

**THE SOCIETY OF  
RECORDER PLAYERS**

Registered Charity No.282751, SC038422

**R U L E S**

**2011**



# THE SOCIETY OF RECORDER PLAYERS

## 1 NAME

The name of the Society shall be “The Society of Recorder Players.”

## 2 OBJECTS

**2.1** The Society is established for charitable purposes only. Throughout these Rules, “charitable” means charitable in accordance with the law of England and Wales provided that it will not include any purpose which is not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005. For the avoidance of doubt, the system of law governing the constitution of the charity is the law of England and Wales.

**2.2** The object of the Society shall be the education of the public in the study, practice and appreciation of the art of music and the allied arts and in particular (without prejudice to the generality of the foregoing) the promotion of the education of the public in the study, practice and appreciation of the recorder and its repertoire and in pursuance of the foregoing object and within the limits permissible to charity the Society may (*inter alia* and not so as in any way to limit its powers hereunder)

**2.2.1** sponsor or promote or join in sponsoring or promoting concerts demonstrations lectures discussions seminars classes courses meetings broadcasts recordings and events of an allied nature

**2.2.2** provide facilities for rehearsals and performances and for the teaching of the recorder

**2.2.3** commission or arrange for the commissioning of musical works employing the recorder

**2.2.4** acquire and make available for study and reference purposes a library of music for recorder and of recordings of the instrument and its players

**2.2.5** print publish and distribute to members and others (or join with others to print publish and so distribute) books booklets pamphlets leaflets periodicals music and recordings and otherwise disseminate information relating to the recorder and its music

**2.2.6** organise and conduct examinations or competitions for recorder players (whether or not members of the Society) and award certificates and prizes to candidates in any of such examinations or competitions.

**2.3** The Society may establish branches in any part of the United Kingdom of Great Britain and Northern Ireland the Channel Islands the Isle of Man and the Republic of Ireland or elsewhere in the world which shall operate in accordance with the provisions contained in the Appendix annexed hereto.

### **3 MEMBERSHIP**

**3.1** For individuals there shall be two classes of ordinary members namely Branch Members and Country and Overseas Members and one class of temporary member

**3.2 3.2.1** Any person who on application to the Secretary of a Branch undertakes to abide by the rules of the Society and the rules of that Branch shall be eligible to be a Branch Member and any person who on application to the Country and Overseas Secretary of the Society undertakes to abide by the rules of the Society shall be eligible to be a Country and Overseas Member

**3.2.2** Any person attending any meeting of or organised by a Branch and not being an ordinary member shall be a temporary member while so attending

**3.3** All ordinary members shall pay an annual subscription to the Central Fund of the Society of an amount to be determined from time to time by the Annual Conference of the Society.

**3.4** All subscriptions to the Central Fund shall be due and payable by ordinary members on 1st September in each year. The subscriptions of Branch Members to the Central Fund shall be collected by Branch Treasurers and remitted on their behalf to the Membership Secretary.

**3.5 3.5.1** Any ordinary member of the Society may at any time resign his/her membership of the Society by notice in writing to the Secretary of the Branch of which s/he is a member and s/he shall thereupon automatically cease to be a member of the Society and of the Branch in question.

**3.5.2** Any Country and Overseas Member of the Society may at any time resign his/her membership of the Society by notice in writing to the Country and Overseas Secretary and s/he shall thereupon automatically cease to be a member of the Society and of the Country and Overseas Branch.

**3.6** Any ordinary member whose subscription is not paid within three months from 1st September in any year shall be deemed to have resigned from the Society but may be reinstated by the Committee at its discretion provided that such subscription has been paid.

**3.7** The Committee may at any time for good and sufficient reason by resolution refuse to renew the membership of any ordinary member if it reasonably considers that such membership is not or may not be in the interests of the Society or is or may be damaging to the reputation of the Society. The Committee may at any time by resolution terminate the membership of any ordinary member for any reason which would enable it to refuse to renew membership. No such resolution as aforesaid shall be passed until the individual concerned shall have been given the opportunity to state his/her case to the Committee orally or in writing to renew or continue

his/her membership. Any such resolution shall have immediate effect but may be rescinded by the Society in Conference.

**3.8** An ordinary member who resigns or is deemed to have resigned or whose membership of the Society is terminated shall have no right to a refund of any part of his/her subscription.

