

# West Lakes Music Centre Constitution

## 1. Name

The name of the Association is the "West Lakes Music Centre" (the Music Centre)

## 2. Aims and Objects

1. 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 trustees (committee) see fit, including through the presentation of public concerts and recitals;

2. to further such charitable purpose or purposes as the trustees (committee) in their absolute discretion shall think fit but in particular through the making of grants and donations.

## 3. Powers

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

a) To raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

b) To buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

c) Power subject to any consents required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed;

d) To employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects;

e) To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

f) To establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

g) To appoint and constitute such advisory committees as the Committee may think fit;

h) To do all such other lawful things as are necessary for the achievement of the objects;

i) To ensure that any property (material and intellectual) purchased or commissioned by the Music Centre remains in their possession and control.

## 4. Membership

Membership of the society shall be open to any person interested in furthering the objects of the Music Centre, and who has paid the annual subscription at the appropriate rate or rates as shall be determined by the Committee, all subscriptions being payable in advance.

The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (i) the individual concerned is a member of the Committee and (ii) any member of the Committee making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

## 5. Committee and Honorary Officers

The management of the Music Centre shall be in the hands of a Committee (Trustees) ie, the persons having the general control and management of the administration of the Music Centre consisting of the following Honorary Officers:

- Chair
  
- Secretary
  
- Treasurer
  
- Music Service Liaison Officer

and up to six other members: the Officers and the other Committee members shall be elected by and out of the Society's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election.

The Committee are the organisation trustees and will be made up of no fewer than three nor more than ten persons.

The Committee will have the power to co-opt members onto the committee should an office become vacant between General Meetings, those co-opted will only hold office until the following AGM when an election of officers will take place. Any member may also be co-opted onto the committee if it is deemed to be low in numbers between General Meetings; those co-opted will only hold position until the following AGM when an election of the Committee will take place. All those co-opted must be fully paid up members with voting rights.

## 6. Meetings and proceedings

- a)The committee shall hold a minimum of one meeting per academic term in addition to the AGM. A special meeting may be called at any time by the chairman, or by any 2 members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed but if the matter includes the appointment of a coopted member then not less than 21 days' notice must be given.
  
- b)The chairman shall act as chairman at meetings of the committee. If the chairman is absent from any meeting, the members of the committee present shall choose one of their number to be chairman before any other business is transacted.
  
- c)There shall be a quorum when at least one third of the number of members of the committee for the time-being, or three members of the committee (whichever is the greater), are present at a meeting.
  
- d)Every matter shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or 'casting' vote.

e)The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

f)The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.

g)The committee may appoint one or more sub-committees, consisting of at least one member of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

h)A member must be 14 years old or older to be eligible to vote.

## 7. Equal opportunities

No individual shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, religion, sexual orientation or political affiliation, or on grounds of disability.

## 8. Finance

The income and property of the Music Centre whence so ever derived shall be applied solely towards promoting the objects of the Music Centre as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the group except in payment of legitimate expenses incurred on behalf of the Music Centre.

The funds of the Music Centre, including all donations, contributions and bequests, grants in aid and financial guarantees shall be paid into an account operated by the Music Centre at such Bank as they shall from time to time decide. Tickets for any or all of its concerts and other events shall be offered for sale to the public. All cheques drawn on the account must be signed by at least two of the three designated signatories.

The financial year shall end on 31st August. Proper accounting records of the Music Centre shall be kept by the Committee.

An annual statement of accounts shall be prepared and approved by the Committee before being presented to the members at the AGM. Such statement shall also be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the Committee prior to presentation at the AGM.

## 9. Annual General Meeting

An Annual General Meeting ("AGM") will be held each year. This meeting will be convened by the Committee with at least 14 days written notice being given to all members. At this meeting, to be chaired by the current Chairman of the Committee, the business will be:

a)To consider and approve the accounts for the preceding year made up to 31st August.

b)To elect the officers of the committee for the following year.

c)Any other business.

A member must be 14 years old or older to be eligible to vote.

The committee shall present to each AGM the report and accounts of the Music Centre for the preceding year. Nominations for election to the committee must be made by members of the society in writing and must be in the hands of the secretary of the committee at least 14 days before the AGM. Should nominations exceed vacancies, an election shall be held.

## 10. Extra Ordinary General Meeting

An EGM, of which at least 14 days' notice in writing must be given to all members, may be called for by the Committee OR upon written request to the Secretary signed by at least 6 members of the Friends. The same quorum and rules of procedure as for an AGM apply.

## 11. Expulsion

If the conduct of any member of the Friends, or any person holding honorary status, in the opinion of the Committee, shall be considered prejudicial to the objects of the Friends, then the Committee shall have the power to request the resignation of that member. If the member so requested does not then resign within one month, that member shall be liable to expulsion from the Friends at the discretion of the Committee.

## 12. Amendments

Amendments to the Constitution require the approval of two-thirds of those members present and voting.

Proposed amendments must be sent to the Secretary of the committee not less than 28 days before the AGM at which the motion is to be voted upon.

## 13. Dissolution

If the Committee decide that it is necessary or advisable to dissolve the West Lakes Music Centre, they shall summon all members to a meeting of which not less than 21 days' notice in writing (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Committee shall have power to realise any assets held by or on behalf of the Music Centre. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the object of the Music Centre as the members of the Committee may determine, or, failing that, shall be applied for some other charitable purpose.