

Constitution



Harborne Orchestra

1 Name

The organisation is called Harborne Orchestra.

2 Objects

2.1 Harborne Orchestra is an independent orchestra that exists to play music together; and to learn, practise and rehearse such music for occasional performance. Harborne Orchestra comprises members of all ages and ability.

2.2 Harborne Orchestra may, with the approval of members (3 below), perform concerts in aid of, or make donations to, charities approved by the members (6.6 below).

3 Membership

3.1 To become a member of Harborne Orchestra it is necessary to complete a membership form, and to pay the required subscription. Members should speak to the Treasurer in cases of hardship.

3.2 Acceptance of new members is at the discretion of the Committee, advised by the Conductor, in consideration of where vacancies exist, and with regard to the overall balance of Harborne Orchestra.

3.3 Any member below the age of 16 must be accompanied at all times by an appropriate adult who is aged over 18.

3.4 The Committee (4 below) will consult with members and consider their views in key issues, including but not exclusive to the choice of music repertoire; choice of concert venues; and the appointment of a conductor. Where appropriate, key issues may be decided by a general member vote at a General Meeting (8 below).

3.5 **Members** are responsible for attending rehearsals regularly; practicing music where required; ensuring that they look after music in their possession which either belongs, or is on loan, to Harborne Orchestra, and returning it to the Librarian when requested; being available for concerts and adhering to the required dress code; and being respectful to the conductor and other members of Harborne Orchestra.

3.6 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 if 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 has the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

4 Committee

4.1 Harborne Orchestra is managed by a Committee: including, but not exclusive to, a Chairperson, Secretary, Treasurer, Librarian, and IT/Media person, all of whom are elected by and out of Harborne Orchestra's members, at the Annual General Meeting (8 Below). They hold office until the next Annual General Meeting and are eligible for re-election.

4.2 **The Conductor** is a paid position and the Committee is responsible for inviting a suitable person, negotiating appropriate payment and if necessary, terminating the engagement. The Conductor may attend all Committee Meetings except when their position or remuneration is being considered.

4.3 **The Leader** of Harborne Orchestra is appointed by the Committee, acting on the advice of the Conductor, and is 'ex officio' a member of the Committee.

4.4 **The Chairperson** should have good knowledge of the community which Harborne Orchestra belongs to, and should promote Harborne Orchestra wherever possible. The Chairperson should be over 18 and has responsibility for leading and representing Harborne Orchestra in the community; creating and maintaining effective working relationships within the organisation; communicating with members about events and key matters; dealing with appropriate correspondence; acting as a counter signatory on cheques (6.2 below); ensuring the appropriate annual insurance is obtained by Harborne Orchestra; and chairing Committee and General Meetings (5 & 8 below).

4.5 **The Secretary** is responsible for preparing agendas for Committee and General meetings (5 & 8 below); taking minutes of those meetings; ensuring that those meetings comply with the requirements of the constitution; receiving and dealing with any member enquiries; the safe, secure maintenance and use of all members details in accordance with the General Data Protection Regulations as amended from time to time; contacting members concerning rehearsal and concert dates; and archiving documents and material, such as photographs, concert programs and audio recordings

4.6 **The Treasurer** is responsible for monitoring and managing financial matters of Harborne Orchestra in accordance with 6.3 & 6.6 below; ensuring that records and accounts are kept in line with legal and regulatory requirements; acting as a counter signatory on cheques (6.2 below); booking the rehearsal and concert venues; and ensuring all members pay their subscription fee in a reasonable time.

4.7 **The Librarian** is responsible for maintaining and storing Harborne Orchestra's library of music, and keeping an inventory; issuing parts to members during rehearsals; providing folders for loose sheet music using funds agreed with the Committee; liaising with the conductor to discuss which music is available for a concert, either from Harborne Orchestra's or a public library; collecting the score and all parts immediately after a concert and ensuring they are returned to their original source; and recording sources of hire music for future reference.

4.8 **The IT/Media person** is responsible for the marketing and publicity of Harborne Orchestra; creating and maintaining Harborne Orchestra's social media websites; maintaining Harborne Orchestra's email account and online document storage; and organising the IT for online meetings.

