

# ANDOVER LIGHT ORCHESTRA

## CONSTITUTION

### CHARTER

1. Andover Light Orchestra (ALO), also referred to here as the 'Orchestra', is an entirely self-supporting not-for-profit organisation owned by its membership.

### MEMBERSHIP

2. Membership is open to anyone who has sufficient experience for their role. Applications for membership are to be directed to any Committee Member using the current Membership Form. 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 member) – Appointed by the Committee

**Chairperson** (voting member) – Appointed by a membership vote

**Secretary** (voting member) – Appointed by a membership vote

**Treasurer** (voting member) – Appointed by a membership vote

**Leader** – Principal Violin (voting member) – Appointed by the Committee

Between three and five **other voting members** – Appointed by a membership vote

The role of Chairperson may be shared by two Co-Chairs.

4. One or more Deputy Treasurers may be appointed by the Committee from amongst the Voting Members of the Committee.
5. Members may be Co-opted onto the Committee for a specific function for a limited period of time. Co-opted members are non-voting members.

## RESPONSIBILITIES

6. The **Musical Director** conducts the Orchestra, and is responsible for the Orchestral repertoire; programme music is to be discussed in committee.
7. The **Chairperson** is to chair Committee meetings, the Annual General Meeting (AGM) and any Extraordinary General Meetings, and is responsible for introducing the orchestra at its concerts.
8. The **Secretary** is to carry out secretarial duties on behalf of the Orchestra, including producing Minutes of the Committee, any Extraordinary General Meetings, and the AGM, coordinating the quarterly schedule of rehearsal and other concert dates, and publishing meeting dates in good time.
9. The **Treasurer**, who need not be a playing member of the Orchestra, is to maintain the Orchestra Accounts, List of Fixed Assets and operate the Orchestra Bank and Petty Cash Accounts. If any Deputy Treasurers have been appointed by the Committee they will also be authorised, in the absence of the Treasurer, to operate the Orchestra Bank and Petty Cash Accounts.
10. The **Leader** leads the orchestra, oversees the tuning of the orchestra, and provides the bowing for the upper strings.
11. The **Music Librarian**, who need not be a member of the Committee, will be responsible for maintaining the electronic catalogue of music, and distributing music to members by email, and where necessary in hard copy.
12. All **Orchestra Members** are expected to respect others and adhere to the principles outlined in the documents on Members and Committee Members Responsibilities.

## MEETINGS

13. The Committee serves to represent the views of the members. It consists of one non-voting (the Musical Director), and between seven and nine voting members. Five voting members shall form a quorum: decisions shall be made on the basis of a simple majority. The Committee shall document its business in the form of Minutes.
14. The AGM is open to all members of the ALO, and will normally be held each February/March. The current Committee presents its reports, and the subscriptions for the following year are proposed by the current Treasurer, and presented to the meeting for a vote. The current Committee then stands down and the new Committee is elected. On completion of the mandatory business the Chairperson 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.

15. Unless there are exceptional circumstances, the AGM and any Extraordinary General Meetings shall not be called without giving a minimum of two weeks notice: where possible by both email and by announcement at a rehearsal.

## FINANCE

16. The ALO year consists of four periods of three months; the annual subscription will be proposed by the Committee and if approved at the AGM, collected quarterly.
17. The Treasurer, and any Deputy Treasurer(s), will be authorised to keep Petty Cash and operate the Bank Account on behalf of the Orchestra, keeping any login details for digital banking secure. Subject to the Orchestra having sufficient funds, the Treasurer is to pay all invoices received on behalf of the Orchestra. Other than to settle invoices, no sum exceeding £50.00 may be expended out of Orchestra funds without the authority of the Committee (an email from the Chair(s) confirming the Committee's decision will suffice for this purpose). All cheques are to be signed by two account holders; normally the Treasurer and another member of the orchestra who has delegated powers of signatory.
18. 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 an auditor, agreed by the Committee.
19. 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.

## WEBSITE & SOCIAL MEDIA

20. The Orchestra may have a website and social media presence to promote its activities. Website content will be overseen by the Committee and managed by members of the Orchestra with appropriate skills. Members who post to any Orchestra Social Media Accounts shall be respectful of others and the Orchestra.

## CONCERTS

21. From time to time the Orchestra may promote and give concerts to raise funds for the Orchestra itself, and/or charitable purposes, for which a reasonable entry fee may be charged. Where required, appropriate payment shall be made to cover any royalties due from any public performance.

## DISBANDMENT

22. If circumstances should arise when the Orchestra is no longer viable through insufficient players or its running costs cannot be met, the Chairperson, 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 23.
23. Should the ALO be wound up, its assets, after all liabilities have been settled, are to be disposed of in accordance with the wishes of the remaining membership.

## AMENDMENTS TO THE CONSTITUTION

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

Signed by the Co-Chairs of the ALO Committee following approval at the Annual General Meeting of the Andover Light Orchestra on 12 March 2026.

Signed by: K Hughes & Katy Warren

Date: 12 March 2026