



ESSEX ORGANISTS' ASSOCIATION

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Essex Organists' Association Constitution 2024

1. Title and Affiliation

The Association shall be known as “Essex Organists Association” (hereinafter “The Association”) and as such it will be affiliated to the Incorporated Association of Organists (IAO).

2. Aims and Objectives

The aims and objectives of the Association shall be:

2.1 To bring together organists and those interested in the organ and its music;

2.2 To advance the education of its members in the art of music, with special reference to organ music and associated repertoires;

2.3 To encourage the public in the understanding and enjoyment of such music.

2.4 To facilitate the achievement of such objects, the Association may arrange and present lectures, debates, discussions and other events on relevant subjects, and organise visits, recitals, choral festivals, etc, and encourage fellowship and mutual help among its members.

2.5 The Association may also do such other lawful things as are necessary or desirable for the attainment of its objectives.

3. Membership

3.1 Membership shall be open to all those who support the aims and objectives of the Association.

3.2 Membership application must be made on the application form available on the website, or on request by post, and must be accompanied by the appropriate subscription.

3.3 A charge may be made for events.

3.4 The Committee may open events to guests and non-members.

3.5 The Committee may terminate the membership of any person who is judged to bring the Association into disrepute. This requires a majority vote by members of the Committee at a quorate business meeting.

4. Subscriptions

4.1 Each member shall pay a minimum subscription which shall become due on 1st July each year.

4.2 For persons joining in the months of April, May or June, the first subscription will last until 30th June of the following year.

4.3 Student rate membership is available until the age of 18. Persons over the age of 18 who are full time students may pay a reduced rate until full time studies cease.

4.4 All subscriptions shall be determined at the AGM after a recommendation by the committee.

4.5 Any member who has not paid his or her subscription within six months of its becoming due shall be considered to be in arrears and notice of default shall be sent to that member by the Membership Secretary. If the arrears have not then been cleared within 21 days, (s)he 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 and up to six elected Ordinary members. The Honorary Officers shall be the President (who will normally chair the Committee), the Vice-Chairman, the Treasurer and the Membership Secretary.

5.2 All Committee members are trustees and are subject to Charity Commission requirements regarding eligibility and conduct.

5.3 At least four committee meetings are to be held in any one year and a quorum shall be formed by a majority of the committee, this number to include at least one officer.

5.4 In the absence of the President, the committee members present shall elect a temporary chairperson for that meeting, who in the first instance shall be the Vice-Chairman.

5.5 Any vacancy occurring during the course of the year may be filled by the Committee co-opting another member of the Association to act until the next Annual General Meeting (AGM).

5.6 The Committee may co-opt up to two other people to fulfil a particular function, where there is a need identified by the Committee.

5.7 The Committee may invite members or guests to attend meetings, but such invitees will not have voting rights.

5.8 The Committee may appoint sub-committees to undertake specific tasks as it sees fit, which may include Association members who are not on the Committee.

5.9 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 (AGM)

6.1 The Annual General Meeting shall normally be held in June each year, in person or online. All members shall be notified in writing of its time and place, at least 21 days in advance.

6.2 The agenda and examined accounts will be circulated in advance of the AGM, when ready and no more than 13 days in advance of the AGM.

6.3 Any member who wishes to have a matter discussed or decided by resolution must inform the President or Vice-Chairman in writing at least 14 days before the meeting so that it may be added to the agenda.

6.4 The AGM shall be chaired by the President, or if (s)he is absent, by the Vice-Chairman or another Officer.

6.5 The business of the AGM must include, but is not limited to: (1) to approve the independently examined statement of accounts for the previous year; (2) to review, by means of brief reports from its Officers, the achievements of the past year; (3) to elect the Officers where vacancies exist; (4) to elect the Ordinary Committee Members; (5) to transact any business, or to decide on any resolution, provided that due notice has been given (see 6.3); (6) to outline to the membership details of future events.

6.6 Minutes are to be taken at the AGM and approved at the following AGM. They may be posted in advance on the Association's website.

7. Elections

7.1 Nominations for Honorary Officers and Committee members should be proposed and seconded in advance of the start of the meeting and presented at the AGM for election. The meeting may accept late nominations from the floor if agreed at the meeting.

7.2 All Honorary Officers and Ordinary Committee members shall be elected for a term of two years and are eligible for re-election.

8. Finance

8.1 The financial year shall end on 31st May.

8.2 There shall be a minimum of three authorised signatories for payments made from the Association's accounts, to include the President and the Honorary Treasurer. Payments shall be authorised by any two signatories.

8.3 The income of the Association shall be directed solely towards the aims and objectives as set out in section 2 of the Constitution and in accordance with Charity Commission guidance.

8.4 The Honorary Treasurer shall maintain proper accounts of the finances of the Association and update the Committee at regular intervals.

8.5 The accounts shall be examined annually and signed off by the Independent Examiner (appointed by the Committee) at the end of the financial year, prior to presentation at the AGM

8.6 The accounts shall be presented by the Honorary Treasurer at the AGM for formal acceptance by the meeting.

9. Members' contact details

9.1 The Association shall have a data protection policy in line with the General Data Protection Regulation (GDPR) which shall be made available on its website and updated as necessary and approved annually at the AGM.

9.2 Every member shall be responsible for notifying his or her contact details or change of contact details to the Membership Secretary who shall keep a register of names and contact details of the membership. This register will be compiled, maintained and used in accordance with GDPR requirements.

9.3 The Association shall have a safeguarding policy, which shall be made available on its website and updated as necessary and approved annually at the AGM, and one or more designated safeguarding officers.

10. Extraordinary General Meeting (EGM)

An EGM will be called by the Committee on request of not fewer than half the membership or on request of two-thirds of the Committee for a specified purpose, and at least 14 days' clear notice of the meeting shall be given to all members.

11. Rules

11.1 Any alteration to the Constitution may only be made with the consent of not less than two-thirds of the current membership of the Association being present and voting at an AGM or EGM. Any member wishing to propose an alteration to the Constitution should inform an Officer in writing not less than 21 days before the meeting at which the alteration is to be proposed. It is then that Officer's responsibility to notify the Committee immediately (no more than 6 days after receiving the proposal). 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.

11.2 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 AGM or at a specially convened EGM.

11.3 No amendment shall be made which would contravene the charitable status of the Association.

11.4 All previous rules are hereby rescinded.

12. Dissolution

12.1 If the Committee deems it 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 of those members present and voting.

12.2 If upon winding up or dissolution of the Association, there remain, 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 another organisation or organisations having objects similar to those of the Association. Such property shall be given or transferred:

- (a) Directly in pursuit of the aims and objectives of the Association; or
- (b) By transfer to any charity or charities for purposes similar to the aims and objectives: or
- (c) To any charity or charities for use for particular purposes that fall within the aims and objectives.