

# Sale Chamber Orchestra Constitution

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## 1. Names

- i. The name of the Group shall be Sale Chamber Orchestra.
- ii. Individuals who meet the criteria in paragraph 3.i shall be termed Members.
- iii. Members elected to the Committee and the Leader shall be termed Committee Members.

## 2. Aim

- i. The aim of the Group shall be to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the Committee sees fit including, but not limited to, the presentation of public concerts.

## 3. Members

- i. Membership of the Group shall be open to any individual that is interested in helping the Group to achieve its aim and:
  - Has paid a subscription in advance at the rate determined by the Committee;
  - Is willing to abide by the Constitution.
- ii. Requests from individuals to pay a reduced subscription will be considered and may be agreed to if the Committee decides that the request is reasonable and affordable.
- iii. Every Member shall have one vote.
- iv. No individual shall be excluded from membership of the Group or from any official capacity on the Committee on the grounds of disability, political or religious affiliation, race, sex or sexual orientation.
- v. Expectations of Members are outlined in Annex A.
- vi. The membership of any Member may be terminated for good reason by the Committee provided that the Member concerned shall have the opportunity to be heard by the Committee, accompanied by a friend, before a final decision is made.

## 4. Committee

- i. The Group shall be managed by a Committee consisting of 4 to 8 Members and the Conductor and Leader.
- ii. Apart from the Conductor and Leader, all other Committee Members including the roles of Chairman, Treasurer and Secretary shall be elected at the AGM out of the membership of the Group to serve for a term of one year.
- iii. Elected Committee Members are eligible for re-election at the end of their term.
- iv. Arrangements for the concerts and other events, and control of the finances shall be in the hands of the Committee.
- v. The Committee shall have the power to remove any of its Committee Members for good and proper reason.

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## 5. **Appointment of the Conductor and Leader**

- i. The Conductor and Leader shall be appointed annually by the Committee after inviting all Members to express their views. Appointment is for a term of one year.
- ii. The Conductor shall be a paid officer of the Group and shall not have voting rights.
- iii. The Leader shall be a Member of the Group and have voting rights.
- iv. Both shall attend Committee and General Meetings whenever possible.
- v. The Conductor and Leader shall be eligible for re-appointment by the Committee at the end of their term. However, the current season's Leader shall not vote in the appointment of their role for the following season.

## 6. **Meetings and Procedures of the Committee**

- i. The Committee shall meet at least once a term.
- ii. The duties of the Chairperson, Treasurer and Secretary are outlined in Annex B. If the Chairperson is absent from any Meeting, the Committee Members present shall choose one of their number to be Chairperson.
- iii. At least 3 Committee Members must be present for a Committee Meeting to take place.
- iv. Voting at Committee Meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- v. The Committee may make and alter rules for the conduct of its business or for the proper running of the Group. No rule may be made which is inconsistent with this Constitution.

## 7. **Additional Powers**

- i. In order to achieve its aim, but not otherwise, the Committee may exercise additional powers to:
  - Raise money, provided this conforms to any legal requirements;
  - Open bank accounts and take out insurance;
  - Organise and promote concerts, events and courses;
  - Work with other Groups with a similar or related aim and to exchange information, advice and ideas with them;
  - Do anything else that is lawful that will help the Group to fulfil its aim.

## 8. **Annual General Meeting**

- i. The Group shall hold an Annual General Meeting (AGM) within 3 months of the financial year end.
- ii. All Members and the Conductor shall be given at least 28 days' notice of the AGM. Nominations for the Committee and specific roles shall be provided to the Secretary at least 7 days before the AGM.
- iii. The business of the AGM shall include:
  - Receiving a report from the Chairperson on the Group's activities over the year;
  - Receiving a report from the Conductor on the Group's musical achievements;
  - Receiving a report from the Treasurer on the finances of the Group;
  - Electing a Committee, including re-elections where appropriate.

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## 9. Extraordinary General Meeting

- i. An Extraordinary General Meeting (EGM) may be called for by the Chairperson or upon written request to the Secretary supported formally by at least 5 Members of the Group to discuss an urgent matter. The Secretary shall give all Members 14 days' notice of an EGM together with notice of the business to be discussed.

## 10. Procedures at General Meetings

- i. The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every General Meeting of the Group. There shall be a quorum when at least 5 Members of the Group, in addition to any Committee Members, are present at any General Meeting.

## 11. Finance

- i. The financial year shall end on 30<sup>th</sup> April.
- ii. The Group may receive donations, grants and financial guarantees. Tickets for its concerts and other events shall be offered for sale to the public.
- iii. All monies received by the Group shall be used to further its aim and for no other purpose. No portion of the monies received shall be paid to any Member of the Group except in payment of expenses incurred on behalf of the Group, and in payment of a fee at the Committee's discretion for taking a rehearsal.
- iv. Any bank accounts opened shall be in the name of the Group.
- v. The Committee may decide to put part of the Group's assets into an appropriate savings account.
- vi. Any cheques issued shall be signed by two of the Treasurer, Chairperson and Secretary.
- vii. The annual financial accounts shall be audited or examined to the extent required by legislation.

## 12. Alterations to the Constitution

- i. Any changes to this Constitution must be agreed by at least two-thirds of those Members present and voting at any General Meeting.

## 13. Dissolution

- i. The Group may be wound up at any time if agreed by two-thirds of those Members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with a similar aim.

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## Annex A – Expectations of Members

- i. Members will normally be prepared to play in the majority of the season's concerts and attend all the associated rehearsals punctually. It is appreciated that this will not always be possible but Members are expected to try and come as close to this ideal as possible.
- ii. They are expected to engage in personal practice between rehearsals as appropriate, especially where specific requests have been made by the Conductor or section principal.
- iii. In addition to their playing commitment, many Members contribute to the life and running of the orchestra in a variety of ways. Such contributions are important and hugely welcome. For all Members, these contributions should include promoting the orchestra to existing and potential audience/playing Members in whatever way Members feel comfortable.
- iv. Members are entitled to vote at the AGM (and any General Meetings) and should try and take this opportunity to participate in the business of the orchestra. They should disregard any personal interests and vote in a way which they believe best serves the long-term interests of the orchestra.

## Annex B – Duties of the Chairperson, Treasurer and Secretary

- i. The duties of the Chairperson shall include:
  - Chairing Meetings of the Committee and the General Meetings;
  - Representing the Group at functions/Meetings that the Group has been invited to;
  - Acting as the spokesperson of the Group when necessary.
- ii. The duties of the Treasurer shall include:
  - Managing the financial affairs of the Group;
  - Keeping proper accounts that show all monies received and paid out by the Group.
- iii. The duties of the Secretary shall include:
  - Keeping a membership list;
  - Preparing, in consultation with the Chairperson, the agenda for Meetings of the Committee and General Meetings;
  - Taking and keeping minutes of all Meetings;
  - Collecting and circulating any relevant information within the Group.