



THE SOCIETY OF RECORDER PLAYERS

Registered Charity Nos. 282751/SC038422

NOTES FOR GUIDANCE OF BRANCH OFFICIALS

4 December 2009

Officers

The names and addresses of the Chairman, Secretary, Membership Secretary, Treasurer and other office holders of the Society are given at www.srp.org.uk/officers/officers.php.

Subscription rates

Current subscription rates can be found at <http://www.srp.org.uk/aboutsrp/about.php>.

Membership Returns

The Society's financial year runs from 1 September, and subscriptions become payable from that date. They should be collected by the Branch and sent to the Membership Secretary with a list of the names, postal and e-mail addresses and telephone numbers of paid-up Branch members. Cheques should be made payable to the *Society of Recorder Players*. Membership returns should be sent as tables or spreadsheets in the format specified from time to time by the Membership Secretary, but if that is not possible then any format that conveys the data clearly is acceptable. Each Branch should aim to send subscriptions and a membership return by the end of October to enable mailing lists for *The Recorder Magazine* to be updated in good time. If necessary any further subscriptions and an updated return should be sent by the end of December. The membership of any existing member who has not rejoined by the end of December will be treated as lapsed. Details and subscriptions of members joining or rejoining after December should be sent to the Membership Secretary as soon as possible.

Members' changes of address

These should be notified promptly to the Membership Secretary to allow the mailing lists to be updated.

Membership Cards

A supply of membership cards is available at the Annual Conference or can be obtained from the Membership Secretary. One side is blank so that Branches may, if they wish, print on it dates of meetings, amount of Branch subscription, etc.

Magazine

The Recorder Magazine is published quarterly in Spring, Summer, Autumn and Winter (usually March, June, September and December) and will be sent by post direct to all members. Subscriptions received by the Membership Secretary by 30 November are eligible for four issues commencing with the March issue. Members whose subscriptions are received at other times will receive four copies commencing with the next appropriate issue.

Branch News

Four pages in *The Recorder Magazine* are reserved for use of the Society and carry notes of Branch activities. Contributions of 100-200 words should be sent to reach the SRP News Editor by the 1st of January, April, July and October. The magazine circulates to a wide readership outside the Society

and can be a powerful recruiting medium. The impression that these readers have of the Society, and the likelihood of them becoming members, depends on the quality of the Society's pages. The member with the liveliest pen should be given the task of writing them. Contributions should, if possible, be sent by email (with attachments as plain text files) to news@srp.org.uk. If you wish to submit a photograph, please consult the SRP News Editor before sending (Tel. 020 8553 5940).

Checklist of Courses

Organisers of future courses, playing days and other such events who wish details to be included in *The Recorder Magazine*, should send details to the Secretary by the 1st of January, April, July and October. Please consult a back copy of *The Recorder Magazine* for what information should be sent. There is *no* need to resubmit details for multiple entries.

Visiting Conductors

Before confirming a visit from a conductor chosen from the Society's Panel of Visiting Conductors (a list is supplied to all Branch Secretaries, but further supplies are available from the Secretary) an authorisation letter and expenses claim form *must* be obtained from the Society's Secretary. The Secretary has the right to suggest alternative arrangements if a substantial saving can thereby be effected but authorisation is not normally withheld. Travelling expenses for one annual visit of a conductor will be paid from Central Funds. This privilege, however, is not available to Branches whose membership falls below 12, and it may be withheld from Branches which fail to consult the Secretary. Arrangements should be negotiated by the Branch directly with the conductor. The conductor will claim his/her travelling expenses from the Branch which should seek reimbursement from the Society's Treasurer. Visiting conductors, and tutors undertaking SRP Workshops, may claim from the Society up to £50.00 per night for bed and breakfast for a maximum of two nights, where such accommodation is necessary and reasonable. Branches continue to be responsible for evening meal costs. The Branch is responsible for conductors' fees in respect of workshops or any services beyond half a day's conducting.

Annual Conference

Branches may send one representative to the Annual Conference. The cost of overnight accommodation (above the first £30.00) and travelling expenses are provided by the Society so long as the Branch maintains a membership of 12 or more.

Charitable Status

The Society is a registered educational charity and this status applies to all its Branches. Any income which a Branch receives (e.g., bank interest) is therefore exempt from tax. All documentation, cheques, receipts, letterheads, etc., must carry the wording 'Registered Charity Nos. 282751/SC038422.' To achieve charitable status, however, the Society has had to adopt Rules acceptable to the Charity Commissioners of England and Wales and the Office of the Scottish Charity Regulator. Two of these in particular bear on the conduct of Branches. First, all Branches must adopt the specimen Branch Rules set out as an Appendix to the Society's Rules (copies available from the Secretary or from the web site www.srp.org.uk/documents) although Branches may amend or add to the specimen Rules to suit local circumstances; such amendments or additions can come into effect only when approved by the Committee of the Society. Second, applicants for membership of a Branch must undertake to abide by the Rules of the Branch and of the Society. The Membership Secretary will on request send a supply of application forms containing the requisite words.

Gift Aid

The Society has been granted Gift Aid status by Her Majesty's Revenue and Customs. Members who pay an amount of Income Tax and/or Capital Gains Tax of at least the amount of the subscription and any additional donations may give the Society a Gift Aid declaration. The Society can then claim the equivalent amount from Her Majesty's Revenue and Customs.

The Society, centrally, will claim the tax back on that part of the Subscription paid to central funds. Branches may claim Gift Aid on Branch subscriptions and donations if they so wish. Advice on claiming Gift Aid can be obtained from the Chairman.

Donations to the Walter Bergmann Fund and the National Youth Recorder Orchestras are also eligible for Gift Aid.

Copies of all Gift Aid declarations benefitting the Society must be submitted to the Chairman each year.

Insurance

The Society has arranged liability insurance for the Society centrally. This covers all activities of the Society organised centrally or by Branches. A summary of cover is available from the Secretary if required by any third party.

The Society has arranged an insurance policy to cover loss of or damage to musical instruments owned by the Society and/or Branches. Instruments can be added to the Policy as and when required. Initial requests for cover should be made in writing to the Chairman. The Policy has now been extended to include loss of or damage to the sheet music libraries held by Branches. There is a limit of £500 on music at any one Branch/location.

All the Society's insurance policies are renewable on September 1 to fall in line with the Society's financial year.

New Branches

The Society will consider for registration as a Branch any group which has at least twelve persons who are prepared to become paid-up members of the Society. If contemplating the formation of a Branch, ask the Secretary to send you *Guidelines for the Formation of Branches*.

Bob Whitmarsh
Hon Sec, Society of Recorder Players

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