

# **CONSTITUTION FOR CHISWICK SATURDAY MUSIC CENTRE**

## **1. NAME**

The group shall be known as the Chiswick Saturday Music Centre (hereinafter called “the Group”).

## **2. PURPOSE AND POWERS**

- a) To improve and advance the education of children aged 7 years and over and adults in the art of music.

Children under the age of seven may be allowed to participate at the sole discretion of the Chair and provided:

- i. the child is supervised at all times by a parent, guardian or other responsible adult in addition to the teacher;
  - ii. following an initial trial, the teacher is happy to continue to provide tuition.
- b) In furtherance of the above purpose the Group has the following powers:
- i. To provide classes for the teaching of music.
  - ii. To enter into agreements with musicians and teachers and to remunerate such persons by salaries and fees.
  - iii. To co-operate with manufacturers, dealers, traders, the press and other sources of publicity for the purposes of promoting the Group.
  - iv. To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise provided that the Group shall not undertake any permanent trading activity in raising funds for its objectives.

## **3. MEMBERSHIP**

- a) Members of the Group shall comprise the Officers of the Group, the adult students and a parent, guardian or other adult to represent each of the child students. For each family attending the Group there is one membership of the Group.
- b) The Group may co-opt persons having special knowledge or experience relevant to its work.
- c) The Group may invite any person to attend its meetings as an observer, but without power to vote.

- d) The Group shall have the right to terminate, for good and sufficient reason, the membership of any individual PROVIDED THAT the individual has the right of appeal to the Group.

#### **4. OFFICERS**

- a) At the first meeting and at following Annual Meetings, the Group shall elect a Chair, Secretary, Treasurer and other such office bearers deemed to be necessary.
- b) Office bearers are elected for one year. They may be re-elected, but no individual may serve as an office bearer for more than five consecutive years without a break.
- c) Office bearers are ex-officio members of any committee or sub-committee established by the Group.
- d) Office bearers may stand down at any time by giving written notice to the Chair and Secretary.

#### **5. COMMITTEES**

The Group may from time to time establish committees and sub-committees to progress its work. These committees are accountable to the Group.

#### **6. NOMINATION OF OFFICE BEARERS**

Nominations can be received up to the start of the Annual Meeting. All nominations must be proposed and seconded by members of the Group, and individuals nominated must agree to their names being put forward.

The Group can fill casual vacancies at any time. These must be confirmed at the next Annual Meeting.

#### **7. RULES AND PROCEDURE AT ALL MEETINGS**

- a) The quorum of a meeting of the Group shall be 15% of all members or such other numbers as determined from time to time.
- b) Voting: in all matters, bar constitutional amendments, a simple majority shall decide. In constitutional matters, a 2/3 majority is required. In the case of an equality of votes, the Chair shall have a second or casting vote.
- c) Minutes: minute books shall be kept by the Group and any of its committees. The appropriate Secretary shall enter therein a record of all proceedings and

resolutions.

## **8. FINANCE**

- a) All income and property obtained by the Group can only be used to promote its work as outlined above.
- b) A bank account shall be opened in the name of the Group. The Group shall authorise four signatories to operate the account (Chair, Secretary, Treasurer plus one other). All cheques must be signed by not less than two of the four signatories.
- c) The Treasurer shall keep appropriate receipts and account books detailing finance outgoing and incoming. These shall be subject to audit once per year. The auditors to be appointed at the Annual Meeting.

## **9. MEETINGS OF THE GROUP**

- a) The Group shall meet as often as required at least once per year, one of which to be the Annual Meeting.
- b) The Annual Meeting must be held within fifteen months of the preceding one.
- c) Members shall receive at least twenty-one days clear notice of the Annual Meeting.
- d) A special meeting of the group shall be called at 14 clear days' notice if so requested in writing by six members or by the Chair.
- e) The Annual Meeting business shall include the election of Chair and office-bearers, the election of persons to fill Group vacancies, the appointment of auditors, the consideration of the Annual Report and the audited accounts.
- f) The proceedings of the Group shall not be invalidated by any failure to appoint, or any defect in the appointment, election or qualifications of any member thereof.

## **10. DISSOLUTION**

The Group may be dissolved at any time by a two-thirds majority of those present and voting at a properly constituted meeting (twenty one days' notice in writing).

Such a resolution will give instructions for the disposal of any assets of the Group remaining after all debts and liabilities have been settled.

Such assets to be given or transferred to some charitable institution or institutions having objects similar to the objects of the Music Centre, such institution or

institutions to be agreed by members of the Centre or in so far as effect cannot be given to this provision then to some other charitable cause.

## **11. ALTERATIONS TO THE CONSTITUTION**

Alterations require a two thirds majority of those present and voting. Resolutions proposing alterations must be received by the Secretary at least twenty one clear days before the meeting at which they are to be tabled

At least fourteen clear days' notice of such a meeting will be given in writing to members by the Secretary. This notice shall include the text of such amendments.

No alterations shall be made to the Constitution that would cause the Group at any time to cease to be a charity at law and no alteration shall be made to Clause 2, Clause 10 or this Clause without the prior written approval of the Charity Commission.

## **12. NOTICES**

Any notice served by hand or posted to members shall be deemed to have been received within ten days of posting.

Notices may be served by electronic communication. This will be by email to the account details given to the Group and by the Notice being posted on the Group's website. Where a Member has not provided an email address, Notices must be provided to that member by letter.

Adopted

Mervyn Jupe (Chair)

25<sup>th</sup> September 1992.

Amended

David Baker (Chair)

Dated 6 November 2010