



THE CONSTITUTION OF

THE GLASGOW CHAMBER ORCHESTRA SOCIETY

1 TITLE

The Society shall be called The Glasgow Chamber Orchestra Society and the orchestra of the Society shall be called The Glasgow Chamber Orchestra.

2 OBJECTIVES

The Objectives of the Society shall be to promote, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects, by the presentation of public concerts of music for orchestra and smaller chamber groups, and by such other ways as the Society through its committee, shall determine from time to time. These objectives shall be pursued without regard to age, gender, presence of disability (physical or mental), colour, race, sexual orientation, nationality or creed, notwithstanding the need to maintain musical standards.

3 MEMBERSHIP

- 3.1 The Society shall consist of all playing members of the orchestra.
- 3.2 Playing members shall be selected by audition as arranged by the Committee. The Conductor shall be involved in a consultative capacity.
- 3.3 Playing members shall pay an annual subscription that shall be reviewed regularly at the Annual General Meeting of the Society. However, the Committee shall have the power to waive or reduce subscriptions due from individual members at its discretion.
- 3.4 While playing members shall endeavour to attend all rehearsals, they are required to attend a minimum of seventy percent (70%) for each concert. However, for a particular concert the Chair, Orchestral Manager, Leader, Section Leader and Conductor shall have the power to reduce this in exceptional circumstances for individual members.
- 3.5 Only playing members shall have voting rights at meetings of the Society.

4 OFFICE BEARERS AND COMMITTEE MEMBERS

4.1 The office bearers of the Society, drawn from the playing membership, shall comprise

- a) Chair
- c) Secretary
- d) Treasurer

The committee members, also drawn from the playing membership, shall comprise

- d) Orchestral Manager
- e) Librarian
- f) Publicity
- g) Leader (ex-officio)
- h) General Member (maximum of 3)

4.2 All office bearers and committee members shall serve on a voluntary basis. They shall retire annually but shall be immediately eligible for re-election. No two or more of the foregoing offices shall be held by the same person at any one time. Office bearers and committee members are hereinafter referred to as “the Committee”.

5 MANAGEMENT

5.1 The affairs of the Society shall be conducted by the Committee. For all meetings of the Committee, a minimum of four in attendance shall constitute a quorum.

5.2 In the event of a vacancy occurring between two Annual General Meetings, the Committee shall have the power to fill the vacancy. Any person so appointed shall complete the term of office of their predecessor.

5.3 The Committee shall have the power to appoint, from within their own number or from the playing members of the Society, sub-committees for specific purposes. In all cases, a sub-committee’s recommendations shall be subject to review by the Committee.

5.4 All correspondence shall be issued by the Secretary, or a nominated deputy as appropriate.

6 COMMITTEE MEETINGS

6.1 The Chair shall preside at all meetings of the Committee. In the absence of the Chair, those members present shall elect a Chair “pro tem” for the meeting. All committee members, including the Chair, shall have a deliberative vote. In the event of a tied vote, there shall be no casting vote. Either discussion shall continue until a consensus is reached, or, should this not prove possible, the status quo shall prevail.

6.2 Meetings of the Committee shall be held as required.

- 6.3 The Secretary shall convene meetings of the Committee and shall keep minutes of these meetings.

7 GENERAL MEETINGS

- 7.1 As soon as is practicable after the summer concert, the playing members shall be called to an Annual General Meeting of which at least fourteen days' notice in writing shall be given by the Secretary. At this meeting, relevant reports and the provisional accounts of the Society for the preceding year shall be presented, office bearers and committee members elected, and any other competent business transacted.

Before the end of October each year, the independently examined accounts of the Society, previously approved by the Committee, shall be presented to the membership at an Extraordinary General Meeting. Members shall receive at least fourteen days' notice of this meeting in writing from the Secretary.

- 7.2 An Extraordinary General Meeting may be called
- (a) when the Committee so decides, OR
 - (b) on a request being lodged in writing with the Secretary, signed by at least five members of the Society, and stating the business to be discussed.

Within fourteen days of receiving such a request, the Secretary shall call an Extraordinary General Meeting for which a minimum of 14 days' notice shall be given. The calling notice shall state the business to be discussed at the meeting and shall be distributed to all members by electronic mail or post.

