

# **ENFIELD AND DISTRICT ORGANISTS' ASSOCIATION (EDOA) CONSTITUTION**

## **1 TITLE AND AFFILIATION**

The Association shall be known as "ENFIELD AND DISTRICT ORGANISTS' ASSOCIATION" (hereafter 'The Association') and as such it will be affiliated to the Incorporated Association of Organists (IAO).

## **2 OBJECTS**

- 2.1 The objects of the Association shall be
  - a) to bring together organists and those interested in the organ and its music
  - b) to advance the education of its members in the art of music, with special reference to organ music and associated repertoires
  - c) to encourage the public in the understanding and enjoyment of such music.
- 2.2 To facilitate the achievement of such objects, the Association may arrange and present lectures, debates, discussions and other events on relevant subjects, and organise visits, recitals, choral festivals etc., and encourage fellowship and mutual help among its members.
- 2.3 The Association may also do such other lawful things as are necessary or desirable for the attainment of its objectives.

## **3 MEMBERSHIP**

- 3.1 Membership shall be open to all those who support the objects of the Association.
- 3.2 Membership application must be made on the application form available on the website, or on request by post, and must be accompanied by the appropriate subscription.
- 3.3 The Committee may open the proceedings of certain events to guests and non-members. A charge may be made for these events.

## **4 SUBSCRIPTIONS**

- 4.1 Each member shall pay a minimum annual subscription for the calendar year which shall become due immediately after the Annual General Meeting (AGM).
- 4.2 For persons joining in September or later, the first subscription will last until 31 December of the following year.
- 4.3 Persons who are full-time students may pay a reduced rate until full-time studies cease.

- 4.4 All subscriptions shall be determined at the AGM after a recommendation by the committee.
- 4.5 Any member who has not paid his or her subscription within six months of its becoming due shall be considered to be in arrears and notice of default shall be sent to that member by the Secretary. If the arrears have not then been cleared within 21 days, he/she shall cease to be a member of the Association unless the delay in payment can be accounted for to the satisfaction of the Committee.

## **5 COMMITTEE**

- 5.1 The Association shall be managed by a committee comprising the honorary officers and up to six elected ordinary members. The honorary officers shall be as follows: (1) the President, who will normally chair the committee; (2) the Secretary ; (3) the Treasurer.
- 5.2 Committee meetings shall be notified by the Secretary giving not less than 14 days' notice in writing to its members.
- 5.3 At least four committee meetings are to be held in any one year and a quorum shall be formed by not fewer than five of the committee, this number to include at least one officer.
- 5.4 In the absence of the President, the committee members present shall elect a temporary chairperson for that meeting.
- 5.5 Any vacancy occurring during the course of the year may be filled by the Committee co-opting another member of the Association to act until the next Annual General Meeting (AGM).
- 5.6 The committee may appoint sub-committees to undertake specific tasks as it sees fit.
- 5.7 Minutes are to be taken at all Committee meetings, and circulated to its members as soon as is practicable after the meeting.

## **6 THE ANNUAL GENERAL MEETING (AGM)**

- 6.1 The Annual General Meeting shall be held not later than 31 March each year. All members shall be notified in writing of its time and place, at least 21 days in advance.
- 6.2 Any member who wishes to have a matter discussed or decided by resolution must inform the secretary in writing at least 14 days before the meeting.
- 6.3 The AGM shall be chaired by the retiring President, or if he/she is absent, another Officer shall be elected to take the Chair.
- 6.4 The business of the AGM shall be as follows:- 1) to approve the statement of accounts for the previous year; 2) to review, by means of brief reports

from its officers, the achievements of the past year; 3) to elect the Honorary Officers; 4) to elect the Ordinary Committee Members; 5) to elect the Independent Examiner; 6) to transact any business, or to decide on any resolution, provided that due notice has been given in accordance with Section 6.2; 7) to outline to the membership details of future events.

- 6.5 Minutes are to be taken at the AGM and approved at the following AGM. They may be posted in advance on the Association's website.

## **7 ELECTIONS**

- 7.1 Nominations for Honorary Officers and Committee members must be proposed and seconded and presented at the AGM for election.
- 7.2 All officers shall be elected for a term of one year and are eligible for re-election.
- 7.3 All ordinary Committee members are elected for a term of two years and may stand for re-election. If re-elected, they must then stand down for one year after the second period of service before standing for election again.

## **8 FINANCE AND EXPENDITURE**

- 8.1 The financial year shall end on the 31 December.
- 8.2 Authorised signatories for cheques drawn on the Association's accounts shall be the President, the Treasurer and the Secretary, any two of whom must sign.
- 8.3 The income of the Association shall be directed solely towards the aims and purposes as set out in Section 2 of this Constitution.
- 8.4 The Treasurer shall keep proper accounts of the finances of the Association.
- 8.5 The accounts shall be examined at least once a year by the Independent Examiner appointed at the A.G.M.
- 8.6 The accounts shall be submitted by the Treasurer at the A.G.M.

## **9 MEMBERS' CONTACT DETAILS**

Every member shall be responsible for notifying his or her contact details or change of address to the Secretary who shall keep a register of names and addresses of the membership. This register will be compiled, maintained and used in accordance with the requirements of current data protection law.

## **10 EXTRAORDINARY GENERAL MEETING (EGM)**

An EGM may be called by not fewer than half the membership or two-thirds of the Committee for a specified purpose, and at least 14 days clear notice shall be given to all members.

## **11 RULES**

- 11.1 Any alteration to the Constitution may only be made with the consent of not less than two-thirds of the current membership of the Association, being either present or represented and voting at a meeting specially called for the purpose, PROVIDED THAT notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. At least 14 clear days notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent to each member of the Association,
- 11.2 The Committee shall be the sole authority for the interpretation of these rules, which may not be added to or amended in any way except by resolution at a specially convened meeting.
- 11.3 All previous rules are hereby rescinded.

## **12 DISSOLUTION**

- 12.1 If the Committee decides it is advisable or necessary to dissolve the Association, it shall call an Extraordinary General Meeting and dissolution shall be by not less than two-thirds majority.
- 12.2 If, upon winding up or dissolution of the Association, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to nor distributed among the members of the Association, but shall be given or transferred to some other organization having objects similar to the objects of the Association.