
1.0 NAME

The name of the organisation shall be the “Touring Exhibitions Group” hereinafter referred to as “The Group”. This name may be altered only with the approval of the Annual General Meeting.

2.0 OBJECTIVE

To develop the role of touring exhibitions as a medium of communication to the public.

2.1 Mission Statement

Sharing the skills, knowledge and experience of working with exhibitions. (Agreed 16 November 2007)

2.2 Policies

2.2.1 To campaign for greater provision for originating and touring exhibitions.

2.2.2 To encourage wider use of touring exhibitions.

2.2.3 To initiate measures leading to an improvement in the status of touring exhibitions.

2.2.4 To liaise with and to act as a lobby to statutory and other bodies funding or concerned with touring exhibitions.

2.2.5 To work for the attainment of the highest standards in all aspects of touring exhibitions.

2.2.6 To promote research into areas of common interest for The Group.

2.2.7 To unite those concerned in a forum for discussion of matters of mutual interest.

2.2.8 To serve as an authoritative body and as a source of informed opinion and advice on matters relating to touring exhibitions.

2.2.9 To encourage co-operation amongst members of The Group.

2.2.10 To co-operate with other bodies or groups to achieve common aims.

2.2.11 To represent the general interests of members.

3.0 MEMBERSHIP

3.1 Eligibility

Membership of The Group shall be open to any individual or institution wishing to further the objectives of The Group.

Acceptance of applications for membership shall be at the discretion of the Executive Committee.

An applicant shall have the right of appeal at the Annual General Meeting of the Group if an application is not accepted by the Executive Committee.

3.2 Categories

There shall be the following categories of membership:

3.2.1 Ordinary, open to any institution and any individual not employed full-time by any one organisation. (Amended 2 October 2006)

3.2.2 Corporate, open to commercial businesses supplying goods and services for touring exhibitions. (Added 18 September 2002)

3.2.3 Honorary, open to any person for service to the Group or its objective on the recommendation of the Executive Committee and approved by an Annual General Meeting. They will not exceed six in number at any one time.

3.3 Rights & Obligations Of Members (Agreed 21 November 2008)

Each member shall have the following rights:

3.3.1 one vote per resolution, at ballots and at General Meetings;

3.3.2 access to all services reserved for the membership;

3.3.3 any discounts available to the membership;

3.3.4 to be a candidate in the annual ballot for the Executive Committee.

Each member shall be obliged to:

3.3.5 observe TEG's Standards as the basic level of professionalism that is expected from all members as far as they apply to their practice;

3.3.6 contribute to the Group's 'bank' of knowledge and experience;

3.3.7 uphold the standing of the Group, and promote its values amongst potential members and stakeholders.

3.4 Termination (Agreed 21 November 2008)

Membership in the Group will be terminated with immediate effect under any of the following circumstances:

3.4.1 Resignation, by a Member by written notification to the Group. In the event that a General Meeting passes a resolution which converts the Group into a different legal form, or merges or divides it, or which reduces members' rights or makes their obligations - other than those of a financial nature - more onerous, a Member may cancel its membership within a month of its being notified, and the relevant resolution will not then apply to that Member.

3.4.2 Termination, where a Member has ceased to fulfil the requirements for membership - including the non-payment of subscription - or if it does not comply with its obligations towards the Group.

3.4.3 Disqualification, from membership where a member harms the Group's interests in an unreasonable manner or conducts business improperly or dishonourably or in a way that is prejudicial to the interests of other TEG members or the public exhibitions sector. Disqualification is normally preceded by a suspension to allow for review and appeal. A suspension expires after three months if a decision to disqualify the member is not taken within this period.

3.4.4 Death or bankruptcy: a membership shall be automatically terminated upon death of the member or, in the case of a corporate member, where the member becomes bankrupt, goes into liquidation, has a receiver appointed or ceases to trade.

Termination shall not entitle the Member to a refund of any monies paid by the Member to the Group (in whole or pro rata).

