

ANDOVER LIGHT ORCHESTRA

CONSTITUTION

CHARTER

1. Andover Light Orchestra (ALO) is an entirely self supporting organisation owned by its membership.

MEMBERSHIP

2. Membership is open to anyone who has sufficient experience. Applications for membership are to be directed to any Committee Member, and membership is at the discretion of the Committee.

COMMITTEE

3. The orchestra is run by a steering committee drawn from its membership. The Committee will be responsible for the day to day running of the orchestra and concert administration. The committee, which is elected at the Annual General Meeting, consists of the following:

Musical Director (Non Voting) – Appointed by the committee

Chairman - Appointed by vote

Secretary – Appointed by vote

Treasurer – Appointed by vote

Leader – Principal Violin

Three other members – Appointed by show of hands

RESPONSIBILITIES

4. The Musical Director is responsible for the orchestral repertoire; programme music is to be discussed in committee.
5. The Chairman is to chair committee meetings and the Annual General Meeting (AGM), and is responsible for introducing the orchestra at its concerts.
6. The Secretary is to carry out secretarial duties on behalf of the orchestra, produce minutes of committee meetings and the AGM and publish and distribute the quarterly schedule of rehearsal dates and subscriptions.
7. The Treasurer is to maintain the Orchestra Accounts, Property Book and Schedule of Attendance. The accounts run from 1 January to 31 December when they are to be closed for audit. The accounts, duly audited, are to be presented at the AGM. There shall be two auditors, agreed by the committee.
8. The Leader deputises for the Musical Director in his absence and tunes the orchestra at rehearsals and performances.

MEETINGS

9. The committee represents the views of the members. It consists of one non-voting and seven voting members. Four voting members shall form a quorum. The committee shall report its business in the form of minutes to the members.
10. The AGM is open to all members of the ALO. The current committee presents its reports, and the subscriptions for the following year are proposed by the current Treasurer, and approved by the meeting. The current committee then stands down and the new committee is elected. On completion of the mandatory business the Chairman is to open the meeting for any other business. Propositions from the floor are to be debated, seconded and a vote taken by a show of hands; a majority vote will secure a proposition.

FINANCE

11. The ALO year consists of four periods of three months; the annual subscription will be proposed by the committee and approved at the AGM.
12. The Treasurer is to pay all invoices received on behalf of the orchestra; no sum exceeding £25.00 may be expended out of the account, other than to settle invoices, without the authority of the committee. All cheques are to be signed by two account holders; the treasurer and another member of the orchestra who has delegated powers of signatory.
13. If a member resigns from the orchestra he or she is not entitled to a share of the orchestra funds; even though he or she may have paid a regular subscription.

DISBANDMENT

14. If circumstances should arise when the orchestra is no longer viable through insufficient players or its running costs cannot be met, the Chairman, having given due notice is to convene an Extraordinary General Meeting. This meeting will decide the future of the ALO. Should it be proposed that the orchestra is no longer viable a ballot is to be held; a majority vote is required to confirm winding up and to initiate the action at Paragraph 15.
15. Should the ALO be wound up its assets, after all bills have been settled, are to be disposed of in accordance with the wishes of the remaining membership.

AMENDMENTS TO THE CONSTITUTION.

16. Amendments to the Andover Light Orchestra Constitution are to be approved at the Annual General Meeting or an Extraordinary Meeting.

Approved by the Chairman of the Committee

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