

THE ENFIELD AND DISTRICT ORGANISTS' ASSOCIATION
CONSTITUTION.

1 TITLE and AFFILIATION

- 1.1 The Association shall be known as "THE ENFIELD AND DISTRICT ORGANISTS' ASSOCIATION" and as such it may be affiliated to the Incorporated Association of Organists, the Royal School of Church Music, the Enfield Arts Council and other relevant bodies.

2 OBJECTS

- 2.1 The objects of the Association shall be (a) to bring together Organists and those interested in the organ and its music, (b) to advance the education of its members in the art of music, with special reference to liturgical and organ music, and (c) to encourage the public in the enjoyment of liturgical and organ music.
- 2.2 To facilitate the achievement of such objects, the Association may arrange and present lectures, debates, discussions, etc on the relevant subjects and organise visits, recitals, choral festivals, etc, and encourage fellowship and mutual help among its members.
- 2.3 The Association may also do such other lawful things as are necessary or desirable for the attainment of its objects.

3 MEMBERSHIP

- 3.1 Membership shall be open to all those who support the objects of the Association.
- 3.2 Membership application must be made on the Official Application Form in the prospectus and must be accompanied by the appropriate subscription.
- 3.3 The Committee may open the proceedings of certain events to guests and non-members. A small charge for these events may be made to non-members if the Committee so decides.

4 SUBSCRIPTIONS

- 4.1 Each member shall pay a minimum annual subscription which shall become due on the 1st of January each year.
- 4.2 Persons joining between 30th June and 31st December may pay a reduced rate for that year.
- 4.3 Persons who are full-time students may pay a reduced rate until full time studies cease.
- 4.4 All subscriptions shall be determined at the A.G.M. after a recommendation by the Committee.
- 4.5 Any member who has not paid his or her subscription within six months of it becoming due shall be considered to be in arrears and notice of default shall be sent to that member by the Secretary. If the arrears have not then been cleared within 21 days, he/she shall cease to be a member of the Association unless the delay in payment can be accounted for to the satisfaction of the Committee.

5 COMMITTEE

- 5.1 The Association shall be managed by a committee comprising the honorary officers, up to six elected ordinary members and the retiring President. The honorary officers shall be as follows:- (1) the President, (2) the Secretary, (3) the Treasurer.
- 5.2 The role of the Committee shall be to conduct and manage the affairs of the Association within the overall policy laid down by the members in general meeting.
- 5.3 Committee meetings shall be notified by the Secretary giving not less than 14 days' notice in writing to its members.
- 5.4 At least four committee meetings are to be held in any one year and a quorum shall be formed by not fewer than five of the committee including at least one officer.
- 5.5 In the absence of the President or the Vice-Chairman (7.4) the Committee members present shall then elect a temporary Chairperson for that meeting.
- 5.6 The Committee has the power to co-opt members and to form sub-committees for specific tasks as it sees fit. These appointments are only valid for the term of the Committee that forms them; they may be terminated earlier if the Committee so decides. Sub-committees shall fully and promptly report their acts and proceedings to the Committee.
- 5.7 Any vacancy occurring during the course of the year may be filled by the Committee electing another member of the Association to act until the next A.G.M.
- 5.8 Minutes are to be taken at all Committee meetings, and circulated to its members as soon as is practicable after the meeting.

6 THE ANNUAL GENERAL MEETING

- 6.1 The Annual General Meeting shall be held not later than the 31st of March and all members shall be notified in writing of its time and place, at least 21 days in advance.
- 6.2 Any member who wishes to have a matter discussed or decided by resolution must inform the secretary in writing at least seven days before the meeting.
- 6.3 The A.G.M. shall be chaired by the retiring President, or he/she is absent another Officer shall be elected to take the Chair.
- 6.4 The business of the A.G.M. shall be as follows:- (1) To review by means of brief reports from its officers, the achievements of the past year, (2) To elect the Honorary Officers, (3) To elect the Ordinary Committee Members, (4) To elect the Honorary Auditor. (5) To transact any business, or to decide on any resolution, provided that due notice has been given in accordance with Section 6.2. (6) To outline to the membership the events planned for the forthcoming year.
- 6.5 Minutes are to be taken at the A.G.M. and circulated to members as soon as is practicable after the meeting.

7 ELECTIONS

- 7.1 Nominations for Honorary Officers and Committee members must be Proposed and Seconded on the official form available from the Secretary.
- 7.2 All officers shall be elected for a term of one year and are eligible for re-election.
- 7.3 All ordinary Committee members are elected for a term of two years and may stand for re-election. However, if they are successful they must then stand down for a year after their second period of service on the Committee. The only exception to this rule is for the year 1992/3 when the ordinary members shall arrange, by drawing lots, for three of its members to serve for one year only. This single year of office shall then be exempt from the aforesaid totting-up procedure for maximum term of office.
- 7.4 Immediately after the A.G.M. the newly-formed committee shall meet to elect from among its members (1) The Chairperson, and (2) the Visits Secretary, plus any other posts it deems necessary for the forthcoming year.

8 VOTING RIGHTS

- 8.1 Every member present shall have one vote upon every motion.
- 8.2 In the case of an equality of votes the Chairperson of that meeting shall have the casting vote.

9 FINANCE AND EXPENDITURE

- 9.1 The financial year shall end on the 31st of December.
- 9.2 A banking account shall be opened in the name of the Association and cheques shall be signed by two authorised signatories who shall, for this purpose, include the President, the Treasurer and the Secretary.
- 9.3 The income of the Association shall be directed solely towards the aims and purposes as set out in Section 2 of this Constitution and no portion shall be transferred either directly or indirectly to any member of the Association except in payment of legitimate expenses incurred on behalf of the Association and sanctioned by the Committee.
- 9.4 The Treasurer shall keep proper accounts of the finances of the Association.
- 9.5 The accounts shall be audited at least once a year by the auditor or auditors appointed at the A.G.M.
- 9.6 An audited statement of the accounts shall be submitted by the Treasurer at the A.G.M. under Section 6.4/1

ADDRESSES OF MEMBERS

Every member shall be responsible for notifying his or her address or change of address to the Secretary who shall keep a register of names and addresses of the membership. This register is to be made available for inspection by members.

All notices, etc sent to members by post shall be deemed to have been delivered by the end of the second working day following posting.

EXTRAORDINARY GENERAL MEETING

This may be called by not fewer than half the membership or two-thirds of the Committee for a specified purpose, and at least 14 days clear notice shall be given to all members.

RULES

Any alteration to this Constitution may only be made with the consent of not fewer than two-thirds of the current membership of the Association, being either present or represented and voting at a meeting specially called for the purpose, PROVIDED THAT notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. At least 14 clear days notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent to each member of the Association PROVIDED THAT no alteration shall be made which would have the effect of causing the Association to cease to be eligible to be a Charity at law.

The Committee shall be the sole authority for the interpretation of these rules, which may not be added to or amended in any way except by resolution at the A.G.M.

All previous rules are hereby rescinded.

DISSOLUTION

If the Committee decides it is advisable or necessary to dissolve the Association, it shall call an Extraordinary General Meeting and dissolution shall be by not less than two-thirds majority.

If upon winding up or dissolution of the Association, there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to nor distributed among the members of the Association, but shall be given or transferred to some other charitable institution having objects similar to the objects of the Association.