4.9 If any of the above committee roles are vacant, the responsibilities of that role are to be delegated to the elected Committee members. Harborne Orchestra members may be invited by the Committee to undertake particular responsibilities on a voluntary basis from time to time.

5 Committee Meetings

5.1 The Committee will meet at least three times a year. A special meeting may be called at any time by the Chairperson, or by any two members of the Committee, after giving at least four days' notice.

5.2 If the Chairperson is absent from any meeting, the members of the Committee present are to choose one of their number to act as Chairperson before any other business is transacted.

5.3 The quorum for a Committee Meeting is at least three Committee members present.

5.4 Decisions of the Committee are made by a majority of votes of the members present, but if necessary, the Chairperson may have a second or 'casting' vote.

5.5 The Secretary is responsible for keeping minutes of Committee Meetings, and ensuring that they are stored safely, and are available to all Committee members.

6 Finance

6.1 The financial year runs from 1 September to 31 August.

6.2 The Treasurer, Chairperson, and one other member of the Committee, are signatories to Harborne Orchestra's bank account. All cheques and withdrawals require two signatures.

6.3 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.

6.4 The income of Harborne Orchestra may include subscriptions, donations, grants in aid, fees from other organisations which hire its services and the income from ticket sales at its own concerts, together with interest on its' bank accounts.

6.5 The expenditure of Harborne Orchestra is to be applied wholly towards promoting the objects of the orchestra as set out in clause 2 above. It normally includes the hire of a rehearsal room and concert premises; the hire of music; public liability insurance; the hire of ad hoc freelance players for concerts; expenses incidental to the management and administration of Harborne orchestra; and payments to the Conductor.

6.6 Expenditure may include from time to time costs incurred in collaboration with other entities or charities in performing concerts in aid of such entities or charities, or donations to charities, provided that the objects of such charities are not inconsistent with Harborne Orchestra's objects.

6.6 Harborne Orchestra may not incur any overdrafts at its bank, nor take out any loans. The Treasurer is responsible for alerting the Committee promptly to any financial problems that could arise, so that appropriate action may be taken.

6.7 The Committee is responsible for setting member subscription levels, and authorising expenses.

7 Equal Opportunities

No one is to be excluded from membership of Harborne Orchestra, de-barred from any capacity on the Committee, or refused hire on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

8 General Meetings

8.1 **The Annual General Meeting** normally takes place in September each year. Notice is given by email and/or orally to the members at rehearsals during the preceding three weeks.

8.2 The agenda of the Annual General Meeting includes:

- The Chairperson’s Report
- The election of the Committee (see 4.1)
- The receipt and approval of the accounts and balance sheet (see 6.3)

8.3 **A Special General Meeting** may be called either by the Committee or by any four members. In either case all orchestra members are to be given at least two weeks’ notice in writing, specifying the date, time and place of the meeting and why the meeting is being called.

8.4 If the Chairperson is absent from a General Meeting, the members present are to choose one of their number to act as Chairperson before any other business is transacted.

8.5 The Secretary, or other person specially appointed by the Committee, keeps a record of proceedings at General Meetings, and ensures that the minutes of the meeting are available to all members.

8.6 The quorum for a General Meeting is 50% of the members at the time, or at least ten members of the orchestra present, whichever is lower.

8.6 At a General Meeting every member has one vote. Decisions are made by a majority of votes of the members present, but in the case of equality, the Chairperson may have a second or ‘casting’ vote.

9 Property

9.1 Each member is responsible for loss or damage to any music, instrument or other property which he or she may borrow from Harborne Orchestra.

9.2 Harborne Orchestra will not in any circumstances be responsible for any music, instrument or other property of any member.

10 Amendments to the Constitution

10.1 Amendments to this Constitution may be made at either an Annual or General Meeting after the necessary notice has been given (see 8.1 & 8.3 above).

10.2 The approval of at least two-thirds of members present is required to make any change.

11 Dissolution

11.1 Dissolution of Harborne Orchestra is a matter to be decided by a majority vote of members attending a Special General Meeting.

11.2 In the event of the dissolution of Harborne Orchestra, after payment of outstanding debts and liabilities, any remaining assets are to be passed to an appropriate charitable organisation or to another orchestra, as determined at the Special General Meeting (11.1) by majority vote of the members attending.