

# THE MUSIC CLUB OF LONDON

## CONSTITUTION

In this Constitution the following definitions shall be applicable:-

The Club: The Music Club of London.

The Council: The Council of the Music Club of London as hereinafter constituted.

The Officers: The Chairman, The Honorary Secretary and The Honorary Treasurer of The Music Club of London as hereinafter constituted.

### 1. THE NAME OF THE CLUB:-

The organisation to which this Constitution shall apply shall be called The Music Club of London.

### 2. THE OBJECTS OF THE CLUB:-

(a) To promote and encourage the cause of Music in particular, and that of the Arts in general.

(b) To provide members with regular meetings of a cultural, educational and social nature, thus creating a forum for discussion and the free exchange of opinion.

### 3. MEMBERSHIP:-

The membership of the Club should be constituted as follows:-

(a) General Members:

Any individual may apply to the Membership Secretary for admission to the Club as a general member. General Membership confers the right to all facilities offered by the Club. Application for Membership must be accompanied by a signed Application Form and a Remittance for the first subscription.

(b) Honorary Members:

The Council shall have the right to confer or withdraw Honorary Membership

(c) Associate Members:

Associate Membership of the Club should be open to other Clubs and Associations at the discretion of, and on such conditions as may be prescribed from time to time, by the Council.

(d) Neither Honorary nor Associate Members shall have any voting rights but they shall otherwise be entitled to all other privileges of Membership.

#### **4. FINANCE:-**

(a) The Club shall be run as a non-profit organisation.

(b) The revenue of the Club shall be obtained from Membership Subscriptions, Admission fees for various events and similar sources.

(c) The annual subscription shall be payable by all General Members. The amount of this subscription shall be determined from time to time by the Council. The Annual Subscription shall be payable upon the initial application for Membership, and thereafter annually. Notice of renewal of Subscription shall be sent to the member concerned by the Membership Secretary when the subscription becomes due (unless the member concerned pays the subscription under bankers' Standing Order).

(d) Admission fees to the various Club events within the United Kingdom shall be determined by the Promotion Secretary.

(e) No Officer or other member of the Council shall receive emoluments for his or her services to the Club but a paid organiser of Club events, appointed by the Council, shall receive a fee to be determined by the Honorary Treasurer and approved by the Council, but this shall not prevent the Council at its discretion awarding an honorarium to any person performing onerous duties on behalf of the Club. The Council may appoint a President of the Club. The position is honorary and the President does not become a member of Council.

(f) Out of pocket expenses incurred in the carrying out of Club duties shall be repayable by the Honorary Treasurer.

#### **5. GUESTS:-**

(a) Guests may be admitted to Club functions subject to Members' priority in the event of limited availability.

(b) No person may attend more than two functions a year as a guest.

(c) The admission fee for guests shall be estimated separately for each event by the Promotion Secretary or the Council member responsible for Domestic Travel.

#### **6. TERMINATION OF MEMBERSHIP:-**

(a) In the event of a member resigning, no part of the Membership subscription shall be refunded

(b) Membership will be deemed to have lapsed if the Subscription is not renewed within three months of the due date.

#### **7. THE COUNCIL:-**

(a) The general management of all Club affairs shall be invested in the Council whose main duties shall be to determine the general policy of the Club and to safeguard the interests of members.

(b) The Council shall consist of three Officers and not less than four or more than eight other members of the Council.

(c) The Council shall meet not less than four times a year, the necessary quorum being five members. The Chair at all meetings shall be taken by The Chairman of the Club unless, by special dispensation of a majority vote, some other member of the Council is elected.

(d) In the event of the absence of the Chairman at a meeting, the Chair shall be taken by such other member of the Council present as shall be appointed by the Council.

(e) Should a vacancy occur in the membership of the Council, the Council shall be empowered to co-opt any general member to fill the vacancy.

(f) The Officers of the Club shall be the Chairman, the Honorary Secretary and the Honorary Treasurer. The other members of the Council shall include the Editor, the Membership Secretary, the Promotion Secretary and the members responsible for Domestic, Travel, Overseas Travel and the applications for tickets.

(g) The responsibilities of those members of the Council who are not Officers shall be as follows:

(1) The Editor shall be responsible for producing the periodical Newsletter giving details of the Council Members and of all functions and domestic or overseas visits organised by the Council during the period to which the particular Newsletter relates.

(2) The Membership Secretary shall be responsible for: (a) dealing with applications for membership received by him or her including the issuing of a Membership card to each new member and including details of such new member on the Club's database and (b) collecting annual subscriptions (where these are not paid by Standing Order) and maintaining the members' database and providing information to other Council members.

(3) The Promotion Secretary shall be responsible for promoting the Club.

