



Carshalton Artists Governing Document

Introduction

This document will outline the purpose and goals, how decisions are made and by whom, who controls the organisation's finances, the appointment, retirement and removal of members, what happens if the organisation wishes to wind up and Carshalton Artists rules, terms and conditions for Open Studios.

Carshalton Artists purpose and goals

- Carshalton Artists is a ninety strong group of local artists and businesses and is an unincorporated not-for-profit group, officially founded in 2013 as Carshalton Arts and then name changed to Carshalton Artists in 2014.
- Our aim is to facilitate collaborations between local artists, by giving those artists the opportunity to discuss, join and publicise their own and other artists' projects. These opportunities include monthly informal networking meetings, an active Facebook group (<https://www.facebook.com/groups/CarshaltonArts>) and the annual Carshalton Artists Open Studios that started June 2017.
- The aim of the Carshalton Artists Open Studios (CAOS) is to run a project that brings together a talented community of professional artists and businesses, celebrating the rich diversity of cultural activities and artistic expression within the Carshalton area.
- The Carshalton Artists Open Studios exhibits the work of local artists and creates opportunities for artist led free workshops, that have significant benefit to the wellbeing of residents. This innovative group project will always have a high local impact through lasting collaborations between artists and their neighbourhoods that they work in. The event itself is run in artist studios, houses and galleries within walking distance of each other. This is a wonderful opportunity to bring local communities and neighbourhoods together and draw visitors into the area to experience the vibrant community and cultural network of Carshalton.
- The event runs in the last weekends of June, including artists studios/houses, galleries and heritage buildings.

How decisions are made and by whom

- Carshalton Artists is a voluntary group and decisions are made by the organisation at informal meetings, with open studios discussed at more formal meetings.
- Carshalton Artists was founded by Helena Vaughan
- Carshalton Artists is run by Helena Vaughan and Neal Vaughan
- Carshalton Artists events, including Carshalton Artists Open Studios, are organised by Neal Vaughan and Helena Vaughan
- Fund raising for Open Studios is discussed by a committee of five people including four Carshalton Artists members and Neal Vaughan
- Artist subscriptions and participation in Carshalton Artists Open Studios is discussed by a committee of seven people including five Carshalton Artists members and Neal Vaughan and Helena Vaughan
- Formal meetings are used to discuss group events and are recorded with documents posted online in Google Docs and emailed to members. Members have the chance to feedback and contribute further to group meetings through Google Docs and regular email communication.

Who controls the organisation's finances

- The organisation is a non-profit unincorporated community group and has a TSB non-profit community group bank account, named 'Carshalton Artists'
- The bank account 'Carshalton Artists' is set up to run 'Carshalton Artists Open Studios'
- The treasurer is Helena Vaughan and signatures are Able Kesteven and Penny Haynes
- Two signatures approval is required on any transactions from TSB bank account

The appointment, retirement and removal of members

- Any artist can join the group, through Facebook group "Carshalton Artists" (<https://www.facebook.com/groups/CarshaltonArts>)
- Group roles, such as funding, publicity and marketing are on a voluntary basis and are appointed by those persons volunteering at group meetings or at a later stage.
- Artist subscriptions and participation in Carshalton Artists Open Studios is discussed by a committee of seven people including five Carshalton Artists members and Neal Vaughan and Helena Vaughan.

What happens if the organisation wishes to wind up

- Any surplus in the TSB account for would be split evenly between the artists involved in those events and prioritising any funding organisations that require surplus funds returning.

The following are witnesses to the governing document, but have no liability or responsibility for injury to members of group or the public when participating in meeting, events, Open Studios or workshops run by members as part of Carshalton Artists or Carshalton Artists Open Studios.

Governing Document written by Neal Vaughan (events organiser)
Governing Document witnessed by Helena Vaughan (founder)
Original Governing Document witnessed by Adrienne Roberts (events funding 2017)
Governing Document witnessed by the Carshalton Artists group through Google Docs and made public through the Carshalton Artists website:

CARSHALTON ARTISTS, 11 RIVER GARDENS, CARSHALTON, SURREY.
SM5 2NH.

