



Constitution: “Harrow Open Studios”

Aim

The organisation primarily exists to hold an annual Open Studio event. Each participating artist will aim to show their work to the public either in their own home or studio or some other local space. The aim is for the participating artists to sell and promote their work collegiately, building up links between themselves as well as within the community. The organisation hopes to build a close network between its members allowing them to share skills and take part in social events together. The annual event will be run on a voluntary basis by the artists themselves, led by a core steering group or committee. There may be additional events held that members can opt to take part in.

Steering Committee

The committee shall comprise the **Chair, Treasurer, Secretary, Membership Secretary, Sponsorship Secretary, Website Manager, Publicity Manager, Brochure coordinator, Locations and Exhibitions Manager, Social Secretary, Social Media Manager and Database Manager**. Committee meetings shall be quorate if any six members are present. Sub-committees and additional members can be set up for purposes decided by the committee, but they do not need to participate in committee meetings unless they choose to do so. The committee shall be elected at the Annual General Meeting or Extraordinary General Meeting at which elections are to take place.

Membership

Any serious practitioner in the fine or applied arts living/working in the Harrow area may apply to join. Members must be 18 years and over at the time of the Open Studio event. At the discretion of the committee, a group of tutored college students may apply to join on a group membership basis; the subscription being decided by the committee. Members must agree with the co-operative nature of the organization and must take part in activities that are required to ensure the smooth running of the organisation. They agree to work in a professional manner towards the success of the whole membership.



They must not bring the name of the organization into disrepute. Members considered to have acted in a manner which is contrary to the ethos of HOS or prejudicial to its good name will be subject to the procedures set out in the **Code of Conduct**.

Acceptance into the membership is at the discretion of the steering committee. **All work shown during Open Studios must have been produced by the artist; mass-produced objects and work by artists who are not members of Harrow Open Studios is not acceptable**, unless by prior agreement with the committee.

There is an annual subscription fee which covers inclusion in the Harrow Open Studios brochure, our website and other online platforms as well as any media coverage we gain. Website address www.harrowopenstudios.com.

All members are required to be covered by Third Party Public Liability insurance at the time of the annual Open Studios event, in order to protect themselves and the organization as a whole. Failure to insure will lead to the member being unable to participate in that year's Open Studios. HOS disclaim—all responsibility in the event of a member failing to insure unbeknownst to the Committee.

Grievance

Any member who feels that they have been unfairly treated or discriminated against in any way may have recourse to the **Grievance Procedure**.

Funding

Harrow Open Studios is an independent organization, funded through membership subscriptions, sponsorship and advertising by local businesses or individuals. It is members' responsibility to seek out advertisers and sponsors.

Annual General Meeting



An Annual General Meeting will take place in September. It will be quorate if 1/3 of the membership is present. Accounts for the year and a record of the year's activities will be submitted. At least 7 days notice must be given of any resolutions to be considered. Resolutions will be passed by simple majority vote.

Extraordinary General Meetings

Extraordinary Meetings may be called for extraordinary decisions such as changes to the constitution. 28 days notice of such meetings and all resolutions to be considered must be given. Meetings will be quorate if 1/3 of the membership is present. Resolutions will require approval by 2/3 of the entire membership, which can be by written consent.

Ordinary Meetings

General meetings can be called at any time. They will be quorate if 1/3 of the membership is present. They will conduct the normal business of the organization. Decisions will be made by simple majority vote of those present.

Dissolution

The Organisation can only be dissolved if members vote for dissolution at the AGM, EGM or in a written ballot. Majority approval by 2/3 entire membership is required. Should dissolution become necessary, the assets of the organization must be distributed equally among the members after payment of debts. Should liabilities exceed assets, all members of the organization will be liable to contribute equally to meet the deficiency.

We certify that the above are the Rules and Regulations of Harrow Open Studios Steering Committee, Harrow Open Studios.

Code of Conduct

1. HOS is an organization based on collaboration and cooperation between its members and for the benefit of all. Any member **deemed to have acted or behaved in a manner** which undermines or works against these principles is liable to be disciplined and if necessary be required to leave the association.



