.
- i) The Committee shall meet as required and not less than four times a year. A quorum shall consist of over one half of the number of elected members of the Committee.
- j) The Committee may authorise re-imbusement 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 not less than two Officers or other signatories authorised by the Committee, provided always that one of the persons signing cheques or other instruments shall be an Officer.

### 7. FINANCIAL YEAR

- a) The Society's financial year shall end on 31st March in every year.
- b) An independent examiner shall be appointed at the Annual General Meeting and duly examined balance sheets with an account of the income and expenditure for the preceding year shall be submitted at each Annual General Meeting.



## 8. SUBSCRIPTIONS AND OTHER PAYMENTS BY MEMBERS

- a) The subscription for members of the Society shall be such a sum as may be determined by the Committee from time to time. The first payment shall be due on election to membership and due annually on 31st July in every year.
- b) The Committee shall have power to charge an entrance fee for membership of the Society, additional to a member's subscription.
- c) A member whose subscription is not paid in full within twenty-eight days of the due date shall thereupon cease to be entitled to the rights and privileges of membership but may at the discretion of the Committee be reinstated on payment of all arrears.
- d) Payments by members or guests for outings, study days or other events will be due at the time of booking and will not normally be refundable.

## 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 July. Written notice shall be given at least forty days before the meeting. The business of the Annual General Meeting shall be:
  - i) to receive the examined accounts of the Society;
  - ii) to receive the Chairman's report on the activities of the past year, and to receive such other reports on specialised activities as the Committee shall decide;
  - iii) to elect Officers and Committee of the Society;
  - iv) to elect a financial examiner of the accounts of the Society;
  - v) to consider any items of special business including members' resolutions duly proposed and seconded;
  - vi) to transact 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) An Extraordinary General Meeting may be convened at the request of the Committee or of at least twenty members of the Society. Resolutions to be considered must be given in writing to the Secretary who will give all the members not less than fourteen days written notice of the meeting, stating time and place of the meeting and resolutions to be tabled. The quorum for such a meeting shall be 30% of the membership.

## 10. MEMBERS' RESOLUTIONS

Any member desirous of moving any resolution shall give notice in writing thereof to the Secretary by the first Wednesday of the month preceding the month of the Annual General Meeting. Any such resolution shall have been duly seconded and the Secretary shall circulate it to the members with the names of the proposer and seconder. Save with the consent of the Committee a resolution which does not comply with the foregoing may not be presented at the Annual General Meeting.

## 11. MEMBERS' ADDRESSES AND DATA PROTECTION ACT

- a) Members shall notify any change of address to the Membership Secretary.
- 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, or to other societies affiliated to NADFAS of the Society or for any other purpose of the Society or Association which may be deemed necessary by the Committee.

## 12. AMENDMENT OF RULES

These rules may be amended by a written resolution passed at a 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 the opportunity of a hearing before it. Any member who does not resign within one month from the date of such written request shall be liable to expulsion from the Society.

## 14. CONDUCT AT GROUP LECTURES, STUDY GROUP MEETINGS AND SOCIETY VISITS

Members shall take their seats five minutes before the lecture or meeting is due to start and will not be admitted after the same has begun. Members who wish to leave early may do so immediately prior to the commencement of questions. No smoking shall be permitted in the meeting hall. Members are expected to conduct themselves in a seemly manner consistent with the character of the Society, and unnecessary talking, leaving the room while the lecture or session is in progress, or any other conduct discourteous to the lecturer or leader of the Society may be considered injurious to the character of the Society within Rule 13.

## 15. ATTENDANCE AT MEETINGS

There shall not be admitted to any meetings of the Society any person who is not a Member or Honorary Member except:

- a) lecturers or other guests of the Committee;
- b) members of the public on the occasion of a public meeting held under Rule 3(c);
- c) a member's guest with the express leave of the Membership Secretary and in accordance with the rules for Visitors on the current membership card;
- d) other visitors under Rule 6(h).

## 16. 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 (at which a member of NADFAS executive is present) by at least two thirds of those present and voting, 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 similar to those of the Society as the Committee shall decide.

## 17. WITHDRAWAL FROM THE ASSOCIATION

- a) According to the Constitution and Rules of the National Association of Decorative and Fine Arts, six 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 SHERBORNE DECORATIVE AND FINE ARTS SOCIETY. The Society shall return to the Association all confidential documentation issued by NADFAS.

## 18. INTERPRETATION

In these rules where the context admits masculine shall include the feminine and the singular shall include the plural and vice versa. Subject to Rule 5(b) above the decision of the Committee on any question of interpretation of these rules shall be final and binding on all members and guests of the Society.