



# Constitution for Creative Exchange

## What is the Creative Exchange?

The Creative Exchange is an unincorporated association, founded in 1998. It draws its membership from graphic designers, photographers and other associated creatives who work in a wide range of public sector organisations across Scotland. It is run by an elected Committee.

## Purpose

The purpose of the Creative Exchange is to promote in-house public sector graphic design, photography and other associated creative disciplines and to support its members in their work. In order to achieve its purpose the Creative Exchange aims to facilitate and foster, for its members:

- information
- discussion
- development
- encouragement
- inspiration
- innovation.

## Powers

The Creative Exchange has powers to:

- receive contributions through membership fees
- raise money to fund its activities
- open a bank account to manage such funds
- purchase goods and services necessary to its work
- conduct research and publish its findings
- publicise and promote the work of the Group and organise meetings, training courses, events or seminars and so on
- work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other public and voluntary bodies, charities, statutory and non-statutory organisations
- employ staff and volunteers as necessary to conduct activities to meet the objects
- carry out anything else within the law necessary to achieve its aims.

## Membership

Eligible members are those with an interest in assisting the Creative Exchange to achieve its aims, willing to adhere to its rules and who are, or have been, employed as graphic designers, photographers or other associated creatives within public sector organisations in Scotland.

Where it is considered membership would be detrimental to the aims and activities of the Creative exchange, the Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.

If membership fees are not paid on time, membership may be terminated.

Membership fees may not be refunded.

If the committee decides that the behaviour or actions of a member are detrimental to the Creative Exchange, membership may be terminated.

There is no limit to the number of members the Creative Exchange may admit and no limit to the length of time anyone can remain a member.

Any member may resign their membership by providing the Secretary with written notice.

## The Committee

A committee of members runs the Creative Exchange by managing its work and finances and making policy decisions.

The Committee will be made up of a minimum of six members and a maximum of 12, including office bearers. Office bearers will be a Chair, a Secretary, a Treasurer and any additional officers the Committee deems necessary to carry out its activities.

Membership of the Committee and its offices are decided by open elections at the Annual General Meeting.

There is no limit to the length of time that members can sit on the Committee or hold office, however all Committee members and office bearers must put themselves forward for re-election at the Annual General Meeting if they wish to continue for the next year.

In order for someone to be elected, they must either nominate themselves or be nominated by a fellow member and be seconded by another member.

## Meetings

The Committee shall meet at least three times a year to discuss actions and monitor progress to date, and to consider future developments.

All members shall be given at least 14 days' notice of when a meeting is due to take place, unless it is deemed as an emergency.

Two-thirds of committee members must be present in order for a meeting to take place.

It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.

The AGM shall take place no later than three months after the end of the financial year. At least 14 days' notice must be given before the meeting takes place.

All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

## Finance

Any money acquired by the Creative Exchange, including donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Creative Exchange.

All funds must be applied to the objects of the Creative Exchange and for no other purpose.

Bank accounts shall be opened in the name of the Creative Exchange. Any deeds, cheques and so on relating to the Creative Exchange's bank account shall be signed by at least two of the following committee members: Chair; Treasurer; Secretary.

Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are used effectively and that the Creative Exchange stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Creative Exchange. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 April to 31 March.

## Altering the constitution

Any changes to this constitution must be agreed by a majority vote at a special general meeting.

Amendments to this constitution or dissolution of the Creative Exchange must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least 28 days notice.

## Dissolution of the Creative Exchange

The Creative Exchange may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to similar groups or charities at the discretion of the Committee.

This constitution was adopted at a Committee meeting held at Edinburgh on 4 October 2013 by:

Signed: Chair

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member

Signed: Member

Signed: Member

Signed: Member

Signed: Member

Signed: Member