

EAST DUNBARTONSHIRE ARTS COUNCIL

CONSTITUTION

Revised February 2013 and with minor amendments in June 2015

1.0 NAME

1.1 The name of this organisation shall be East Dunbartonshire Arts Council.

2.0 DEFINITIONS

2.1 Throughout this Constitution the wording 'Arts Council' shall mean 'East Dunbartonshire Arts Council'.

2.2 Throughout this Constitution the wording 'East Dunbartonshire' shall be defined as the area within the constitutional boundary of East Dunbartonshire Council.

3.0 AIMS

3.1 The main aim of the Arts Council shall be to provide a forum for the development of the arts in the voluntary sector in East Dunbartonshire, as well as advising, assisting and supporting clubs, groups, organisations and individuals within the cultural and artistic dimensions of community life.

4.0 OBJECTIVES

4.1 To consider arts-related grant applications from groups, organisations and clubs whose regular meeting place lies within East Dunbartonshire, or whose events take place within East Dunbartonshire.

4.2 To consider arts-related grant applications from individuals resident in East Dunbartonshire.

4.3 To encourage and support on-going arts activity at community level across East Dunbartonshire through grant awards, access to equipment, support with publicity/web presence and via the sharing of expertise and knowledge.

4.4 To assist the formation of new arts initiatives in East Dunbartonshire through grant awards, relationship building, advice and support.

4.5 To liaise with the relevant committees and departments of East Dunbartonshire Council and East Dunbartonshire Leisure & Culture Trust on matters relating to the support and development of the arts in East Dunbartonshire.

- 4.6 To receive reports and recommendations from organisations in East Dunbartonshire connected with the arts and cultural matters and to take actions as deemed appropriate.
- 4.7 To conduct all necessary business to attain the objectives and aims of the Arts Council.

5.0 ARTS COUNCIL COMMITTEE STRUCTURE AND OBLIGATIONS

5.1 Office Bearers

- Chairman
- Deputy chairman
- Treasurer
- Secretary

5.2 Committee members

- 5.2.1 Arts Council Committee members will be mainly representatives of local groups and organisations which undertake arts activity or provide arts opportunities for people in the local area. Individuals with an active interest in the arts in East Dunbartonshire can also be considered as members.
- 5.2.2 The Arts Council will encourage any arts group in East Dunbartonshire to have representation on the committee.

5.3 Committee members' obligations

- 5.3.1 To consider grant applications at Arts Council meetings
- 5.3.2 To attend and vote at the Annual General Meeting to elect the Office Bearers
- 5.3.3 To receive advice on matters relating to grant aid
- 5.3.4 To raise issues on matters relating to the arts and cultural activity in East Dunbartonshire.

6.0 MEETINGS

6.1 Committee Meetings

- 6.1.1 Meetings will take place once a month, between the months of August to June, with no meeting being scheduled for December.
- 6.1.2 The meetings will rotate location between the West and East of the area.
- 6.1.3 The core business of these meetings shall be to consider grant applications.
- 6.1.4 A *quorum* for all meetings of the Arts Council will be four committee members.
- 6.1.5 The Chairman shall have the right to cancel a scheduled meeting if no urgent applications have been submitted for consideration.

6.1.6 The Chairman, or other Committee members with the agreement of the Chairman, may invite a speaker to attend and make a presentation at an Arts Council meeting.

6.2 Annual General Meeting

6.2.1 The Annual General Meeting shall be held in June each year, at such a time to allow all the business on the agenda to be completed.

6.2.2 The date and time of the AGM will be circulated to all arts groups in the area, at least 28 days prior to the meeting.

6.2.3 The business of the meeting shall include:

- To receive the Chairperson's annual report
- To receive the Treasurer's financial report
- To elect officer bearers and accept new members
- To consider any proposed changes to the Constitution

7.0 FINANCE

7.1 The financial year shall run from 1 August to 31 July, in line with the time of the block grant allocation from East Dunbartonshire Council.

7.2 The Treasurer shall ensure proper financial records are kept in a form that is approved by East Dunbartonshire Council.

7.3 A brief statement of the current financial situation shall be presented at each meeting of the Arts Council.

7.4 A full statement of the financial situation shall be made at the Annual General Meeting.

7.5 All cheques drawn against the Arts Council account shall be signed by two approved signatories.

7.6 The Arts Council Committee shall be the sole authority to authorise the expenditure out of the Arts Council funds for the furtherance of the objects of the Arts Council.

7.7 No member of the Arts Council shall receive payment of any description for services rendered to the Arts Council, although reimbursement may be made for out-of-pocket expenses properly incurred, for which receipts are provided and for which prior approval has been sought from the Committee.

8.0 GRANTS

- 8.1 The Arts Council may award grants of such sums as they deem appropriate in accordance with its current grants scheme.
- 8.2 The maximum grant the Arts Council may award is £750. This level of grant shall be made only in circumstances which encourage and involve a significant number of people in arts and cultural activity in the area, e.g. local arts festivals.
- 8.3 Mainly, the Arts Council shall make grant awards for any sum up to a maximum of £500. These can be for any type of arts or cultural activity.
- 8.4 Grants to individuals are normally limited to £100, but up to £200 can be considered where cost incurred (net of other sources) is greater than £1000
- 8.5 The Arts Council may review these maximum levels at the beginning of each financial year in line with any increase, or decrease, to its block grant from East Dunbartonshire Council.

9.0 CHANGES TO THE CONSTITUTION

- 9.1 Changes to this Constitution may only be made at the Annual General Meeting or an Extra-Ordinary General Meeting called for this purpose. Any changes shall be required to be ratified by East Dunbartonshire Council.
- 9.2 Proposed alterations to the Constitution must be submitted to the Chairman, in writing, not less than 60 days in advance of the Annual General Meeting or an Extra-Ordinary General Meeting called for this purpose.

10.0 DISSOLUTION

- 10.1 The Arts Council shall not be wound up except by resolution carried by the majority of two thirds of those present at an Extra-Ordinary General Meeting of the Arts Council called for this purpose. In the event of the Arts Council being wound up, all funds and assets shall be devolved to East Dunbartonshire Council.

Revised Constitution: February 2013 minor amendments June 2015