EMAIL: CARSHALTONARTISTSOPENSTUDIOS@GMAIL.COM

WEB:

<http://carshaltonartists.wixsite.com/carshaltonartists>
<http://carshaltonartists.wixsite.com/carshaltonartists>

Carshalton Artists Open Studios Terms & Conditions of registering

1. 'Carshalton Artists' runs the proposed annual 'Carshalton Artists Open Studios' (CAOS).
2. The Carshalton Artists Open Studios (CAOS) is open to all artists living within the Carshalton telephone code area. (It is not accepted to display work of guest artists from outside the area).
3. Carshalton Artists Open Studios reserves the right to review submitted events, locations and artists and change details which do not comply with terms and conditions, or which are felt to be untrue or offensive.
4. Carshalton Artists Open Studios purpose is to promote the arts in Carshalton and the practicing artists displaying/selling their own work. Commercial premises are welcome to take part, but will be declared on listings as such and listings will not be used to promote a business or other unrelated business activities. If a commercial premises would also like to promote their business they can, in addition, take out an advert in the Carshalton Artists Open Studios brochure (contact: Carshalton Artists Open Studios@gmail.com)
5. It is a condition of taking part in Carshalton Artists Open Studios that all Open Houses must take out public liability insurance. We recommend AN AIR: www.a-n.co.uk/about/insurance. Carshalton Artists Open Studios will take no responsibility for injury to members of the public when visiting Open Houses.
6. Carshalton Artists Open Studios purpose is to celebrate, coordinate and promote art and artists taking part in the Carshalton Artists Open Studios. This includes the annual June Open Studios.
7. All subscription fees are paid per artist – there is no limit to the number of artists exhibiting in one venue, nor are any other obligatory extra fees charged.
8. All Open Houses venues must undertake to correct any errors on their listings by the date specified. Artists Open Houses cannot accept responsibility for any errors not clearly outlined.
9. Carshalton Artists Open Studios reserves the right to refund payment and withdraw any entry that does not, after due consultation and consideration, comply with our Terms and Conditions of registration. Language or artwork that is abusive or discriminatory to people on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will not be accepted and the right to register with Carshalton Artists Open Studios will be withdrawn.
10. Carshalton Artists Open Studios will provide Open Houses with regular feedback and information regarding the provision of services, fees and other changes, including any decisions taken, via group meetings and email communication.
11. Artists will be obligated to collect information on visitors and share visitor information with Carshalton Artists Open Studios, in line with funding requirements from local and national bodies and to help promote future Carshalton Artists Open Studios.
12. It is not acceptable to display work of guest artists not registered with CAOS in your location.

13. All work displayed by artists must be their original work and not subject to any copyright infringements. Any copyright infringements will not be the responsibility of the governance of Carshalton Artists or Carshalton Artists Open Studios or location and will need to be dealt with by the artist responsible for the infringement.

Artists Workshops.

Artists involved in workshops must follow the above rules but also:

1. Undertake any workshop under the strict understanding that they have sole liability of the workshop and have responsibility for injury to members of the public when participating in workshops.
2. Accept that Carshalton Artists Open Studios or organisers have no liability or responsibility for injury to members of the public when participating in workshops.
3. Supply Carshalton Artists Open Studios with relevant detailed costing breakdown in writing, so Carshalton Artists Open Studios can discuss available funding for materials costs.
4. Register their intention with Carshalton Artists Open Studios to hold a workshop, well in advance of the Carshalton Artists Open Studios. This includes an outline of the purpose of the workshop, possible health and safety issues, possible outcomes and costs, well in advance of the Carshalton Artists Open Studios
5. Adhere to any health and safety regulations, outlined in the use of and regarding the use of any materials and techniques used in the workshop.
6. Ensure that a responsible adult accompanies any children below the age of 16 involved in workshops.
7. Ensure, where possible, that workshops adhere to Carshalton Artists Equality and Diversity policy.

Terms updated Oct 2017 and sent to all participating artists at time of registration in Oct 2018 and Oct 2019.