

CONSTITUTION OF CAMDEN ROAD EDUCATION ARTS AND THEATRE ENTERPRISE (CREATE)

1 POLICY, AIMS AND OBJECTIVES

1.1 The Name of the organisation is CAMDEN ROAD EDUCATION, ARTS AND THEATRE ENTERPRISE (CREATE)

1.2 The organisation office is: Flat 3, 80 Dorking Road, Tunbridge Wells, Kent, TN1 2LP.

1.3 The purposes for which CREATE was established is to enable people from all walks of life to respond creatively to the opportunities and challenges of Camden Road, Tunbridge Wells, and surrounding areas, to offer a new perspective of the local area.

1.4 The aims and objectives of the organisation are as follows:

- To produce, promote and manage purposeful arts and community development activities in and around Camden Road in Tunbridge Wells and surrounding areas.
- To advocate an 'inclusive community' and to draw in as broad a cultural cross section of people as possible.
- To encourage participation in all related arts activities and to help new audiences to experience art and culture of high quality.
- To ensure community ownership through participation, problem solving, decision-making and creative thinking in all areas of the process.
- The process should enable people, in an atmosphere of safety and supportiveness, to reach their fullest potential so they are proud of what they achieve.
- The contributing goal is to raise awareness of the arts in the local area and make all aspects of our work available to the largest and widest representation of people possible and thus create a work of art in terms of a community.

2. RULES AND PROCEDURES OF MEETINGS

2.1 COMMITTEE MEMBERS

2.1.1 The CREATE Committee is established to manage the purposes of the organisation expressed in its rules and constitution and oversee its related activities.

2.1.2 The number of Members with which the CREATE Committee proposes to operate is 4 – 10.

2.1.3 All Members of the CREATE committee must subscribe to the rules and regulations of the constitution. No person shall be admitted unless prepared to assist to the best of their ability in the advancement of the main objectives of the organisation.

2.1.4 A Member shall cease to be a member of the CREATE Committee:

- Upon their giving notice in writing that they resign their membership
- Upon a majority (two thirds) of the other members giving them notice requiring resignation
- If the individual becomes of unsound mind, convicted of fraud or other dishonesty or dies
- Upon the CREATE Committee winding up by resolution

2.1.5 At least 1 member of the CREATE Committee should be on any Steering Groups.

2.2 REGISTERS, RECORDS & ACCOUNTS

2.2.1 The following records and registers shall be kept by the Secretary of the CREATE Committee

- A register of CREATE Committee Members
- A register of Steering Group Members
- Registers of CREATE volunteers and participants
- Minutes of meetings

2.2.2 All registers and details kept as above will be on a shared drive with CREATE Committee Members, password protected and within GDPR guidelines.

2.3 PROCEEDINGS AT GENERAL CREATE COMMITTEE MEETINGS

2.3.1 No business shall be transacted at any general meeting unless a quorum of Members are present. Four Members present in person or by proxy shall constitute a quorum.

2.3.2 If, within half an hour from the time appointed for the meeting, a quorum is not present, the meeting shall be dissolved until such a time and place as the Members may determine. Following notice, if the adjourned meeting is recalled without a quorum, those present shall be a quorum.

2.3.3 The Chair of the CREATE Committee shall preside at every general meeting. If not present, a Chair for that meeting shall be elected and the choice noted in the minutes. If no Member is willing to act as Chair, the meeting must be adjourned to such time and place where a Chair is available.

2.3.4 At a general meeting a resolution put to the vote at that meeting shall be decided by a show of hands. The result of the vote will be recorded in the minutes.

2.3.5 In the case of an equality of votes the Chair of that meeting shall be entitled to a second, casting vote.

2.3.6 Any Committee Member, upon request, may ask for their name to be registered as in favour or against the result of the said vote or as having abstained from casting a vote. Save as aforesaid, the vote for and against are simply registered by the number of votes for and against.