- 7.3 A quorum at any General Meeting shall be ten members.
- 7.4 Voting at General Meetings shall be by show of hands except that, on request of at least one third of the members present, a secret ballot shall be held. The Chair shall not have a deliberative vote, but in the event of a tie shall have a casting vote.
- 7.5 Electronic mail shall be the preferred form of written communication for all orchestra business.

8 FINANCE

- 8.1 The financial year of the Society shall terminate on 30th June.
- 8.2 The Treasurer shall record all financial transactions of the Society and shall keep the Committee apprised of the Society's financial situation on a regular basis.
- 8.3 A bank account shall be maintained in the name of the Society. The Treasurer shall be authorised to operate said account online in accordance with bank procedures, subject to all transactions being approved by a second authorised signatory.

- 8.4 The accounts of the Society shall be independently examined by a person appointed by the Society at the Annual General Meeting. Such examiner must be independent of the Society. In accordance with charity law, the examiner must, in the reasonable opinion of the Committee, be competent to carry out the examination.
- 8.5 The income and property of the Society, however derived, shall be applied solely towards promoting the defined objectives of the Society. No portion thereof shall be paid or transferred to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.

9 CONDUCTOR

- 9.1 The Conductor shall be appointed by a majority vote of members at a General Meeting and shall receive remuneration for his or her services. The amount of such remuneration and the terms of engagement shall be the responsibility of the Committee. The Conductor shall not be eligible for election to the Committee but shall be entitled to attend all meetings of the Committee.
- 9.2 In the event of a planned absence, the Conductor may recommend a deputy to the Committee, who may ratify or reject the nomination.
- 9.3 In the event of unforeseen circumstances whereby the Conductor is unavailable for a concert and/or rehearsals and time is of the essence, the Committee shall have the right to source and appoint an alternative Conductor for the time required.

10 COMPLAINTS

Any member of the Society wishing to raise a complaint for consideration by the Committee shall communicate the nature of the complaint to the Secretary in writing. The complaint will be discussed at the next appropriate committee meeting.

11 TERMINATION OF MEMBERSHIP

- 11.1 A Player's membership of the Society may be terminated if his or her conduct is deemed contrary to the objectives of the Society.
- 11.2 In this instance, the following procedures shall be invoked:
- a) One verbal warning shall be issued to the member or members concerned by the Chair, or his or her appointed representative. Said verbal warning shall be witnessed by one other member of the Committee and shall be recorded formally.

- b) Should unacceptable conduct continue, one written warning shall be issued to said member or members by the Secretary, following agreement by the Committee.
- c) Subsequent to a written warning, should unacceptable conduct continue, membership shall be terminated. This decision shall be communicated to said member or members by the Secretary in writing, following agreement by the Committee.
- d) The member or members concerned shall have the right to appeal this decision in writing to the Secretary. The appeal shall be considered by the Committee within fourteen days of receipt, and their decision communicated in writing to the member or members concerned by the Secretary, following agreement by the Committee.
- e) On termination of membership, the member or members may, at the discretion of the Committee, receive a refund for any complete terms remaining in the current session.

11.3 In the event that termination of membership is being considered in relation to one or more committee members, the matter shall, at the earliest opportunity, be referred to the general membership of the Society at an Extraordinary General Meeting, at which members shall decide the outcome, if necessary, by means of a vote.

11.4 Should conduct exhibited within the Society be of a criminal nature, with a direct bearing on the Society, membership shall be suspended pending appropriate investigation. Should a police conviction follow such an investigation, membership shall be terminated forthwith. Should no conviction follow such an investigation, the decision on whether to reinstate membership shall rest with the Committee.

12 DISSOLUTION

In the event of the Society being wound up, any assets remaining upon dissolution after the payment of prior debts and liabilities shall be transferred to a charitable institution or institutions having the same or similar objectives as those of the Society.

13 ALTERATIONS TO THE CONSTITUTION

The Constitution of the Society shall not be altered without the consent of a two-thirds majority of the members present and voting at a General Meeting of the Society, provided that nothing therein contained shall authorise any alteration which shall have the effect of the Society ceasing to be a charity.

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