

# Constitution of the Wolverton Light Orchestra

## 1. Name

The Orchestra shall be called the "Wolverton Light Orchestra". The approved abbreviation shall be "WLO".

## 2. Objectives

- 2.1. As a voluntary group with no political, religious or other persuasion, the WLO aims to rehearse, perform, teach and enjoy all forms of light, classical and popular music.
- 2.2. The WLO shall achieve its objectives by any appropriate means, which may include:
  - 2.2.1. meeting on a regular basis for the purpose of rehearsing music as an orchestra.
  - 2.2.2. performing concerts for the general public of Wolverton, Milton Keynes and the surrounding area.
  - 2.2.3. encouraging musicians of all ages to perform and enjoy music of all types.
  - 2.2.4. organizing social events for the members of the WLO.
  - 2.2.5. raising money for its own funds and for nominated charities.

## 3. Membership

- 3.1. Full Membership and Associate Membership shall be open to all persons seeking to further the objectives of the WLO subject to acceptance by the Committee under sections 3.2 and 3.3.
- 3.2. A Full Member is an instrumentalist of sufficient standard as determined by the Committee, who has been accepted by the Committee for membership, subject to a suitable position being available within the WLO, and who has paid the current subscription. It is a condition of membership that Members are willing to have personal details kept on computer files.
- 3.3. An Associate Member is an instrumentalist who has been nominated by the Musical Director and accepted by the Committee and acts as an extra for the purposes of performances but does not necessarily attend all rehearsals. The amount of rehearsal required for Associate Members shall be determined by the Musical Director. It is a condition of associate membership that Associate Members are willing to have personal details kept on computer files.
- 3.4. Honorary Membership may be conferred by resolution of a General Meeting following nomination by the Committee or two ordinary Full Members.
- 3.5. Full Members enjoy full rights of membership, including; receipt of a Newsletter or any other general mailing to Members; entitlement to attend and vote at General Meetings; entitlement to stand as Officers or serve on the Committee; entitlement to participate in any postal ballot; entitlement to any concessionary rates and prices for the WLO's events and publications; and any other rights of membership which from time to time may be introduced.
- 3.6. Associate Members and Honorary Members enjoy the rights of full membership but with the following important exceptions:
  - 3.6.1. An Associate Member or Honorary Member may not vote at a General Meeting
  - 3.6.2. An Associate Member or Honorary Member may not participate in any postal ballot.
  - 3.6.3. An Associate Member or Honorary Member may not stand as an Officer or serve on the Committee.

## 4. Subscriptions

- 4.1. Annual subscription for Members shall be determined by the Committee and voted on at the Annual General Meeting.
- 4.2. Subscriptions shall be due following the Annual General Meeting. New Members shall pay such proportion of the annual subscription for the full year as the Committee shall from time to time determine. Subscriptions are not refundable.
- 4.3. The annual subscription must be paid on or before 31st December in the year it falls due, or membership ceases.
- 4.4. The Committee may waive all or part of a Member's subscription in special cases. This will not affect the Member's rights.

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## Conduct of Members

- 5.1. Members are expected to attend rehearsals regularly and punctually.
- 5.2. The use of the WLO's name and logo shall not be permitted to be used in any way unconnected with the WLO unless approved by the Committee.
- 5.3. Members shall not use the WLO to promote their own interests except insofar as these further the stated aims of the WLO and have been approved by the committee.
- 5.4. The WLO retains all legal rights over its live performances, recordings, compositions and arrangements whether published or unpublished.
- 5.5. The Committee may terminate the membership of any Member whose conduct is in their view such as to cause injury to the reputation of the WLO, or is against the interests of the membership. A Member whose membership is so terminated may appeal to a General Meeting which may by resolution confirm or quash the Committee's decision.