2.3.7 The CREATE Committee Members shall have the power at any time to appoint any person to be an Officer or Member of the Steering Committee, to fill a casual vacancy or as an addition to the existing complement of Officers or Committee Members, by vote.

2.3.8 No Officer or Member of the CREATE Committee shall be given income or property belonging to the organisation during its lifetime, unless a vote undertaken by the Committee Members agrees to special circumstances.

2.4 VOTES OF COMMITTEE MEMBERS

2.4.1 Every Committee Member shall have one vote.

2.4.2 Paid individuals, who are not a part of the Committee but are commissioned to fulfil a function, including advisors, have no voting rights.

2.4.3 If the vote is applicable to point 2.3.8. the Committee Member in question has no voting rights in this instance.

2.4.4 A proxy may be appointed either in writing or by direct contact through the Chair of the meeting at which a poll vote is taken.

2.5 OFFICERS OF THE CREATE COMMITTEE

2.5.1 The term “Officers” relates to Chair, Secretary and Treasurer only. All others are described as “Members” of the CREATE Committee.

2.5.2 If an Officer retires from the position or leaves the CREATE Committee, it is the responsibility of the Committee Members to come forward and fulfil this role.

2.5.3 The business of the organisation shall be managed by the Officers on behalf of and for the Members of the CREATE Committee.

2.5.4 The Secretary shall minute all appointments of Officers, made by the CREATE Committee, the names of all present at each meeting, all apologies of those not present, who have given notice of their absence, and all resolutions, transactions, proceedings.

2.5.5 All preceding minutes should be confirmed and recorded as a correct record by Members at the next appropriate meeting.

2.5.6 Actions should always be recorded in minutes with the name of the Committee Member responsible and be reviewed at the next meeting.

2.6 STEERING GROUPS

2.6.1 Each activity undertaken by CREATE may have its own subgroup, called a Steering Group. The Steering Group take the lead on the activities.

2.7.2 The CREATE Committee Member on each Steering Group will report back at each meeting.

2.7 DISQUALIFICATION OF MEMBERS & OFFICERS

2.7.1 A Member or Officer shall be disqualified if he or she:

- Has a receiving order made against them or makes arrangements or composition with their creditors generally
- Becomes prohibited by reason of any order made under Section 188 of the Companies Act
- Becomes of unsound mind
- Resigns their post by notice in writing to the CREATE Committee
- Is removed by a vote of the CREATE Committee because of misconduct
- The organisation winds up its operations by resolution

3. AUDIT & ACCOUNTS

3.1 The Committee shall appoint a Treasurer to keep accounts of all incomes and

expenditure and said Treasurer will make a report at every meeting.

3.2 Each Steering Group will record their own accounts, to be submitted monthly to the Treasurer.

3.3 The CREATE Committee shall approve final accounts, which the treasurer will present once a year. If the CREATE committee agree by vote, the accounts can be presented to the public at an Extraordinary General Meeting.

3.4 The CREATE accounts will be examined by an independent professional every year.

4. EXTRAORDINARY GENERAL MEETING

4.1 An Extraordinary General Meeting of the organisation may be called at any time at the discretion of the CREATE Committee. Date, time and venue to be agreed by the Committee. Every request shall specify the business for which the meeting is to be convened and no other matters shall be discussed at that meeting.

5. DISSOLUTION OF THE ORGANISATION

5.1 The organisation shall be dissolved only by resolution passed by a majority of at least two-thirds of the Members present and voting in person at an Extraordinary General Meeting called for the purpose of considering such dissolution.

5.2 In the event of dissolution, any balance of cash remaining in hand after the realisation of assets and payment of debts shall not be distributed among the Members but given to local charities chosen by the CREATE Committee Members.

6. PUBLICITY AND PROMOTION

6.1 The copyright of all documents, images, and products issued for and on behalf of the organisation will be the property of the organisation. Any external use will be subject to negotiated and conditional approval.

6.2 All publications, websites, newsletters, social media will follow the CREATE branding guidelines.

6.3 All branding guidelines for Steering Groups will be approved by vote of the CREATE Committee Members.

END