

# CAIRNGORMS ORCHESTRA

## CONSTITUTION

8th JUNE 2019

The orchestra shall be called Cairngorms Orchestra (hereafter referred to as the Orchestra).

### OBJECTS

The objects of the Orchestra shall be to promote, improve, develop and maintain public education in and appreciation of good music in all its aspects by the presentation of public orchestral concerts; and to provide opportunities for people of a range of musical abilities and ages to enjoy playing music together as part of a community orchestra, including inviting other musicians to play with the orchestra from time to time and promoting opportunities to improve playing standards as opportunities arise.

### MEMBERSHIP

The Orchestra shall be composed of Active Members and Junior Members. In addition, Associate Members shall be such persons who desire to, or are invited to support the Orchestra.

Active Members shall be such persons as take an active part in the Orchestra at the Committee's discretion.

Junior Members shall be such young persons up to 18 years old that take an active part in the Orchestra at the Committee's discretion and are not required to pay a Subscription. They shall have no voting powers.

The Half-termly Subscription shall be fixed by the Committee and approved at the Annual General Meeting.

Application for Membership of the Orchestra shall be made to the Secretary or any other member of the Committee.

## COMMITTEE

The Committee shall be composed of active members of the Orchestra. The Committee is elected for two years at The Annual General Meeting and shall be composed of office bearers and up to four committee members. Office Bearers shall consist of Chairperson, Secretary, Membership Secretary, Treasurer and Librarian.

The Committee shall retire biannually but be eligible for immediate re-election.

The Chairperson, whom failing, the Secretary, shall preside at all meetings of the Orchestra and Committee. Should both be absent the meeting shall elect its own Chairperson. At all meetings the Chairperson shall have a deliberate as well as casting vote. The Committee shall have power to co-opt members who shall be eligible for re-election at the next Annual General Meeting. The Committee shall have the power at any time to appoint Sub-Committees for specific purposes, with or without powers.

Four members of the Committee shall constitute a quorum. No member shall be elected to the Committee unless present at the meeting or unless their consent has previously been obtained.

The Secretary shall keep the minutes of all meetings of the Orchestra and its Committees.

All monies shall be lodged in a bank in accounts in the name of the Orchestra. Cheques and withdrawals can be made by the treasurer and checked by one other committee member who has full access to the accounts. The appointed committee member may act on behalf of the treasurer when required. The appointed committee member shall not be related to, or in a business partnership with, the Treasurer.

The bank accounts shall be operated by the Treasurer. The Treasurer shall keep a record of the transactions with the funds of the Orchestra. The Treasurer's record of the funds of the Orchestra shall be checked and approved by two members of the Orchestra, who shall not be related to, or in a business partnership with, the Treasurer. A record of transactions shall be presented by the Treasurer to the Annual General Meeting. The

financial year for the Orchestra shall end on the last day of May.

#### FINANCE

The Funds, Property and Assets of the Orchestra shall be vested in the Committee in trust for the Orchestra. Members of the Orchestra shall accept responsibility for the whole management of the Orchestra and for any financial loss, which may be incurred. The funds of the Orchestra shall be applied to the stated objects of the Orchestra.

The income and property of the Orchestra, whencesoever derived, shall be applied solely towards promoting the objects of the Orchestra as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Orchestra, except in payment of legitimate expenses incurred on behalf of the Orchestra.

In the event of the Orchestra being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Orchestra.

#### MUSIC

Music provided to members shall remain the sole property of the Orchestra and be returned at the end of the current session or at an earlier date if requested by the Librarian. The Librarian is responsible for the return of hired or borrowed music.

#### MEETINGS

The Annual General Meeting of the Orchestra shall be held at a suitable date in June of each year to receive the report of the Chairperson of the Committee; the report of the Treasurer; to elect Office Bearers and committee members; approve the half-termly Subscription; and to transact any other competent business.

Special General Meetings of the Orchestra may be called by the authority of the Committee or on demand by not less than six members, who shall sign and deliver to

the Secretary, a requisition stating distinctly the business to be brought before the meeting. On receipt of such a requisition, the Secretary shall call the meeting, which must be held within fourteen days of receipt of such a notice.

Not less than seven days' notice shall be given of Special General Meetings. Fifteen members shall form a quorum at a Special General Meeting.

#### GENERAL

In any matter not specifically provided for, the Committee shall have full powers to act as they may consider to be in the best interests of the Orchestra.

No alteration, amendment or addition to the Constitution and Rules of the Orchestra shall be made except at the Annual General Meeting or at a Special General Meeting called for the purpose. Notice of the proposed alteration, amendment or addition must be given in writing to the Secretary not less than fourteen days before the date of the said meeting. The proposed alteration, amendment or addition must be supported by two thirds of the members present at such a meeting.

#### EQUAL OPPORTUNITIES

Cairngorms Orchestra is committed to treating all people equally and with respect.

8<sup>th</sup> June 2019