

Abbeydale Strings – Constitution

1. Name

Abbeydale Strings – referred to herein as the group.

2. Objectives

A self-funding group of string musicians (grade 3 to 8 standard) that meet to play mainly classical music (from the group's music library) for their own education and enjoyment. There are no public performances.

3. Membership

- a. The ensemble leader is responsible for vetting and accepting **new members**.
- b. The Committee can **terminate** an individual's membership. The individual concerned has the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made. Reasons for termination may include the person's level of musical ability, disruptive or discriminatory behaviour, or non-payment of subscriptions.

4. Committee Structure, Officers, Roles & Responsibilities

- a. Whilst there is a formal structure the intention is to keep it simple, effective and with minimal **bureaucracy**.
- b. Committee
 1. The committee will manage the affairs of the group on the group's behalf.
 2. There shall be a **minimum of 3 officers** on the committee – Chair, Treasurer, Secretary.
 3. If there are fewer than 3 committee members then the committee may temporarily co-opt new committee members.
- c. Officers & Responsibilities
 1. **Chair** – chair AGM, any general group meetings, or special committee meetings.
 2. **Secretary** – create & maintain formal records of meetings.
 3. **Treasurer** – hold members details, manage group's bank account, receive subscriptions, pay ensemble leader, pay room fees, ensure appropriate group Insurance in place, present termly and annual accounts.
- d. Election
 1. The officers shall be elected / reconfirmed at the AGM.
 2. Any full member may offer themselves for election with a proposer and seconder 3 weeks in advance of the AGM (but may not vote for themselves).
 3. Full members vote for Committee members (**1 vote per member, majority vote counts**, and Chair holds casting vote if required).
 4. There is no limit to the time period that an individual may hold a post/additional role.
 5. Any, or all, Committee members **can be removed from post** at any time by the membership, provided they have another volunteer to take on the post, hold a meeting to discuss, and a majority of the membership agree to the proposed change.
- e. Additional Roles

A Committee member, any group member or the ensemble leader may hold any number of the following 'Additional Roles' with the agreement of the Committee.

 1. **Music Librarian** – manage existing music library resource.
 2. **Publicity** – Classical Sheffield membership, website maintenance.
 3. **First point of contact** – discuss membership with potential new recruits.

4. **Safeguarding** – only required if there are any Student members in the group.

5. Meetings and Proceedings of the Committee

- a. A **special meeting** may be called at any time by the Chair, or any 2 members of the Committee. If the matter to be discussed includes a co-opted member then sufficient notice must be given.
- b. The Committee may meet **in person, virtually** via phone / email as appropriate.
- c. Any **formal agreements** made by the Committee will be based on a majority (with the Chair having the casting vote if required), and will be documented and shared with the group.
- d. The Committee will make **notes of meetings** and ensure they are kept, and available for inspection as required.
- e. **Significant matters requiring wider group involvement** will be put to the group via a general group meeting.

6. Group Meetings

- a. As a minimum the group will hold an **Annual General Meeting (AGM)**, which will cover the election of Committee members, receive the annual accounts, Any other Business.
- b. **General meetings** may be called as required; these may be held by email if appropriate.

7. Finance

- a. The group is entirely **self-funded** and not-for-profit.
- b. Subscription rates are set by the Treasurer to cover all costs incurred by the group and therefore **may increase/decrease each term** as necessary.
- c. The Treasurer will hold a small **cash reserve** for advance room payments, flexibility in the event of changing numbers of paying members, funding sheet music.
- d. The group will have a **dedicated bank account** with the Treasurer as the main signatory (the Secretary and Chair will also be-signatories as a backup).
- e. **Funds may only be used for the purpose of the group**, and no portion may be paid to any member, or body, except in payment of legitimate expenses incurred on behalf of the group.
- f. **Costs to the group** are: ensemble leader fees, room hire, group insurance, sheet music copy, sundries. Any other costs must be first approved by the Committee.

8. Accounts

- a. The financial accounts will be produced at the **close of each term** by the Treasurer, and shared with the members via email.
- b. Full year accounts will be **presented at the AGM** by the Treasurer.
- c. Any member may request to **examine the accounts** at any time.

9. Ensemble leader

- a. The ensemble leader is **freelance, paid termly** (after members' subscriptions have been paid).
- b. The ensemble leader is **responsible for each music session** – including choice of music, selection and provision of the session's sheet music (from the group's library), session management.
- c. The ensemble leader is responsible for vetting and accepting **new members**.
- d. The Committee agrees the **ensemble leaders pay**.

10. Sheet music library

- a. The existing library (of 200+ folders) **belongs to the group**.
- b. As the group membership grows more music sheet **copies may be required** at a cost to the group.

11. Insurance

The group shall hold appropriate **group Insurance**.

12. Data Protection

- a. Only members' **contact details** (name, email, phone number) are held.
- b. These are used for group **communication purposes** related to group business, music playing, or group social activities.

13. Non-Discrimination

The group treats everyone equally. It does not tolerate discriminatory behaviour towards members on the grounds of any personal characteristics (eg ethnicity, gender, sexuality)

14. Alterations to the Constitution

- a. Any voting member may **propose changes** to this constitution. This may be done via email and should be sent to all members allowing **14 days** for discussion / consideration before a vote takes place.
- b. The Chair holds the **casting vote** if required.
- c. If a **majority** of the membership vote for the proposal then it will be adopted.

15. Dissolution

- a. If the group is no longer financially viable, unable to find an appropriate venue / ensemble leader, or if there are no volunteers for the Committee, then the group will **dissolve**.
- b. On dissolution:
 1. The **group's bank balance** (after payment of any debts) will be donated to another non-profit or charity with similar aims, and the bank account closed.
 2. The **music library** will be offered to another music group where possible.

VERSION : 1 – Approved by group vote

DATE : 25/9/19

SIGNATURES

CHAIR :

SECRETARY :