4.0 MANAGEMENT

Management of the affairs and business of The Group shall be invested in the Executive Committee. Officers shall be drawn from the elected members of the Executive Committee. (Amended 21 September 2000).

The Executive Committee shall co-opt for specific purposes. Co-opted members of the Executive Committee shall not vote.

Vacancies on the Executive Committee arising from long-term leave (for example, maternity leave) may be filled by co-opting a temporary committee member. The co-option will first be offered to the same organisation, then to the wider membership if it remains vacant. Co-option will cease when the original member returns to work. (Amended 16 January 2017).

Any member of the Executive Committee not attending two out of every four meetings without giving reasons acceptable to the Committee shall be automatically removed from the Committee. (Amended 16 January 2017).

The Executive Committee shall have power to form any working group or sub-committee it considers necessary.

4.1 Officers

The Officers of the Group shall normally be the Chairperson, Vice-Chairperson, Secretary, Treasurer and Membership Secretary. Such posts that are created from time to time to meet particular needs will also be considered to be Officers, as will the chairpersons or convenors of any sub-committees or working groups. (Amended 2 October 2006). Functions and responsibilities may be delegated to paid staff where appropriate. (Amended 18 September 2002).

4.2 Elections

The Executive Committee shall be elected annually for the ensuing year by a ballot of the paid-up members of The Group. (Amended 2 October 2006).

Each candidate for election shall be nominated with his/her agreement by one member of The Group, such nominations to be received in writing by the secretary at least 21 days prior to the Annual General Meeting.

The candidate(s) receiving the highest number of votes shall be elected. If two or more candidates obtain an equal number of votes an election will be decided by lot.

The newly elected Executive Committee shall take office after the Annual General Meeting.

4.3 Election of Officers

The Officers shall retire at the end of two years but shall be eligible for re-election.

The Chairperson and Secretary shall both serve for not more than 2 consecutive terms.

After serving, the member concerned may not stand for re-election to that post for a period of 2 years.

4.4 Election of Ordinary Members

Ordinary members shall serve for not more than 3 consecutive years. They shall retire at the end of one year but will be eligible for re-election but not for more than 3 years.

4.5 Meetings

The Executive Committee shall meet when convened either by the Chairperson or by the Secretary or by any of the voting members of the Executive Committee. The Executive Committee shall normally meet at least four times each year.

Twenty-one days' notice will normally be given to each member of the Executive Committee.

4.6 Proceedings

A quorum shall be five voting members including one Officer. The Chairperson or in his absence the Vice-Chairperson or in his absence the person elected by the voting members present at the meeting shall preside over the meeting.

4.7 Voting

Only elected members shall vote.

In the event of an equal division of votes at a meeting of the Executive Committee the Chairperson of the meeting shall record a casting vote.

A written record shall be made of the proceedings of the meeting and circulated to the members of the Executive Committee.

5.0 MEETINGS OF THE GROUP

5.1 Annual General Meeting

5.1.1 Notice

Notice of the Annual General Meeting shall be given at least 42 days prior to the date of the meeting. It will be held at a date and place approved at a previous Annual General Meeting. In the event of an emergency the Executive Committee shall have power to change the date and place.

5.1.2 Proceedings

The quorum at an AGM shall be either 20 members or 15 per cent of the members of The Group, whichever is the fewer. In the event that a quorum is not present, then a vote shall be carried out to transact that business and a resolution shall be decided by a two-thirds majority vote. (Amended 24 June 1999 and 2 October 2006).

The Ordinary Business of the Annual General Meeting shall comprise a report of the Executive Committee, consideration of the financial statement, the election of members to the Executive Committee and the appointment of the Auditor.

Other business will be deemed Special Business. Notification of Special Business must be received in writing by the Secretary at least 21 days prior to the date of the meeting. Each such item must be seconded by another member of The Group.

The Chairperson or in their absence the Vice-Chairperson or in their absence the person elected by the meeting to do so shall preside over the meeting.

Resolutions put to an Annual General Meeting shall be decided by a simple majority vote.

