

# RINGWOOD SCHOOL ARTS FOUNDATION

REGISTERED CHARITY 1144154

## CONSTITUTION

12-November-2019TBA 2024

(Charitable Association)

1. **Charitable objects.** The Ringwood School Arts Foundation (hereinafter called "RSAF") is established to promote the arts in all forms at Ringwood School in Ringwood Hampshire (hereinafter called "the school") in particular but not exclusively through the provision of grants for music tuition and materials and facilities for the advancement of the arts.

2. In order to meet its charitable objects, RSAF trustees have the power to:

- a. Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise.
- b. Apply funds to carry out the work of the RSAF.
- c. Collect and disseminate information on all matters affecting the purpose of the RSAF.
- d. Do anything that is lawful and necessary to achieve the purposes of the RSAF.

3. **Trustees.** The trustees of the RSAF will be a minimum of three persons and a maximum of eight persons which shall include the Chair, an Honorary Secretary and an Honorary Treasurer. The trustees shall be responsible for the day-to-day running and management of the RSAF. Trustees shall be appointed at the Annual General Meeting (AGM) of the charity and hold office until conclusion of the next AGM, where they will be eligible for re-election. There is no maximum number of consecutive years that a trustee can serve.

#### 4. **Trustee meetings**

- a. The trustees shall call meetings at least quarterly with at least 14 days' notice being given to all trustees. Such meetings shall be called by email or in writing.
- b. At least fifty percent or a minimum of three trustees (whichever is the greater) must be present at such meetings to constitute a quorum.
- c. RSAF members that request to attend trustee meetings as part of the committee shall be invited to such meetings which should include reports on income and expenditure, consideration of applications for funding (to be submitted on the RSAF funding application form), decisions on funding and fundraising initiatives.
- d. Minutes of all meetings shall be taken, circulated to those present at the meetings all trustees and then agreed as a true record at the next appropriate meeting. Once agreed these will be signed by the Chair and retained for a minimum of five years.
- e. A majority consent must be obtained from the trustees present for the payment of any funds in furtherance of the RSAF's aims and objectives.
- f. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

#### 5. **Annual General Meeting (AGM)**

- a. The RSAF must hold an AGM within seven-three months of the end of the financial year with at least fourteen days' notice given to all trustees and members.
- b. Minutes will be kept of the AGM and retained for five years.

- c. There must be at least six trustees and/or members present, with a minimum of three trustees to constitute a quorum.
- d. The trustees shall present an approval of an annual report from the Chair and the RSAF accounts for approval. Where required an auditor will be appointed. The RSAF financial year will run from 1 August to 31st July.
- e. Any member may stand for election as a trustee.
- f. Members shall elect between three and eight trustees to serve for the next year. They will retire at the AGM but be eligible for re-election.
- g. Every member has one vote.

## 6. **Membership**

- a. The RSAF shall have a membership. People who support the work of the RSAF and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts until the end of the membership year (31 July) at which point it may be renewed.
- b. The trustees will keep an up-to-date membership list.
- c. The trustees will recommend a minimum membership donation and record as such in meeting minutes.
- d. The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

## 7. **Money and Property**

- a. The income of the RSAF shall be applied solely to the aims and charitable objectives of the RSAF as described in this constitution. Expenditure must demonstrate tangible outputs and records of this must be maintained.
- b. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses incurred solely for the benefit of the RSAF and this must be endorsed by at least one other trustee.
- c. Trustees must keep accounts. The most recent annual accounts can be seen by anyone on request.
- d. Money must be held in the charity's bank accounts. [All cheques must be signed by 2 trustees](#)  
[Bank transfer of greater than 100 pounds to be approved 2 trustees](#)

## 8. **Extraordinary General Meetings (EGM)**

- a. If the trustees consider it necessary to change the Constitution, or wind up the RSAF, they must call an EGM for which at least twenty one days' notice has been given to all trustees and members by email or in writing with full details of the alterations proposed.
- b. At the EGM a minimum of three trustees must be present.
- c. The assent of at least two thirds of the members/trustees present must be secured to enable changes to be made to the Constitution or wind up the RSAF. No change can be made to the Constitution that would make the organisation no longer a charity.
- d. Minutes must be kept.
- e. Trustees may also call an EGM to consult the membership on a specific issue or decision.

f. Winding up - any money or property remaining after payment of debts is to be dispersed, as agreed by a minimum of three trustees, to local charities fulfilling similar aims and objectives to those of the RSAF.

g. An EGM must be called if a written request is received from a majority of members to call such a meeting.

## 9. Setting up the RSAF

This constitution was adopted on the 12 November 2019 by the people whose signatures appear below. They are the trustees until the next AGM, which will be held within one year of this date.

**Signed**

**Print name and address**

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~~ANDREA RIX~~

.....

~~ROSEMARY GUY~~

.....

~~MARK SYMONDS~~

.....

~~NIKKI FRULLO~~

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~~DEBORAH DOUGLAS~~