

Governance Framework

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Artansa CIC Governance Framework April 2026

This is the current governance framework for Artansa CIC and should be read alongside the Articles of Association. Where there is any conflict, the Articles of Association take precedence.

1. Status

Artansa CIC is a Community Interest Company registered in England & Wales.

2. Purpose

Artansa exists to support independent artists, makers and other creatives, and to promote public access to and engagement with artistic and creative activity, particularly in West Devon, the Tamar Valley and surrounding areas.

3. Role of this Framework

This document sets out the working governance principles of Artansa CIC. It does not replace or restate the constitutional and legal provisions contained in the Articles of Association.

The purpose of this framework is to provide a clear, practical and proportionate guide to how Artansa is governed, how decisions are made, how responsibilities are held, and how members, Directors and others involved with Artansa are expected to work together.

4. Directors

Artansa CIC is governed by its Directors, who are appointed and act in accordance with the Articles of Association and applicable law.

Directors are collectively responsible for:

- the proper governance of the organisation
- legal and regulatory compliance
- oversight of finances and resources
- decision-making in the interests of the company and its community purpose
- maintaining a clear, fair and workable structure for the group
- oversight of Artansa's website, public communications, events, branding and shared resources
- protecting the reputation, integrity and purpose of Artansa CIC

Directors may agree areas of lead responsibility between themselves, such as finance, membership, events, website, publicity or communications. These lead areas do not remove the collective responsibility of all Directors.

Directors may invite support from members or others where needed, but responsibility remains with the Directors.

5. Delegation and Access

The Directors may delegate specific tasks or areas of work to members or others where appropriate. This may include support with events, exhibitions, communications, website updates, social media, administration, publicity, finance, or other practical tasks.

Any delegation is limited to the task or area agreed by the Directors. It does not transfer governance responsibility, legal responsibility, financial authority or decision-making power unless expressly agreed and permitted by the Articles of Association and applicable law.

The Directors may amend, limit, suspend or withdraw delegated responsibility or access at any time where they consider it necessary or appropriate.

This includes access to Artansa's website, social media accounts, email accounts, documents, mailing lists, financial systems, event systems, shared files, branding, publicity material or other resources.

6. Members

Membership of Artansa CIC is governed by the Articles of Association and any published membership rules or guidance adopted by the Directors.



Membership is voluntary and is based on shared trust, mutual respect, creative independence and support for the company's community purpose.

Members are expected to support the purpose and objects of Artansa CIC and to act in a way that is honest, respectful, constructive and consistent with the interests of the company and its community purpose.

Members are expected to:

- treat other members, Directors, artists, visitors, partners and the public with respect and fairness
- act honestly and in good faith
- support the purpose and objects of Artansa CIC
- provide accurate and up-to-date information about themselves, their work and their involvement with Artansa
- only provide images, text, links or other material that they have the right to use
- avoid misleading, inaccurate, inappropriate or unlawful statements or content
- represent Artansa responsibly when taking part in exhibitions, events, online activity or public communication connected with the company
- respect decisions made by the Directors in relation to governance, membership, events, website content, public communications and use of Artansa's name, branding and resources
- avoid conduct that may bring Artansa into disrepute or undermine its public purpose, reputation, legal standing or working relationships

Membership does not give an automatic right to publish material on Artansa's website, social media, printed material or other public channels.

Access to Artansa's platforms, systems and resources is granted at the discretion of the Directors and may be limited, suspended or withdrawn where necessary.

7. Website, Public Content and Communications

The Directors are responsible for ensuring that Artansa's public-facing content is accurate, lawful, appropriate and consistent with the company's purpose.

This includes, but is not limited to:

- the Artansa website
- social media
- newsletters
- event listings
- publicity material



- artist profiles
- images and written content
- mailing list communications
- exhibition information
- use of the Artansa name, identity or branding

Members who provide material for public use are responsible for ensuring that the information they provide is accurate, not misleading, and that they have permission to use any images, text, links or other material supplied.

The Directors may edit, refuse, remove or unpublish content where they reasonably consider that it is inaccurate, misleading, inappropriate, unlawful, out of date, inconsistent with Artansa's purpose, damaging to Artansa's reputation, or otherwise not in the interests of the company.

Where necessary, the Directors may also limit or withdraw a member's access to the website, shared accounts, systems, communications channels or other Artansa resources.

8. Copyright, Images and Member Content

Members are responsible for ensuring that any text, images, links, logos, biographies, statements, artwork information or other material supplied to Artansa may lawfully be used by Artansa for the purpose for which it is provided.

