

Collegium Musicum of London: *Constitution*

1. Name

The name of the society shall be the **Collegium Musicum of London**, hereinafter referred to as the Society.

2. Objects

The objects of the Society shall be to educate the public in the arts and sciences, and in particular the art and science of music, by the presentation of concerts and other activities.

3. President

A President shall be appointed from time to time by the Society.

4. Membership

- a) The members of the Society shall be those persons who pay the annual subscription at the appropriate rate or rates as shall be determined by the Committee, the subscription being payable in advance, and (in the case of performing members) who shall provide such evidence of musical ability as the Musical Director may require.
- b) Membership of the choir does not guarantee inclusion at every concert, which is at the discretion of the musical director
- c) Application for a performing membership shall be made to the Fixer. Applicants shall be auditioned by the Musical Director whose decision as to whether they meet the required standard shall be final. Performing members will be re-auditioned whenever the Musical Director may decide; normally the period between auditions will not exceed four years in the case of any particular member.

5. Officers and Committee

The management of the Society shall be in the hands of a Committee consisting of the following elected and appointed members:

- a) Chairman, Secretary and Treasurer and at least two ordinary members, all of whom shall be elected as hereinafter provided.
- b) The Musical Director shall be appointed from time to time by the Society. They shall be *ex officio* members of the Committee.

6. Management

All the arrangements for the concerts and other events, and the control of finance shall be in the hands of the Committee. The programme and activities of the Society shall be determined by the Committee and the Musical Director together.

7. Finance

- a) The financial year shall end on December 31st. The accounts of the Society shall be audited by an Auditor appointed by the Committee and shall be presented at the Annual General Meeting with a copy for each member.
- b) The Committee may empower the Treasurer to operate a bank account in the name of the Society, but withdrawals from such an account shall be made only over the signature of any two of three nominated members including the Treasurer.
- c) The Society may receive donations, grants in aid and financial guarantees, and tickets for any or all of its concerts and other events may be offered for sale to the public.
- d) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set out above, and no portion thereof shall be paid to, or transferred either directly or indirectly to, any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.
- e) In the event of the winding up or dissolution of the Society, any remaining assets after all liabilities have been discharged shall not be paid or transferred to any member or members of the Society, but shall be transferred to a charitable organisation whose objects are similar to the Society and whose rules preclude the distribution of income or assets among its members.

8. General Meetings

- a) The Annual General Meeting shall be held within six months of the end of the financial year and four weeks notice thereof, together with the agenda and the audited accounts, shall be given to members.

- b) Any member wishing to move a resolution at any general meeting shall send such resolution in writing to reach the Secretary at least seven clear days before the meeting at which such resolution is to be moved takes place.
- c) At any general meeting the quorum shall be one third of the members registered at that time.

9. Election of Committee

- a) The elective posts on the Committee shall be filled at each Annual General Meeting. The holders of these posts will retire at the conclusion of the Annual General Meeting next after their election, but may stand for re-election to any elective post.
- b) Nominations for each elective post on the Committee, signed by Proposer, Seconder and the Nominee (all of whom must be Society members), must reach the Secretary not later than the commencement of the Annual General Meeting at which the election takes place.
- c) Elections will be held in the following order:
 - (i) Chairman;
 - (ii) Secretary;
 - (iii) Treasurer;
 - (iv) two ordinary members together;
 the result of each being announced before the election for the next post.
- d) The successful candidates will be those receiving the highest number of votes in a single secret ballot.

10. Vacancies in Committee

- a) Should the post of Chairman, Secretary or Treasurer fall vacant between elections, the vacancy shall be filled at a Special General Meeting of the Society within eight days of the vacancy.
- b) Should any of the two Ordinary Committee posts fall vacant between elections, the vacancy shall be filled, until the Annual General Meeting following the vacancy, by a Society member elected by the remaining Committee members within four weeks of the vacancy.

11. Meetings and Duties of the Committee

- a) The Committee shall meet as frequently as is necessary for the conduct of the day to day business of the Society, so long as this is not less than four times during each calendar year.
- b) The quorum at each Committee Meeting shall be four members present, including either the Chairman or Secretary.
- c) Decisions shall be taken at any General or Committee Meeting by a simple majority vote and, in the event of any vote being even, the Chairman shall have a deciding vote, or the Secretary in his absence.
- d) (i) The Secretary shall be responsible for keeping minutes of all General and Committee Meetings and for the general administration of the Society, reporting directly to the Chairman.
 (ii) The Treasurer shall keep such books of account as are necessary to record the true financial position of the Society. He shall report on the financial state of the Society at every Annual General Meeting.
- e) An extract of minutes taken at every Committee Meeting shall be available at Society Meetings. The Minute Book shall be open to inspection by any member of the Society at any time.

12.. Attendance at Rehearsals

Performing members shall attend all rehearsals for the full rehearsal period. The Musical Director may, in their discretion, exclude from participation in a concert any member who has not attended sufficient rehearsals.

13. Scores

Scores not the property of individual members must be returned to the Secretary in good condition immediately after each performance. Members shall pay for any scores not so returned.

14. Amendments

The constitution may be amended by a two-thirds majority present at a General Meeting, provided that written notice of the proposed amendment shall be given to the Secretary twenty-one days prior to the meeting, who must then give fourteen days notice of the proposed amendment to all members and, provided also, that nothing therein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.

Musical Director's Honorarium

The Musical Director's honorarium shall be paid on a concert-by-concert basis, with a fee being agreed in advance for rehearsals and performance. Where the Musical Director cannot attend a performance (concert or church service

appearance) except in the case of illness, an agreed proportion of the Musical Director's fee for that concert will be deducted.

The Musical Director's Honorarium shall be paid at the end of every contracted concert (excluding the one Christmas concert), four times every year.

Appearances by the Musical Director at concerts additional to those set out in the contract shall be negotiated on an individual basis between the Musical Director and Chair, in consultation with the Treasurer.

The Musical Director's Honorarium shall be reviewed every two years, in January.