



# LETCWORTH ARTS AND LEISURE GROUP

Dear Member

## PROPOSED CHANGES TO LALG'S CONSTITUTION

You may recall that at the 2016 AGM we adopted a revised constitution. This revised constitution was more robust and suitable for LALG than the previous one, including safeguards to ensure that the LALG Committee and LALG members behaved correctly.

Having worked with the revised constitution for nearly two years, the Committee would now like to propose a number of changes to it to make running LALG more efficient and in line with best practice and/or to clarify/confirm procedures.

The proposed changes are as follows:

| Existing clause   | Proposed clause  | Notes  |
|---|--|--|
| <b>Clause 3(g)</b> "Each Interest Group shall provide a brief financial report to the LALG Treasurer every August."   | <b>Delete.</b>   | We feel this requirement is not necessary. Existing clause 3(h) provides for the Committee to request any information from an Interest Group if required.  |
| <b>Clause 6(a)</b> "All households shall pay an annual membership fee in respect of the current membership year which shall run from 1 September to 31 August." | <b>Amend to</b> "All households shall pay an annual membership fee."   | We are planning to update the Membership system to improve efficiency and it is likely that in time, renewals will be staggered and spread more evenly over the year.  |
| <b>Clause 12(2)(b)</b> "The Committee must include: Chairman, Secretary, Treasurer, Membership Secretary."  | <b>Amend to</b> "The Committee must include the following Officers: Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary, Publicity Officer, Data Protection Officer. The Officers will be elected by the Committee in accordance with clause 19(2)."<br><br><i>(Please note that we are proposing a new clause 19(2).)</i> | These additional Officers are essential to the effective running of LALG. In addition, the way Officers are elected should be recorded. For information, the Committee has approved job descriptions for all Officers. |

| <b>Existing clause</b>   | <b>Proposed clause</b>  | <b>Notes</b>   |
|--|---|--|
| <p><b>Clause 14</b> “The Committee Members will make available to each new Committee Member, on or before his or her first appointment:</p> <ul style="list-style-type: none"> <li>a) a copy of this constitution and any amendments made to it; and</li> <li>b) a copy of LALG’s Data Confidentiality Statement, which must be signed and returned to the Secretary upon appointment.”</li> </ul> | <p><b>Amend (b) to ...</b>“b) a copy of LALG’s Code of Conduct, Data Confidentiality Statement and any other documentation agreed by the Committee which must be signed and returned to the Secretary upon appointment.”</p>  | <p>During the year the Committee has introduced a Code of Conduct and an Annual Declaration for Committee members, in line with best practice.</p>   |
| <p><b>Clause 18(1)</b> “The Committee Members may delegate any of their powers or functions to a sub-committee or sub-committees...”</p>   | <p><b>Amend to</b> “The Committee Members may delegate any of their powers or functions to a sub-committee/group or sub-committees/groups...”</p>   | <p>For the avoidance of doubt the clause should cover any “group” that the Committee sets up to help it to run LALG.</p>   |
| <p><b>Clause 19:</b> new sub clause</p>  | <p><b>New sub clause (2):</b><br/> <b>“Election of Officers and terms of office</b></p> <p>At the first meeting of the Committee after an AGM the Committee will elect a Chairman and Vice Chairman from its members. The Chairman and Vice Chairman will serve for one year only, but they may be re-elected.</p> <p>At the first possible meeting of the Committee after an AGM the Committee will also elect any other Officers, as required in clause 12(2)(b), where there are vacancies. These other Officers will serve for a period of three years or until they resign their office or are no longer a Committee member. They may also be re-elected.”</p> | <p>Currently the constitution does not cover the appointment of Officers, except for the Chairman and Vice Chairman. A Committee member is not elected to a specific office at an AGM. We feel it should be made clear how Officers are elected and their terms of office should be defined. Although we are happy that the Chairman and Vice Chairman should be elected on an annual basis, we feel that other Officers should be appointed for three years in line with their term of office or until they resign their office or they are no longer a Committee member. This will provide greater continuity in running LALG.</p> |

| <b>Existing clause</b>  | <b>Proposed clause</b>  | <b>Notes</b>   |
|---|---|--|
| <p><b>Clause 19(2)</b> “Chairing of meetings</p> <p>The Committee Members may appoint one of their number to chair their meetings and may at any time revoke such appointment, subject to any Rules laid down under Clause 25. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Committee Members present may appoint one of their number to chair that meeting.”</p> | <p><b>Renumber as 19(3) (with renumbering of subsequent clauses) and amend to</b> “The Chairman will be appointed by the Committee Members in accordance with clause 19(2). The Committee may at any time revoke such appointment, subject to any Rules laid down under Clause 25. If the Chairman is not able to attend a meeting, or is not present within 10 minutes after the time of the meeting the Vice Chairman will chair the meeting. In the absence of the Vice Chairman or stand-in previously nominated by the Chairman, the Committee Members present may appoint one of their number to chair that meeting.”</p> | <p>Changes as a consequence of the new clause in respect of the appointment of Officers.</p>   |
| <p><b>Clause 23</b> Accounting records, accounts, annual reports and returns, register maintenance</p>  | <p><b>Addition at start</b> “The financial year end will run from 1 August to 31 July.”</p>   | <p>The financial (as opposed to the membership) year is not recorded anywhere in the constitution. It was changed at the 2017 AGM.</p> |

The constitution is on the LALG website if you wish to refer to it.

We feel the above changes are relatively minor procedural ones and hope that Members will be happy to adopt them at the AGM on 20 November 2018.

If you have any questions in advance of the AGM please contact me at [chairman@lalq.org.uk](mailto:chairman@lalq.org.uk)

George Barnes  
Chairman

October 2018