By supplying material to Artansa for use on the website, social media, publicity, exhibitions, newsletters or other public communications, members confirm that they either own the material or have the necessary permission for it to be used.

Artansa may use member-supplied material for purposes connected with its objects, events, exhibitions, publicity, member promotion and public communications.

The Directors may remove or decline to use material where they consider that there may be uncertainty about ownership, permission, accuracy, suitability or legal risk.

9. Membership Concerns and Termination

Where concerns arise about a member's conduct, information supplied, public communications, website use, event participation, use of Artansa resources or



representation of Artansa, the Directors may take proportionate steps to address the matter.

These steps may include:

- informal discussion
- requesting clarification or correction
- removing or editing content
- limiting access to Artansa systems or platforms
- suspending participation in a specific activity or event
- issuing guidance or a warning
- considering termination of membership in accordance with the Articles of Association

The Directors may terminate membership where permitted by the Articles of Association, including where a member no longer meets the membership criteria, seriously breaches published membership conditions, acts contrary to the objects of the company, or where continued membership is harmful, or likely to become harmful, to the interests of Artansa CIC.

Before a decision is made to expel a member, the procedure set out in the Articles of Association must be followed. This includes giving the member notice of the proposed decision, explaining the circumstances relied upon, and giving the member a reasonable opportunity to respond.

Where membership is terminated, any website access, use of Artansa materials, participation in Artansa activities, and public representation as an Artansa member may also be withdrawn.

10. Meetings and Decisions

Meetings of Directors and members, and the making of decisions, are governed by the Articles of Association and applicable law.

Artansa will aim to communicate decisions clearly and in a timely way to members.

Day-to-day decisions may be made by the Directors where appropriate. Major decisions, member decisions and formal company decisions must be made in accordance with the Articles of Association and applicable law.



11. Conduct and Conflicts of Interest

Those involved in the governance, membership or activities of Artansa are expected to act in good faith, with honesty, respect and fairness.

Directors must declare and manage conflicts of interest in accordance with the Articles of Association and applicable legal duties.

Members who are asked to support Artansa activities, events, communications, administration or decision-making should also raise any potential conflict of interest where it may affect their involvement or Artansa's interests.

Where a conflict of interest exists, the Directors may decide how that conflict should be managed. This may include limiting involvement in a decision, excluding a person from part of a discussion, or taking any other proportionate step needed to protect Artansa's interests.

12. Finance and Resources

Artansa CIC will maintain proportionate financial controls appropriate to its size, activities and legal status.

The Directors are responsible for oversight of Artansa's finances, income, expenditure, assets and resources.

This includes:

- maintaining appropriate financial records
- approving expenditure and financial commitments
- overseeing bank accounts and access to financial systems
- ensuring expenses are properly considered and recorded
- ensuring income is used to support Artansa's purpose and community benefit
- ensuring no personal profit is distributed
- meeting filing, reporting and accounting obligations

Members or others may assist with financial administration only where authorised by the Directors. Responsibility for financial oversight remains with the Directors.

13. Data Protection, Privacy and Mailing Lists

Artansa will handle personal information responsibly and in accordance with applicable data protection requirements.



This includes information relating to members, applicants, artists, mailing list subscribers, event participants, visitors, partners and others who contact or engage with Artansa.

Artansa will aim to ensure that personal information is collected, stored, used and shared fairly, lawfully and transparently.

Mailing lists, enquiry forms, member information, website submissions and public communications will be managed with appropriate consent, care and security.

Access to personal information will be limited to those who reasonably need it for Artansa purposes.

14. Events, Exhibitions and Public Activity

Artansa may organise, support or promote events, exhibitions and other public activities in line with its purpose.

The Directors are responsible for ensuring that events and public activities are planned and delivered in a reasonable, safe and proportionate way.

This may include consideration of:

- event planning and coordination
- public access
- risk and safety
- insurance
- safeguarding where relevant
- accessibility where practical
- publicity and communications
- member responsibilities
- use of venues, equipment and shared resources

Members taking part in events are expected to take responsibility for their own work, commitments, communication, setup, presence, takedown and conduct, unless otherwise agreed.

15. Records, Finance and Compliance

Artansa CIC will maintain appropriate records, accounts and filings, and will meet its legal and regulatory obligations as required.



This includes maintaining suitable records of decisions, members, finances, company filings, regulatory requirements, policies, governance documents and other records needed for the proper running of the company.

16. Review and Amendment

This framework may be reviewed and updated by the Directors from time to time, provided no amendment conflicts with the Articles of Association or applicable law.

Any changes should be recorded and shared with members where appropriate.

This framework is intended to remain practical, proportionate and suitable for the size, purpose and activities of Artansa CIC.