

LEEDS AND DISTRICT AUDIO-VISUAL GROUP.

CONSTITUTION:

This constitution should be read in conjunction with the parallel document which itemises the **Club's competition and general sequence presentation rules.**

1. NAME

- The group shall be called **THE LEEDS & DISTRICT AUDIO-VISUAL GROUP.**

2. OBJECTIVES

- The aim of the group is to promote interest in digitally producing Audio-Visual sequences.
- Member's abilities are then to be applied to the production of a **COLOUR AND MUSIC SPECTACULAR** (Annual Show) for public showing.
- Appropriate donations from the proceeds of this Annual Show are to be given to support local Hospices or such other charities as may be deemed deserving.
- The group will endeavour to provide assistance of a professional standard to those requiring to advance their knowledge and abilities in all relevant disciplines involved in the production of digital Audio-Visual Sequences.

3. MEMBERSHIP

- Membership shall be open to adults, and young people accompanied by a parent or legal guardian, of all abilities with an interest in digital Audio Visual
- Details of membership shall be kept on computer and will not be used for any purpose other than the general running of the group.
- Life and /or Honorary Memberships are to be proposed by the committee and agreed by the membership at an AGM.
- The committee shall have the right to limit membership numbers if deemed necessary.
- After investigation by the committee, any member may be expelled from the group on the grounds of unacceptable behaviour.
- The committee's decision will be open to inspection & the member will have the right to appeal against the decision at a group meeting.

4. MANAGEMENT

- The committee shall manage the affairs of the group, four persons constituting a quorum.
- The committee shall arrange **PUBLIC LIABILITY** insurance for a figure to be determined by the committee in the context of the group's activities.
- They shall be responsible for appointing an auditor.
- The group shall indemnify the committee, in the event of legal action against them not covered by insurance.
- The committee shall take full responsibility for organising the Annual Show.
- The committee is responsible for issuing the rules/guidelines governing members' presentation of AV sequences either for the Annual Show or for entry in to the club's internal competitions.
- These competition rules will be presented at an AGM for members' agreement whenever they are subject to change or first introduced.
- All members of the group are expected to help with the annual show.
- Any matters not covered by the rules shall be dealt with by the committee.

5. SUBSCRIPTIONS

- Subscriptions shall be agreed at the AGM and are due on the first meeting of the season which is deemed to be from the start of October to the end April or thereabouts.

6. THE COMMITTEE

- shall consist of:
President; Vice President; Secretary; Treasurer; Selection Panel Leader; Projectionist; Two other Group Members; Retiring President.
- An additional casting vote is available to the chairperson if required
- The committee shall have the right to co-opt additional members
- Committee members may concurrently hold more than one position of office.

7. THE SELECTION PANEL

- Shall consist of the President and three members elected by secret ballot at each AGM.
- They will nominate the leader who will become a committee member and keep a record of sequences offered for the Annual Show.
- All sequences should be shown at least twice, unless the panel decides otherwise.
- The panel will select the sequences to be shown at the Annual Show and any other event

8. ELECTIONS

- The committee (with the exception of the retiring president) shall resign at the end of each Year but shall be eligible for re-election at the AGM.
- All voting (except for Rules 11 & 12) is by simple majority, with an additional casting vote given by the chairperson if required.
- The Group Year is deemed to run from AGM to AGM annually.

9. GENERAL MEETINGS

- The AGM shall be held as early as convenient after the Annual Show.
- The secretary will issue an agenda to all current members at least one week before.
- All nominations for the committee, (in writing, proposed & seconded, and signed by the nominee) along with items for discussion, must be in the hands of the secretary, **two weeks prior to the AGM.**
- Only items on the agenda may be discussed and voted upon.
- Decisions made will have immediate effect
- The short time between the show and the AGM makes it impractical to have audited accounts available. In consequence, the audited accounts will be issued to the members at the same time as the next season's syllabus, and the Treasurer will present them, for members' acceptance, at a special General Meeting as early as possible thereafter.
- If bad weather or other problem causes a postponement of the AGM, the club shall continue to be run by the existing committee until an AGM can be held.
- **An EGM** may be called by the secretary upon the instructions of the committee or on receiving a petition signed by 30% of current members.
- The agenda must be issued to all current members, giving two weeks' notice of the meeting
- Only items on the agenda of an EGM may be discussed and voted upon.
- Decisions made will have immediate effect.

10. ASSETS

- All assets shall be vested in the committee on behalf of the group.
- On dissolution of the group, all assets shall be disposed of by the committee at the best possible price reasonably obtained in a manner determined by the committee.

11. DISSOLUTION

- The Group may be dissolved by resolution at an AGM or an EGM of members.
- The consent of 75% of members attending and voting shall be required and attested by signature.
- All monies remaining after disposal of the Group's assets shall be divided equally between St. Gemma's and Wheatfields Hospices or such other charities as may be deemed deserving.

12. THIS CONSTITUTION

- May only be altered at an AGM or EGM when the consent of 75% of members attending and voting shall be required and attest by signature