

# LEEDS AND DISTRICT AUDIO-VISUAL GROUP.

## CONSTITUTION:

Please also refer to the parallel document outlining the **Club's Rules and Guidelines**.

### 1. NAME

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

### 2. AIMS OF THE GROUP

- The aim of the group is to promote interest in digitally producing Audio-Visual (AV) sequences.
- To provide mutual help and support for members to enjoy and improve their work in AV
- To offer opportunities for social contact amongst members.
- To provide a showcase(s) for members' work

### 3. MEMBERSHIP

- **Full 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
- At the committee's discretion, a limited number of AV Workers from the wider North Region may be offered **Associate Membership** at a subscription level to be determined by the committee.
- Life Memberships are to be proposed by the committee and agreed by the membership at an AGM.
- The committee will have the final decision on any issue which arises concerning the group's members and membership.
- After investigation by the committee, any member may be expelled from the group on the grounds of unacceptable behaviour.
- Any member facing such expulsion shall be able to appeal to a selected group of 3 members not currently on the committee

### 4. MANAGEMENT

- The group will elect a committee at the AGM to run the group's activities, normally comprising around seven persons; including
- **A President**; who will chair all monthly meetings and committee meetings; promote and publicise the group; and arrange in discussion with the committee the programme for the group;
- **A Secretary**; who will keep minutes of committee meetings; maintain a membership list; inform members of the group of the group's activities; and liaise with other committee members and group members to ensure the smooth running of the group.
- **A Treasurer**; who will collect subscriptions; pay expenses; maintain accounts; present accounts to the AGM; maintain an inventory of the group's property; arrange appropriate insurance against third party liability claims;
- **The Immediate Past President** who on retirement from the role of President becomes a committee member by right, not requiring nomination/election.
- **Additional committee members**, to represent the range of general members' interests; undertake such other roles as are seen fit by the committee;
- **A committee member may hold two positions concurrently except for that of Treasurer.**
- The committee shall meet as required to ensure the smooth running of the group.
- The quorum for a committee meeting shall be 4 or 50% of those eligible to attend whichever is the larger.
- The committee may co-opt members at any time to provide expertise not represented on the committee

### 5. ANNUAL GENERAL MEETINGS

- An Annual General Meeting will be held at or close to the end of the season to:
  - receive a report from the President, on behalf of the committee, on the position of the group and its progress during the year;
  - to receive from the treasurer a statement of accounts for the year and to set the level of any subscription requested of members;
  - to elect the committee for the new year;
  - to decide such matters relating to the group as the meeting may think appropriate;
- The quorum for an AGM shall be 25% of the full membership
- Associate members are not allowed to vote at AGMs
- The secretary will issue an agenda to all current members at least one week before the AGM.

- 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.**
- In the event of there being no nominations for a particular post by the time of the AGM, with the agreement of those present nominations may be accepted on the evening from amongst those present providing that each one is proposed, seconded and then put to a vote. The outcome of any such nominations/votes shall be recorded by the secretary.
- Only items on the agenda may be discussed and voted upon.
- Decisions made will have immediate effect
- 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 secretary shall give at least two weeks' notice of any EGM
  - The agenda shall be issued at least one week before any such EGM.
  - Only items on the agenda of an EGM may be discussed and voted upon.
  - Decisions made will have immediate effect.
  - The quorum and voting rules shall be the same as for an AGM

## 7. 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 September to the end of May or thereabouts.

## 8. 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.

## 9. DISSOLUTION

- The Group may be dissolved by resolution at an AGM or an EGM of members.
- The consent of 2/3rds 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, Wheatfields, and Martin House Hospices or such other charities as may be deemed deserving.

## 10. THIS CONSTITUTION

- May only be altered at an AGM or EGM when the consent of 2/3rds of members attending and voting shall be required.

March 2017.