

## CONSTITUTION OF THE SOUTH HAMS COMMUNITY ORCHESTRA

### (An Unincorporated Association)

**Article I. Name:** The name of the orchestra shall be The South Hams Community Orchestra, ('the Orchestra').

**Article II. Purpose:** The purpose of the Orchestra shall be to promote music education by providing the opportunity for amateur musicians to play music together in a supportive and inclusive environment and to promote and develop the appreciation of music in the community through public performances and outreach programmes.

**Article III. Activities:**

- The Orchestra will normally meet for rehearsals on Monday mornings during school term-times. Across the three terms this adds up to over 30 rehearsals.
- Members of the orchestra should commit to participating in a minimum of two-thirds of all rehearsals; if members are going to absent from rehearsals or concerts, they should inform their section head or the Musical Director as appropriate, in advance.

**Article IV. Membership:** Membership of the South Hams Community Orchestra shall be open to anyone (over the age of 18) who is interested in playing music and supports the purposes of the organization, provided there is a vacancy for their particular musical instrument.

- They should be able to play their instrument at a level equivalent to ABRSM Grade 4 or above and will be invited to two rehearsals – free of charge – prior to approval of their place in the orchestra by the Musical Director. No formal music qualification is required.
- Whilst the orchestra is a community orchestra with members paying termly subscriptions, with no one paid to play, we welcome amateur musicians, musical professionals and former music professionals.
- All members must commit to payment of a termly subscription at a rate proposed by the committee and approved by the members.
- A register of members will be kept, subject to compliance with Data Protection regulations.
- There shall be no discrimination based on race, ethnicity, gender, sexual orientation, age, religion, or belief.
- Membership is terminated if the member dies, or if subscriptions due are not paid in full within three months of it falling due, or if there is agreement between the Musical Director and the Committee that an individual's membership should be terminated.

**Article V: Governance:**

- The South Hams Community Orchestra shall be managed and administered by a committee consisting of a chair, secretary, treasurer, and up to three other members of the Orchestra, elected in accordance with this constitution ('the Committee'). More roles can be appointed if deemed necessary by the Committee.
- The Committee's responsibilities shall include the selection and appointment of the Musical Director and the Leader of the Orchestra, the approval of the forward musical programme, financial management, administration of the Orchestra (including the making of rules to

regulate any aspect of the Orchestra or its business) and the implementation of Safeguarding and Data Protection policies.

- The Musical Director and Leader of the Orchestra shall be ex-officio members of the Committee but without eligibility to vote.
- Committee members must declare any actual or potential conflict of interest or loyalty at each Committee meeting and cannot vote on any matter in which they have such a conflict, or the majority of other Committee members consider that they have such a conflict.

#### **Article VI: General Meeting:**

- The Orchestra must hold an Annual General Meeting (AGM) each year, for which 21 days written notice should be given to members. At each AGM the Committee shall present the reports and accounts of the Orchestra for the preceding year. The Committee should ask the membership to approve any increase in termly subscriptions.
- Every member shall have one vote at all members meetings. The quorum shall be twenty members present.
- The Committee members shall each be elected by the membership for three year terms. At the AGM, at least one Committee member shall retire and be eligible for re-election by the membership for a further three-year term. There shall be no limit on the number of terms a Committee member may serve.
- Members may propose a special general meeting with at least 21 days written notice.

#### **Article VII: Meetings of the Committee:**

- Regular meetings of the Committee should be held once per term (three per year), or as often as necessary to carry out the business of the Orchestra.
- Special meetings of the Committee may be called by the chair or any two members of the Committee.
- Quorum Every member of the Committee shall have one vote. The quorum shall be three Committee members present and unconflicted.
- In furtherance of the Orchestra's purposes the Committee has the power to raise funds or invite contributions.,

#### **Article VIII: Finances**

- The South Hams Community Orchestra shall operate on a not-for-profit basis.
- The financial year shall end on 31<sup>st</sup> December.
- All funds raised by the Orchestra shall be used to support the purposes of the Orchestra, which shall include the payment of reasonable expenses to members, incurred on behalf of the Orchestra.
- The treasurer shall keep accurate records of all financial transactions, and payments shall be authorised by any two Committee members.
- The financial accounts should be scrutinised annually by a person who is independent of the Committee, reporting to the AGM.

**Article IX: Amendments:** This constitution may be amended by a two-thirds majority of the membership present at the AGM or any general meeting, provided that at least 7 days written notice of the proposed amendment has been given to the membership.

**Article X: Dissolution:**

In the event that the South Hams Community Orchestra is dissolved, all remaining assets shall not be transferred to the members but shall be distributed to one or more non-profit organizations for the advancement of music in the South Hams community.

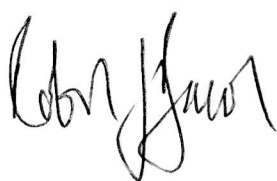
Endorsed by the members on 15<sup>th</sup> May 2023

**Signed: Chair – Gill Jolly**

A handwritten signature in cursive script, appearing to read 'G Jolly'.

**Date: 25<sup>th</sup> September 2023**

**Signed: A committee member – Robin Bacon**

A handwritten signature in cursive script, appearing to read 'Robin Bacon'.

**Date: 25<sup>th</sup> September 2023**