

# **Constitution of the Devon Youth Jazz Orchestras Association**

## **1. Name**

The name of the Association shall be The Devon Youth Jazz Orchestras Association hereinafter referred to as the Association.

## **2. Objects**

The objects of the Association shall be: i) To advance, improve, develop and maintain public education in, and appreciation of, the art and science of jazz music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals;

ii) To further such charitable purpose or purposes as the trustees in their absolute discretion shall think fit but in particular through the making of grants and donations;

iii) To promote a range of high quality ensemble music making experiences for the community of young people in Devon, to include but not limited to gathering day rehearsals, public concerts and performances, enrichment and outreach programmes, and involvement in regional, national and international events including competitions;

vi) To do such other things as in the opinion of the Trustees are necessary or desirable to further any or all of the foregoing purposes.

## **3. Membership**

Membership of the Association shall be open to any person interested in furthering the objects of the association, and who has paid the annual subscription at the appropriate rate or rates at the member's discretion but at a minimum rate or rates as shall be determined by the Committee, all subscriptions being payable in advance. Every member shall have one vote.

The committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (i) the individual concerned if a member of the Committee and (ii) any member of the Committee making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

## **4. Officers and Committee**

The management of the Society shall be in the hands of an Executive Committee consisting of the following Officers: Chairman, Secretary and Treasurer, and not more than six to eleven additional elected members plus co-opted members. The Officers and the other Committee members shall be elected by and out of the Association's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election. The committee are the charity trustees.

The Musical Directors of the Devon Youth Jazz Orchestras may attend all Committee meetings except when their positions are being considered.

Representatives of the members of the Devon Youth Jazz Orchestras may also be invited to attend.

## **5. Management**

All the arrangements for the concerts and other events and the control of finance shall be in the hands of the Committee.

## **6. Powers**

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

i) To set the membership fee structure and review on an annual basis. Such fee structure shall be published and issues with membership application packs and published on the Associations' website

- ii) power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- iii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- iv) power subject to any consents required by law to borrow money and to charge all or part of the property of the Association with repayment of the money so borrowed;
- v) power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- vi) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- vii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- viii) power to appoint and constitute such advisory committees as the Committee may think fit;
- ix) power to do all such other lawful things as are necessary for the achievement of the objects.
- x) power to enter into contracts for services that further the objects of the Association with individuals acting in a self employed capacity.

## **7. Meetings and Proceedings of the Committee**

- i) The committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the chairman, or by any 2 members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.
- ii) The chairman shall act as chairman at meetings of the committee. If the chairman is absent from any meeting, the members of the committee present shall choose one of their number to be chairman before any other business is transacted.
- iii) There shall be a quorum when at least one third of the number of members of the committee for the time-being, or three members of the committee (whichever is the greater), are present at a meeting.
- iv) Every matter shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or 'casting' vote.
- v) The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
- vi) The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
- vii) The committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

## **8. Equal Opportunities**

No individual shall be excluded from membership of the Association or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

## **9. Finance**

- i) The financial year shall end on August thirty first) A banking account shall be opened in the name of the

Association and cheques shall be signed by any two officers.

iii) The Association shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.

iv) The income and property of the Association whence-soever derived shall be applied solely towards promoting the objects of the Association as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Association except in payment of legitimate expenses incurred on behalf of the Association. (This is the bit about paying musical directors if they are committee members and is best avoided by them being self-employed consultants.)

### **10. Annual General Meeting**

The AGM shall normally be held by the end of November each year or within 4 months of the end of the Financial Year

The members shall be summoned to an Annual General Meeting by the giving of at least 21 days' notice in writing. The committee shall present to each AGM the report and accounts of the Association for the preceding year.

Nominations for election to the committee must be made by members of the Association in writing and must be in the hands of the secretary of the committee at least 14 days before the AGM.

### **11. Special (Extraordinary) General Meeting**

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 21 days' notice in writing must be given to members, may be called for by the Committee or upon written request to the Secretary signed by at least (we need to decide what number, it was 6 in the old constitution) members of the Association. The notice must state the business to be discussed.

### **12. Procedure at General Meetings**

The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting of the charity.

There shall be a quorum when at least 10% of the members of the Association at the time or **six** members, whichever is the greater, are present at any general meeting

### **13. Accounts**

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

### **14. Alterations to the Constitution**

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Association ceasing to be a charity.

No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 9 iv) (distribution of assets), or clause 15 (dissolution), without the prior written consent of the Charity Commission. The committee shall send the Charity Commission a copy of any amendment made under this clause.

### **15. Dissolution**

In the event of the Association being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Association.