## 6. Officers and Committee

- 6.1. The management of the WLO shall be carried out by a Committee. The Committee may only consist of Full Members of the WLO. The Committee shall be made up of three Officers and other ordinary Committee Members. The elected Officers of the WLO shall be the Chairman, General Secretary and Treasurer. Each office shall be held by a different Full Member. The Chairman's responsibilities include chairing Committee and General meetings and general oversight of the WLO's management. The General Secretary's responsibilities include ensuring that minutes of General Meetings and Committee decisions are made, membership lists are maintained and correspondence dealt with. The Treasurer's responsibilities include oversight of all the WLO's financial business.
- 6.2. Officers and up to three ordinary Committee members shall be elected annually at Annual General Meetings (see 8.1.3 below) for a period of one year. Candidates for election must submit their nominations in writing before the start of each Annual General Meeting bearing the signatures of the Full Members proposing and seconding the nomination. Contested elections shall be by secret ballot, decided by simple majority. In the event of a tied vote the Chairman shall have the casting vote. Elected Officers and Committee Members take up responsibility at the end of the Annual General Meeting at which they are elected.
- 6.3. The Committee shall have the power to co-opt as many additional members as it feels necessary. If a vacancy occurs for an Officer or Committee member the remaining members of the Committee shall have the power to appoint or co-opt a Member to fill that vacancy until the next Annual General Meeting.
- 6.4. Any Committee Member who leaves the WLO shall immediately cease to be a Member of the Committee.
- 6.5. The Committee may appoint Members, groups of Members, or other individuals who may not necessarily be current Members to fulfill specific responsibilities, such as Musical Director, Leader (in consultation with the Musical Director), Librarian, Publicity, Newsletter Editor, Webmaster, or Membership Secretary. Such appointees may or may not be Committee members. A Member may be appointed to more than one role. Such appointees are responsible to the Committee.
- 6.6. Where the Committee is unable to make a decision by consensus, the decision shall be by majority vote. In the event of a tied vote, the Chairman shall have the casting vote.
- 6.7. The Committee shall meet at least twice each year. The Committee may make decisions by email or other means of communication, provided that the consent of all Committee members to working in this way can be obtained. Minutes of each meeting shall be available to the Members of the WLO.
- 6.8. The quorum for a Committee meeting shall be four Members, including at least one Officer.

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## Finance and Accounts

- 7.1. At the Annual General Meeting the Treasurer shall present such audited accounts for the preceding WLO financial year (1<sup>st</sup> September to 31<sup>st</sup> August) as are in his/her opinion correct for the proper running of the WLO.
- 7.2. Each of the Officers shall have a mandate to sign cheques on behalf of the WLO. The signature of two of these shall be sufficient for a cheque to be valid.
- 7.3. For the Annual General Meeting there shall be appointed an Honorary Auditor whose responsibility will be to audit the WLO's accounts, and to report to the Annual General Meeting. That person shall be unconnected with any of the financial day to day transactions of the WLO, but may be a Member.

## 8. General Meetings

- 8.1. The Annual General Meeting of the WLO shall be held in October or November of each year. The agenda shall be as follows:
  - 8.1.1. Reading and acceptance of, and matters arising from, minutes of the preceding Annual General Meeting and minutes of any General Meeting held since the preceding Annual General Meeting.
  - 8.1.2. Reports of Officers.
  - 8.1.3. Election of Officers and ordinary Committee members (see 6.2 above).
  - 8.1.4. Discussion of and voting upon any resolutions received (see 8.3 below)
  - 8.1.5. Any other business. The chairman shall have discretion over what items are accepted under this heading, which shall in no case substantially affect the management of the WLO.
- 8.2. The Committee shall give at least 21 days notice of the Annual General Meeting, and shall endeavour to ensure that such notice is received by all Members.
- 8.3. Resolutions for inclusion on the agenda of the Annual General Meeting must be given in writing to the General Secretary, bearing the names of Full Members proposing and seconding, at least 14 days before the Annual General Meeting. The General Secretary shall have power to extend this deadline at his/her discretion.
- 8.4. The General Secretary shall publish the agenda for the Annual General Meeting at least 7 days before the meeting.
- 8.5. A Special General Meeting may be called by the Committee, or must be called on receipt of a notice signed by at least 5 Full Members or 15% of the full membership, whichever is the lesser. A Special General Meeting must take place within 60 days after receipt of such request or notice, and shall only deal with the business specified in the request or notice.
- 8.6. At General Meetings the voting shall be confined to Full Members, each of whom shall have one vote. In the case of a tie, the Chairman shall have the casting vote. A simple majority shall be sufficient except for proposals which fall within the provisions of sections 9 or 10.
- 8.7. The quorum for General Meetings shall be 20 Members or 30% of the membership, whichever is the lesser.

## 9. Winding Up

- 9.1. A motion for the winding up of the WLO shall be put at a Special General Meeting of the WLO called for that purpose.
- 9.2. The rule as to a quorum shall not apply to such a meeting.
- 9.3. At such a meeting a majority of three-quarters of the Members present and entitled to vote shall be required.
- 9.4. The assets of the WLO, after the payments of any debts and liabilities, shall be devoted to any purpose or purposes designated by those Members present.

## 10. Alteration and scope of this Constitution

- 10.1. Alterations to this constitution shall be by ballot of Full Members at a General Meeting, and must receive a majority of at least two-thirds of those Full Members voting.
- 10.2. This constitution is a guide to the management of the WLO. It cannot cover all situations which may arise. Those which are not covered should be dealt with in accordance with the spirit of this constitution, and general principles of goodwill and common sense.