2. In the event of such behaviour or conduct being brought to the attention of the Committee, the Committee will consider the matter and determine what action should be undertaken.
3. If the Committee considers that disciplinary action is required, the member concerned will be contacted at first informally and in person and asked to respond.
4. In the light of the response, the Committee may decide to conclude the matter or alternatively that action needs to be taken. If the latter is the case, a verbal warning will be issued in the first instance.
5. If this proves ineffective, the Committee will proceed to a formal exchange of letters/emails and a written warning issued.
6. If the matter remains unresolved, the Committee may decide to proceed to the exclusion of the member and will notify the person in writing.
7. At all stages the Committee will strive to resolve the matter fairly and objectively; likewise, the member concerned will have the right to set out their case and have it considered fully.
8. The matter will throughout remain private between the member and the Committee: no correspondence with other members of HOS or resort to external publicity will be allowed.

Grievance Procedure

1. HOS will endeavour to conduct its affairs in a way which is fair and reasonable and to avoid discrimination on the grounds of race, gender, disability, age, sexual orientation or other.
2. In the event of a member of the association having cause to complain about the conduct of any other member or officers, the member shall state the subject of the complaint in writing and submit it to the Committee.
3. The Committee will consider the complaint and respond to the complainant in writing.
4. The Committee shall select one of its members to approach the complainant with a view to resolving the issues informally.



5. If the matter remains unresolved, the complainant will be invited to attend a meeting of the committee in order to put their case and have it fully discussed.
6. If the matter still remains unresolved, an independent panel of three members not on the Committee or otherwise involved will be appointed to consider the matter and produce a final decision, without appeal.
7. If the complaint is upheld, remedial action will be undertaken and if appropriate a public statement of apology issued.
8. If as a result of the process, any other member is shown to have behaved improperly, they will be subject to the Code of Conduct Procedure.
9. The matter will throughout remain private between the complainant and the Committee: no correspondence with other members of HOS or resort to external publicity will be allowed.

Equal opportunities policy

With regard to Membership

Individuals applying for membership shall not suffer discrimination on the grounds of race, ethnicity, nationality, religion, sex/gender, sexual orientation, marital status, socioeconomic status, political beliefs, age, or disability.

Elected members will be given equal status and benefits within the group regardless of race, ethnicity, nationality, religion, sex/gender, sexual orientation, marital status, socioeconomic status, political beliefs, age, or disability.

Any discriminatory behaviour, by members of Harrow Open Studios towards other members or the public, will not be tolerated. All incidents brought to the attention of the Committee will be investigated by a special subcommittee established for the purpose and if proven will lead to expulsion from the group.

With regard to the Public

Harrow Open Studios public events are open to all members of the public regardless of race, ethnicity, nationality, religion, sex/gender, sexual orientation, marital status, socioeconomic status, political beliefs, age, or disability.

Whilst not all studios have full disabled access, Harrow Open Studios shall work towards greater accessibility for the public wherever possible. Accessibility information shall be publicised to enable visitors with access needs to make informed choices when planning their visits.



General Health and Safety Policy

Health and Safety is an important consideration for all participants. Members are responsible for ensuring their studio is a safe and healthy environment for themselves and the general public, public liability insurance is a legal requirement for opening to the public.

Each participating artist is responsible for:

Assessing the potential risks to health and safety and taking the necessary action to prevent the occurrence of accidents.

Anticipating such procedures as may be necessary in the event of a fire or other significant incident and being ready to implement them including evacuation.

Maintaining safe and healthy conditions in their studios and ensuring the safe storage of substances and taking any special precautions which may be necessary when carrying out their particular practice in the presence of members of the public (i.e. when demonstrating).

Members Personal Safety Policy

Members will ensure their own safety when opening their private space to the public.

Ensure that a working means of communication, e.g. a mobile phone, to call or message for help is available at all times.

Ensure that they are familiar with the numbers they need to call, should an incident occur that requires assistance. E.g. non-emergency police number is 101.

Ensuring that they are not left entirely alone with members of the public, e.g. have a support person, family member or friend nearby should assistance be needed.

Updated August 2023.