

## **Constitution**

### **Name of organisation**

Mill creatives

### **Website**

[www.millcreatives.org](http://www.millcreatives.org)

### **About Mill creatives**

Mill creatives is a not for profit organisation based in Leeds, West Yorkshire. It is a creative, collective and online association whose aim is to promote creativity and to develop artists by providing them with information, resources, opportunities and most importantly exposure.

The responsibilities of the committee of Mill creatives association, amongst others, will be to facilitate the running of art projects and events for all artists who wish to take part as well as members of communities who will benefit from participation.

As Mill creatives is also about bringing community together, the organization will work in alliance with other groups, companies and institutions (e.g. council, universities, art galleries, already existing art organisations etc.)

Mill creatives can be used by any local arts community to create a user-friendly unprejudiced creative scene, where interdisciplinary briefs flourish, information is exchanged and art and culture are made accessible to a wide diverse audience.

Fundamentally Mill creatives believes that the Arts and creative endeavors play a vital role in the positive development of society as well as documenting and challenging current issues. Further to this has been proven through time that during recession the Arts prosper hence the need of such an organisation. Through arts activities and workshops we are confident community spirit can be achieved.

### **Objectives**

- To present creativity in all its forms.
- To create awareness for non-artists.
- To create a wide reaching cultural and social benefit.
- To enrich the lives of others.
- To provide artists with information.
- To develop projects and events.
- To develop artists
- To gain artists recognition.
- To promote artists success.
- To provide opportunities and resources for all without prejudice.

### **.Aims**

- To promote the Arts.
- To make art accessible to all sectors e.g. business, health, education, training.
- To donate a percentage of funds to charity.
- To bring information and conversation to once place where ideas are turned into positive actions.
- To encourage meeting and networking between creative people.

- To make it easier for new artists to emerge.
- To hold events for and exhibitions of, members work.
- To provide the opportunity to learn from invited speakers.
- To organise and make members aware of, briefs, competitions and the likes that may be of benefit.
- To encourage members and volunteers to participate in creative projects that brings the arts to a more diverse audience.
- To encourage members and volunteers to participate in creative projects with the purpose providing a selfless service to the needy.
- To facilitate and encourage members and volunteers to participate in, creative projects that benefit the environment.

## **Policies and Procedures**

### 1. Child protection policy

Membership to Mill creatives is only open to adults. (Over 18s)

Should an event occur where children are in attendance they must be present with a parent or guardian (next of kin).

Mill creatives is committed to the following:

The welfare of the child is paramount

Taking all reasonable step to protect children from harm, discrimination and degrading treatment and to respect their right, wishes and feelings.

All suspicion and allegations of poor practice or abuse will be taken serious and responded to swiftly and appropriately.

### 2. Vulnerable adults

Mill creatives is committed to following the Human Right Acts 2000

### 3. Allegation procedure

All allegations will be reviewed and dealt with in accordance with the law.

There will be a strict monitoring procedure reviewing regularly the roles of volunteers and members to ensure their safety and wellbeing

### 4. Process for referral incase of disclosure

Members of the committee sign the governing document which clearly states that any information regarding Mill creatives and its businesses must not be disclosed outside of the committee without agreement by all committee members. This agreement must be applied for in writing to the committee and will be reviewed, agreed and signed accordingly.

## **Powers**

In furtherance of these aims and Objectives, the organisation shall have Powers to publish journals, newsletters, websites, or pamphlets relating to the affairs of the organisation. It shall have the Powers to publish the works of its members and any information that its members may find useful, in accordance with copyright law. Mill creatives endeavors to promote the arts without prejudice and has the power to use its network and resources with a fair preference to the benefit of those who need it most i.e. unemployed, homeless, disabled, underprivileged, unknown.

## **Membership**

Membership is free and open to anyone over the age of 18.

If you are required to register as a sex offender in any jurisdiction or have a criminal record, you may not use the Mill creatives Service.

Members are subject to providing sign up details of a valid email address to join, this allows a unique reference number to be generated for Mill creativeness administration

purposes *i.e. keeping an up to date filing system of members and their info so as Mill creatives can best use its resources to help them.*

When a member registers for the online service, he/she is solely responsible for maintaining the security of his/her account. This means, for example, that a member may not share his/her password or let anyone else access his/her account. If for any reason a member believes that his/her account is no longer secure, he/she has to let us know immediately.

Mill creatives asks only of it's members that they consider making a donation through the website.

Members are able to actively use the website but information submitted for the website is subject to strict monitoring before it is published.

Members benefits include the use of the website and it's resources as well as invites to take part in projects, briefs, competitions, events and exhibitions.

Members have the right to suggest and raise ideas that may improve the service they receive.

Membership can be withdrawn by the member or terminated by Mill creatives at any time.

Member policy is committed to equal opportunities please refer to separate [equality and diversity policy](#).

### **AGM**

An annual general meeting for all members shall usually be held in Leeds in February.

An email with full details of the meeting will be sent no less than 4 weeks in advance of the meeting to all members. Any member wishing to raise an issue at the meeting must do so by reply within 1 week to said email.

There will be regular meetings between the administrative team of Mill creatives at which decisions affecting Mill creatives will be noted.

### **Committee**

The committee will consist of the Office Bearers and any member of Mill creatives who wishes to be part of it. Members can apply to the current Office Bearers to join the committee at any time. This will be reviewed on the basis of their activities as a member.

The Office Bearers are the Chairperson Helen Barlow, Daniel Scott who acts as the secretary and Alexia Bardet, treasurer. The committee shall consist of no fewer than 2 persons at any one time.

### **Finance**

All monies raised will go towards furthering the aims and objectives of the organisation.

There will be an annual independent examination of the accounts this will be carried out by the committee and one external advisor.