

Constitution

1. Title

The society shall be known as Mawson Road Community Orchestra (MRCO).

2. Object

2.1 To play orchestral music together; to learn, practice and rehearse such music for occasional performance, and to undertake any other charitable purposes as the Committee may from time to time decide.

2.2 To be inclusive of all persons wishing to join who satisfy the minimum criteria.

3. Membership

3.1 Membership of the society shall be open to all persons interested in furthering the object of the society.

3.2 Junior members (under 16) are welcome with an adult member who is either a parent or acts in loco parentis.

3.3 Members may be playing members or affiliate members.

3.4 For a playing member the minimum initial requirement is the ability to read a little music and the wish to play. The conductor will write a part according to the player's skill.

3.5 Playing members pay a subscription. Affiliate members do not.

3.6 Members become affiliate members when invited by the Committee at a General Meeting.

3.7 Playing members become members on:

3.7a payment of subscription,

3.7b registration via the MRCO website,

3.7c acceptance of the data protection criteria.

3.8 A member ceases to be a member when:

3.8.1 he or she wishes.

3.8.2 when their attendance has lapsed, their subscription is unpaid and the Committee deems it appropriate that their details be removed from website registration and the MRCO8 mailing list

3.8.3 or exceptionally, the Committee has the power to terminate the membership of any individual, provided that the decision of the Committee is unanimous both as to the termination and as to their being good reason for it, and provided that the individual concerned has the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made. Except:

3.8.3a if the individual concerned is a member of the Committee and

3.8.3b if any member of the Committee is connected with the member against whom the complaint is being made

3.8.3c In such cases these individuals will not be party to discussions as deemed appropriate by all other Committee members and will not be able to vote.

4. Subscriptions

4.1 Playing members pay subscription annually, termly or weekly.

4.2 There are concessions for families, students and unwaged.

4.3 Subscription should not be a barrier to attendance and enjoyment, therefore membership subscription can be waived or reduced on application to the Treasurer who will decide in consultation with the Artistic Director/s or the Committee.

5. The Committee

5.1 The Committee may consist of playing members and affiliate members.

5.2 There will be at least one Artistic Director.

5.3 In the event that more than one person is willing to step up to a role an election will be necessary. All current qualifying orchestra members may have one vote.

5.4 Committee members shall be accepted at a General Meeting to serve for a period of one year. Retiring Committee members shall be eligible to stand again.

5.5 The Committee shall consist of: Chairman, Treasurer, Secretary, Artistic Director, Roll Keeper, Musical Director, Publicity Officer, Website Manager, and up to five other MRCO members.

5.6 The Committee shall meet at least three times a year.

5.7 The Committee shall hold an Annual General Meeting.

5.8 Minutes of the Committee shall be signed off at the next meeting and posted on the website. Actions from the meetings may be posted on the website after meetings.

6. Meetings

6.1 A General Meeting shall be held a minimum of three times a year.

6.2 At least fourteen days notice shall be given to Committee members by the chair before holding a General Meeting

6.3 A quorum for a General Meeting of the Committee shall be five members. Should a meeting be adjourned due to there being no quorum, the members attending the adjourned meeting shall constitute a quorum whatever their number.

6.4 At least fourteen days notice shall be given to all members by the chair/MRCO8 email and verbally at rehearsal/s before holding a General Meeting

6.5 An Annual General Meeting shall be held towards the end of the financial year and in term time.

6.6 A quorum for an Annual General Meeting of the Committee shall be ten members. Should a meeting be adjourned due to there being no quorum, the members attending the adjourned meeting shall constitute a quorum whatever their number.

6.7 At least fourteen days notice shall be given to all members by the chair/MRCO8 email and verbally at rehearsal/s before holding an Annual General Meeting

6.8 An Extraordinary General Meeting may be held at the request of six playing members of the orchestra with at least fourteen days notice and with reasons and agenda circulated at the same time.

6.9 A quorum for an Extraordinary General Meeting shall be six members. Should a meeting be adjourned due to there being no quorum, the members attending the adjourned meeting shall constitute a quorum whatever their number.

6.10 At all times in all meetings agreement will be, wherever possible, reached by consensus or accepted compromise. Should this not be the case, a motion may be put forward and seconded and there will then be a vote. Voting will be by majority. In the event of there not being a majority, the Chairperson will have both their own vote and a casting vote.

7. Management

7.1 The Artistic director and/or the Conductor in consultation with the Committee is responsible for the selection of music to be played and performed.

7.2 The Committee is responsible for all arrangements for rehearsals and concerts.

7.3 The Committee, with the Treasurer, will sanction payment to the Conductor for his conducting services or musical arrangements. Should the Artistic Director also be the Conductor he will not be allowed to vote on matters relating to payment of the Conductor.

7.4 The Committee, with the Treasurer, will agree other expenses from time to time, as it sees appropriate.

7.5 Individual members of the orchestra, who may or may not be members of the Committee, may be invited by the Committee to undertake particular responsibilities on a voluntary basis from time to time. These may include: the organization of refreshments at rehearsals and concerts, liaison with rehearsal and concert venues, care of the orchestra's score of music, maintenance of the orchestra's website, provision of music for rehearsals and other tasks that may arise.

8. Finance

8.1 The financial year runs from 1st September to 31st August

8.2 The orchestra will have a current account with Metro Bank.

8.3 The Treasurer will be in charge of accounting for subscriptions from members, reviewing the orchestra fixed costs against income, putting procedures in place for expense re-embursement and liaising with the Committee on a regular basis regarding monitoring of the budget and agreed expenses.

8.4 Once a month the Treasurer undertakes to provide an itemised copy of the accounts to one other committee member who will sign them off. This can be any committee member but not the same one more than two times in succession.

8.5 The Treasurer will agree with the Committee over 7.3 and 7.4 above.

8.6 The Treasurer and three other members of the Committee may sign cheques and have access to online banking. These members are listed in Appendix 1.

8.7 Two signatories are required for all cheques. Signatories may not sign cheques for which they are the payee. The same applies to online transactions.

8.8 The Treasurer keeps careful records and each year prepares accounts of income and expenditure and a balance sheet for presentation to the Annual General Meeting for approval.

8.9 These accounts have first to be scrutinized by someone independent of the Committee (appointed by a General Meeting of members of the orchestra) who signs them when agreed and offers any advice he or she thinks appropriate.

8.10 The income of the orchestra may include: subscriptions, donations, grants in aid, fees from other organisations that hire its services, and the income from ticket sales at its own concerts, together with any interest from its bank account.

8.11 The expenditure of the orchestra is to be applied wholly towards promoting the objects of the orchestra as set out in 2 above. It will, if needed, include the hire of rehearsal rooms and concert premises, expenses to the capital purchases of the orchestra, expenses incidental to the management and administration of the orchestra, as well as payments to the Conductor and/or Musical Arranger.

9. Equal Opportunities

No one is to be excluded from membership of the orchestra, de-barred from any official capacity on the Committee, or refused a role within the orchestra or its management on the grounds of: sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

10. Amendments to the Constitution

Amendments to this Constitution may be made at either an Annual General Meeting or an Extraordinary General Meeting after the necessary notice has been given (see Clause 6 above).

11. Dissolution

11.1 Dissolution of the orchestra is a matter to be decided by a majority vote of members attending an Extraordinary General Meeting.

11.2 In the event of the orchestra's dissolution, after payment of outstanding debts and liabilities, any remaining assets are to be passed to some appropriate community organization or to another orchestra as determined by the membership.