

1 Constitution

The name of the organisation is **Abney Orchestra**. Referred to as 'the group' in the rest of this document.

2 Objectives

The group's objectives are to promote orchestral music for young and old alike in Mossley and the surrounding areas.

3 Powers

In order to further the objectives of the group the Management Committee may exercise the following powers:

1. Power to raise money so long as in doing so the group doesn't undertake any permanent or substantial trading activity.
2. Power to buy or lease and maintain any property
3. Power to sell lease or dispose of any property of the group
4. Power to co-operate with other groups and to exchange information and advice with them
5. Power to appoint any advisory committees to the Management Committee
6. Power to do all other lawful things that are necessary to achieve the objectives of the group.

4 Membership

1. Full membership of the group is open to anyone aged 18 or over who regularly plays or conducts at the orchestra rehearsals, and who has paid the subscription fee decided from time to time by the Management Committee.
2. Young membership of the group is open to anyone aged under 18 who regularly plays at the orchestra rehearsals, and who has paid the subscription fee decided from time to time by the Management Committee.
3. Associate membership can be offered by the management committee to anyone who actively helps in furthering the objectives of the group but who does not meet the criteria for full or young membership.
4. Full members shall have one vote
5. Young and Associate members shall not be entitled to vote.
6. Membership can be withdrawn by the committee.

5 Management Committee

The principal conductor of the orchestra holds the unelected position of Musical Director on the Management Committee.

The Management Committee shall manage the business of the group and shall consist of a minimum of **4** and a maximum of **10** members including the Musical Director. The Management Committee is elected by the voting members at the Annual General Meeting. Committee members must be members of the group (including associate members).

The AGM shall directly elect the Chairman, Treasurer and Secretary. These position will be held for a 3 year term. Each position should, where possible, be elected on a different year to give continuity to the committee. The named committee positions that change at the AGM shall overlap for 3 months from the AGM. This gives a handover period between the old and new.

The Management Committee may appoint co-opted members to the committee in order to fill vacancies so long as the total number of co-opted members doesn't exceed **1/3** of the total membership of the committee.

6 Meetings of the Management Committee

1. The Management Committee shall meet at least **4** times a year.
2. The quorum for meetings of the Committee shall be **1/3** of the committee membership or **3** people whichever is the greater.
3. The Chair shall act as Chair at all meetings at which they are present. If the Chair is not present then the Committee shall appoint from among themselves a temporary Chair for the duration of the meeting.
4. Every matter shall be determined by a majority of votes.
5. The committee may appoint sub-committees consisting of **2** or more members of the Management Committee to serve any purpose that the Committee think would be more effectively undertaken by such a committee so long as all decisions are promptly reported to the full Management Committee for approval.
6. The secretary or other person appointed for the purpose shall take minutes of all meetings of the Management Committee. Minutes must be agreed at the following meeting. An edited set of minutes will be available to all members. The minutes may only be edited to remove sensitive information.
7. The treasurer shall report the state of the accounts to all Management Committee meetings.

7 Management Committee not to be personally interested.

No member of the Management Committee shall have any interest in any decision of the Committee other than as a member of the Management Committee. No management committee member shall receive any remuneration (other than out of pocket expenses) or have any interest in any contract entered into by the Management Committee.

8 Finances

1. All monies of the group shall be applied to further the group's objectives and not otherwise. However this shall not prevent the payment, in good faith, of any reasonable out of pocket expenses to any volunteer of the group.
2. Original receipts must be obtained for all expenses wherever possible.
3. All cash collections shall be counted, recorded and witnessed as soon as possible after an event.
4. The treasurer may hold up to £150 as petty cash. If more than this is held then some or all of the money should be banked as soon as reasonably practical.
5. Monies paid in to a bank account shall be in the name of the group at the Nat West bank, Ashton, or any other bank as agreed by the management committee.
6. Any money paid out of the account shall be paid by cheque signed by at least two members of the Management Committee. The payee should not be one of the signatories.
7. The Management Committee shall be responsible for ensuring that a record of the accounts of the group are kept and that a report on the accounts is produced annually and is available to any full member who requests a copy.
8. The financial year of the group shall run from **1st September to 31st August**.
9. The accounts annual report must be checked by a person agreed by the management committee but not on the management committee. The check should, if possible, be performed by someone with a financial background. A written report on the accounts shall be obtained and presented at the AGM.

9 General Meetings

1. The Annual General meeting of the group shall be held not later than **3** months after the end of the financial year.
2. At this meeting the Management Committee shall present a statement of the accounts for the group for the previous year and a report of their activities for the previous year to the membership of the group for their approval.
3. The elections for new Management Committee members shall be held at the Annual General Meeting.
4. All AGM's shall be called with a period of **14** days notice for all members of the group.
5. Other General Meetings shall be convened by the secretary on receipt of a written request from at least **4** members of the Management Committee or **10** members of the group. The request for a meeting to be called shall include details of the issue to be discussed at the meeting. No other business shall be discussed at that meeting.
6. **14** days notice of an Extraordinary General Meeting shall be given to all members entitled to attend.
7. The quorum for any General Meeting shall be **10%** of the members or **10** people whichever is greater.
8. All decisions shall be by a ballot of the membership present and voting. All matters shall be decided by a simple majority vote.
9. The Chair shall act as Chair at all meetings. If the chair is absent, then the meeting shall elect from among themselves, a person to act as chair for the duration of the meeting.
10. The secretary or other person appointed for the purpose shall take a record of the proceedings of all meetings. These minutes will be made available to all members, agreed and accepted at the next AGM.

10 Changes to the Constitution

Changes to the constitution can only be made at a General Meeting. Notices giving full details of the proposed changes to the constitution should be circulated with notice of the meeting. Any member of the group can propose and second a change to the constitution by writing to the secretary and asking them to call a General Meeting of the group outlining the changes they are proposing. All constitutional changes shall require a 2/3 majority of those members present and voting to agree them.

11 Winding up

The group can only be wound up by a vote of 2/3 majority of those members present and voting at a General Meeting of the group. If the group is wound up, and after settling all remaining debts and liabilities there is any money or property remaining it shall not be given to members but instead shall be transferred to an organisation with similar aims and objectives to be decided by the committee.

Adopted on: ...Friday 9th October 2009

Signed:.....
Chair: Helen Mayall Vice Chair: Alan Tainsh