(4) The Council member responsible for Domestic Travel shall be responsible for organising Club events including domestic visits.

(5) The Council Member responsible for Overseas Travel shall inform members of what is available and accept their applications to participate.

(6) The Member of the Council responsible for applications for tickets shall be responsible for dealing with all applications for tickets including issuing each member applying with tickets for the particular function applied for subject to availability.

## **8. ANNUAL GENERAL MEETING:-**

(a) The Annual General Meeting shall be a general meeting of the Club held every year between mid-March and the last week of May at a time and place to be decided by the Council.

(b) Due notice of the meeting shall be sent to all members not less than 14 days prior to the meeting together with a copy of the Agenda for the Meeting, nominations for election and Notices of Motion.

(c) The quorum necessary for the transaction of business shall be 50 general members or 5% of the general membership whichever is the lesser.

(d) Each member present at the meeting shall be entitled to one vote only, the sole exception being the Chairman whose strict impartiality in all matters shall only permit him a vote in the event of an equal division of the consensus of opinion.

(e) Any member wishing to propose a motion at the Annual General Meeting shall give notice thereof in writing together with the Names and signatures of the proposer and seconder no later than 14 days before the Annual General Meeting.

(f) At each Annual General Meeting the entire Council of the Club shall retire from Office. Any or all members of the Council may offer themselves for re-election except that no member shall be appointed as an Officer for more than three consecutive years. This ruling may only be waived by a two thirds majority of members present voting in favour.

(g) All nominations for election or re-election to the Council proposed and seconded by members of the Club must be received by the Honorary Secretary not later than 14 days before the Annual General Meeting.

(h) All decisions of the Club at a General Meeting shall be taken by a majority vote, except that resolutions and amendments thereto for the purpose of altering this Constitution shall require a two-thirds majority vote of the members present voting in favour.

(i) The business transacted at the Annual General Meeting shall be as hereunder:

(1) Consideration of the Minutes of the previous Annual General Meeting, copies of which shall be made available at the meeting.

(2) Consideration of, and, if approved, adoption of the Honorary Secretary's Report. The Honorary Secretary shall, in his Report, include every aspect of Club affairs that took place in the previous financial year of the Club.

(3) Consideration of, and if approved, adoption of the Honorary Treasurer's Report which shall include a statement of the audited accounts of the Club.

(4) Notices of Motion.

(5) Election of Officers.

(6) Election of not less than four and not more than seven other members to serve on the Council.

(7) Election of Auditor.

(8) Any Other Business.

## **9. SPECIAL GENERAL MEETING:-**

(a) In addition to the Annual General Meeting, a Special General Meeting may be convened at any time, either at the request of a clear two-thirds majority of the Council or any 30 general members or 10% of the general membership whichever is the lesser.

(b) Each request must be made in writing to the Honorary Secretary with the names and signatures of the members making such request, together with the reasons therefore.

(c) Within not less than 14 days and not more than 28 days of receiving such a notice, the Honorary Secretary shall convene a Special General Meeting. Ten days prior to such meeting, all general members shall have posted to them the details of such meeting, the reasons for it being convened and any Notices of Motion relevant thereto.

(d) The quorum for such a meeting shall be 30 general members, or 5% of the Club membership, whichever is the lesser. The Chairman for such meetings shall be elected by the members present at the meeting.

## **10. DISSOLUTION:-**

(a) If for any reason whatsoever the Council decides that the Club can no longer exist in its present form or within the terms of reference for this Constitution, then it shall call a Special General Meeting.

(b) It shall be the purpose of this meeting to decide whether or not the Club can continue its existence. In the event of a two-thirds majority vote deciding that this is not possible, the Council shall take appropriate steps to effect the dissolution of the Club.

(c) In the event of such a decision being taken to dissolve the Club, the Council shall forthwith realise all such assets of the Club as shall not consist of money, and after the discharge of all liabilities, shall pay any remaining monies to such musical Charity as the majority of those present at the Special General Meeting shall have decided.

(d) No general member whose subscription fell due more than a calendar month before the date of the Special General Meeting shall be entitled to any rebate of subscription.

## **11. INTERPRETATION:**

(a) The Council shall be the sole authority in the first instance for the interpretation of all matters contained in this Constitution,

(b) The final and absolute authority in all matters shall be the general Membership of the Club, who may in General Meeting, rescind or re-interpret any matter whatsoever regarding the Club affairs.

**12. ADDITIONAL MATTERS:**

(a) Any matter arising which is not covered by this Constitution shall be considered by the Council, who shall take any action deemed to be in the best interests of the Club.

(b) Any such action taken, or any decision made by the Council on matters outside this Constitution. shall only be considered binding upon members until formal ratification by the general membership at the next General Meeting.