5.1.3 Voting

Only paid-up members shall vote.

Institutional members shall have one vote per subscription and that vote can be delegated to a representative.

Voting will normally be by show of hands at the meeting.

A written record shall be made of the proceedings of the meeting and circulated to paid-up members of The Group with the following year's Agenda papers.

5.2 Special General Meeting

5.2.1 Notice

A Special General Meeting shall be held within 42 days of the receipt by the Secretary of a request in writing signed by at least 20 members or 15 per cent of the members of The Group, whichever is the fewer, stating the business to be transacted. (Amended 24 June 1999). Notice will be given and an Agenda published at least 28 days prior to the date of the meeting.

5.2.2 Proceedings

Each member of The Group shall receive an Agenda.

A quorum at a Special General Meeting shall be either 20 members or 15 per cent of the members of The Group, whichever is the fewer. In the event that a quorum is not present, then a vote shall be carried out to transact that business and a resolution shall be decided by a two-thirds majority vote. (Amended 24 June 1999 and 2 October 2006).

Only the business for which the meeting was called may be transacted. The Chairperson or in their absence the Vice-Chairperson or in their absence the person elected by the meeting to do so shall preside over the meeting.

Resolutions put to a Special General Meeting shall be decided by a two-thirds majority vote.

5.2.3 Voting

Only paid-up members shall vote.

Institutional members shall have one vote per subscription and that vote can be delegated to a representative.

Voting will normally be by show of hands at the meeting.

A written record shall be made of the proceedings of the meeting and circulated following the meeting and within 28 days to paid-up members of The Group.

6.0 FINANCIAL MANAGEMENT

6.1 Subscriptions

An annual subscription shall be levied on each Ordinary and Corporate member of The Group. The annual subscription shall become due on the anniversary of the member's first joining the Group or - failing that - on 1st July. (Amended 2 October 2006)

The annual subscription may be varied by the Executive Committee from time to time subject to ratification by a majority vote at a General Meeting.

The financial year of The Group shall be 1 April to 31 March. (Amended 2 October 2006)

6.2 Records

The Executive Committee shall cause proper records of accounts to be kept to give a true state of The Group's affairs and its transactions.

A bank account shall be maintained by the Treasurer in the name of The Group. The Treasurer and Secretary will be the Officers authorised to sign cheques but only one signatory is required.

No member of the Executive Committee shall receive any benefit in money or kind in the supply of goods or services to The Group.

The Executive Committee may reimburse Executive Committee members; travelling expenses or make a contribution thereto in exceptional circumstances.

The Treasurer shall present for consideration a statement of accounts and balance sheet showing the financial state of The Group during a previous year or such other shorter period as may be required. This shall be presented at each Annual General Meeting and at any General Meeting called to consider the finances of The Group. Any such accounts shall be subjected before presentation to examination by an independent accountant appointed for this purpose. The financial accounts shall be approved by a majority vote of members attending the meeting. An independent accountant shall be appointed at each Annual General Meeting. (Amended 16 November 2007)

7.0 CHANGES TO THE CONSTITUTION

Changes to this Constitution shall only be made at a General Meeting. Notification shall be given in accordance with the proceedings for that meeting as set out in this Constitution.

Resolutions shall be decided by a two-thirds majority vote.

8.0 DISSOLUTION OF THE GROUP

If the Executive Committee resolves that it is necessary or advisable to dissolve The Group a postal vote shall be carried out to transact that business and a resolution shall be decided by a two-thirds majority vote.

Proceedings and voting for that meeting will be as defined for Special General Meetings in this Constitution.

If the Group is thereby dissolved, the Executive Committee shall be empowered, after audit, to discharge any outstanding debts and to dispose of any net assets held by or in the name of The Group. Such assets shall be distributed to any constituted non-profit making organisation having a similar objective or in the absence of such an organisation at the discretion of the Executive Committee.

Constitution adopted on 21 February 1985, with subsequent amendments noted and dated by the relevant sentence or paragraph.