

The organisation is called Howdenshire Live Arts – we use a shortened version of this title which is **Howden Live**.

1 Objectives:

1. To promote and publicise live arts in all their forms within Howdenshire
2. To promote performances in the area by professional companies
3. To promote workshops and activities that allow members and the public to experience a variety of arts activities and to gain experience in them.
4. To raise funds in order that the organisation shall finance their activities

2 Membership:

1. Membership will be open to all persons interested in promoting the HLA objectives
2. Membership will be personal and not representative of any other organisation
3. Any person may be barred from membership by $\frac{3}{4}$ majority decision of the HLA committee
4. Members will attend regular meetings as appropriate and take an active role in planning, voting, preparing, and administering events. **Following Covid restrictions lifting we have lost momentum a little and have not had as many meetings as previously.**

3 Admission of members

1. By participation in HLA activities

4 Committee

1. The business of HLA shall be conducted by a committee consisting of:
 - a. Chair
 - b. Secretary
 - c. Treasurer
 - d. **Financial auditor**
 - e. Other officers as HLA shall from time to time decide are necessary to fulfil specific functions on behalf of the organisation.

5 Election of officers

1. Officers of HLA must be nominated for the said posts of Chair, Secretary, Treasurer, and Auditor which must be duly proposed and seconded, and such a vote be recorded in the minutes of the meeting during which the voting took place.
2. The financial records must be clear, concise, and available for any members of the committee to audit. At least one committee member other than the treasurer or any other suitably trustworthy and able person must audit the financial records annually.
3. The officers and auditors of HLA shall retire annually but can be eligible for re-election if so desired.
4. The committee shall from time to time appoint promoters and project organisers as desirable.

6 Meetings

1. Promotion and project meetings shall be held monthly or as and when suits the needs of the organisation. The dates of the meetings will be set in advance and all members notified. In exceptional circumstances it may be necessary to change the date.
2. Meetings may be held at a local venue or virtually, via electronic devices.
3. The annual review meeting shall be held between April – August each year to:
 - a. Receive and adopt the financial statement for the preceding year.
 - b. To elect officers and auditors by simple majority vote.
 - c. To transact such other pertinent business that might arise.
 - d. Fourteen days notice of the annual review shall be given by direct communication from the secretary to the members.
 - e. Agenda items for the annual review must be placed with the secretary at least seven days before the meeting.
 - f. Notice may be given of meeting dates by any of the following methods:
 - i. Verbally
 - ii. Email
 - iii. Text message
 - iv. Phone call
 - v. Letter

4. A special general meeting may be convened by the secretary by:
 - a. Direction of the committee
 - b. Direction of 2/3ds of the members.

5. No business where notice has not been given shall be transacted.

7 Quorum

A Quorum at a committee meeting shall be 2/3ds of the total membership.

8 Finances

1. A person or persons shall be appointed at each annual review to function as external auditor.
2. The treasurer shall keep a proper account of the finances up to the 31st March each year for the organisation and present these for auditing to the appointed auditor.
3. Any monies whatsoever received by HLA shall be paid into the HLA bank account.
4. The funds of HLA shall be under the control of the committee and no monies of over £200 shall be paid without the authority of the committee.
5. The use of cheques shall be phased out in favour of bank cards and on-line banking.
6. Relevant appointed members shall hold HLA cash cards which can be used to pay for goods or draw cash from a bank or an ATM.
7. The funds of HLA shall not be used for any purpose contrary to the objectives defined in section 1.

9 General

1. Accurate minutes of all meetings shall be kept in a suitable format and circulated to members prior to the next meeting.
2. These rules may be altered at any time by resolution of any general meeting or annual review providing that the intention to alter is given in the notice of the meeting.
3. The decision about any activities of the organisation shall be made by a 2/3ds majority.
4. No voting by proxy shall be allowed.
5. Only members aged 16 years or over are eligible to vote.

10 Dissolution

1. Howdenshire Live Arts may be dissolved at any general meeting or annual review providing that the motion of dissolution is given in the notice convening the meeting.
2. The funds and assets of HLA shall be disposed of as the HLA trustees together with the members see fit.

Signed Mark Rodger Chairperson & Trustee Dated 26-9-23

Signed Anthony Malham Trustee Dated 26-9-23

Signed Elaine Meldrum Treasurer & Trustee Dated 26-9-23

Signed Joe Besch Trustee Dated 26-9-23

Signed Wendy Wilford Member Dated 26-9-23

Signed George Hawthornthwaite Secretary Dated 26/9/23

Signed Lynn Hawthornthwaite Member & Financial Auditor Dated 26/9/23

Signed NOT PRESENT BUT RECEIVED A COPY BY EMAIL Member Dated _____

Signed " AS ABOVE " Member Dated " "

Signed Jeff Sharp Member Dated 26/09/23