**3.9** No member of the Committee shall be appointed to any office of the Society paid by salary or fees or that receives any remuneration or other benefit in money or money's worth provided that nothing herein contained shall prevent the payment of reasonable out of pocket expenses incurred in the administration of the Society and provided further that any such member for the time being hereof being a solicitor or other person engaged in any profession shall be entitled to charge and be paid all usual professional or other charges for work done by him/her or his/her firm when instructed by the other members of the Committee so to act in that capacity on behalf of the Society.

**3.10** There shall be one class of Corporate Membership open to any business ("corporate body") associated with the Recorder on application to the Society. Corporate Members shall be entitled to such rights and privileges and shall pay such annual subscriptions as the Committee shall from time to time determine

**3.11** Any reference in these Rules to members of the Society shall refer only to ordinary members unless otherwise specified.

#### **4 OFFICERS AND MANAGEMENT**

**4.1** The Officers of the Society shall be

**4.1.1** the Chairman

**4.1.2** the Secretary

**4.1.3** the Treasurer

**4.1.4** the Membership Secretary

**4.1.5** the Country and Overseas Secretary

**4.2** The Officers and other Committee members shall be Trustees of the Society for the purposes required by law.

**4.3** The Chairman shall preside at all Committee meetings and at Conferences of the Society.

**4.4** The Secretary shall keep minutes of all business transacted at Conferences and at meetings of the Committee and shall give all notices required to be given under these rules.

**4.5** The Treasurer shall prepare a statement of the income and expenditure of the Central Fund up to the 31st day of August in each year and a balance sheet of the Central Fund's assets and liabilities as at 31st August in each year. The accounts of the Society shall be presented by the Treasurer to the

Committee at its first meeting after that date. S/he shall present the same to the next Annual Conference of the Society

**4.6** The Membership Secretary shall keep a register of members and all subscriptions to the Central Fund of the Society received by him/her shall be remitted to the Treasurer.

**4.7** The Country and Overseas Secretary shall attend to correspondence with Country and Overseas members and shall represent the interests of Country and Overseas Members within the Society. The Country and Overseas Secretary shall be the point of contact in the Society with all existing and potential Groups, which are not affiliated to a Branch, and Corporate Members.

**4.8** The Committee shall consist of:

**4.8.1** the Officers; and

**4.8.2** the Training Co-ordinator; and

**4.8.3** the Competition Administrator; and

**4.8.4** the Chairman of the National Youth Recorder Orchestra Sub-Committee; and

**4.8.5** the Chairman of the Walter Bergmann Fund Sub-Committee.

**4.8.6** not less than two nor more than four of the Musical Advisers; and

**4.8.7** not less than five nor more than seven other members of the Society;

Seven persons present shall form a quorum of the Committee.

**4.9** The Committee shall conduct the general management of the Society subject to these rules and to any resolutions passed from time to time by the Annual Conference.

**4.10** The Committee shall have power to create and thereafter abolish such sub-committees as it shall from time to time deem necessary. The Committee shall define the powers, duties and functions of such sub-committees and shall have power to vary the same. Any sub-committee shall consist of at least one member of the Committee and such members of the Society and other persons as the Committee shall appoint. All appointments shall be for a period not exceeding three years, after which a member of a sub-committee shall be eligible for re-appointment.

**4.11** The Committee shall have power to delegate to working parties consisting of one or more of its members such powers duties and functions of a time-limited and non-recurring nature as it thinks fit and shall define in each case and such working parties shall have the power to co-opt either members or non-members of the Society to assist them in their deliberations.

**4.12** In the absence of the Chairman the Committee shall elect one of its members to be the chairman of the meeting.

**4.13** Every Committee member present at a Committee meeting shall have one vote; a resolution to terminate or to refuse to renew the membership of a member of the Society shall require the vote of at least three quarters of those present and voting; other resolutions of the Committee shall require a simple majority of those present and voting and in the case of an equality of votes the chairman of the meeting shall have the casting vote.

**4.14** A resolution in writing signed by all members of the Committee shall be considered as valid as if it had been duly passed at a duly convened meeting of the Committee.

**4.15** Any member of the Committee who is absent from three consecutive meetings without reasonable excuse may be removed by a resolution of the Committee and may not vote on any resolution to expel him/her. The Committee shall have the power to fill the vacancy thus created.

**4.16** Members of the Committee shall be entitled to be repaid their reasonable travelling and accommodation expenses for attendance at Committee meetings.

**4.17** The accidental omission to give notice of a meeting of the Committee to or the non-receipt of a notice by any member of the Committee shall not invalidate the proceedings at that meeting.

## **5 ELECTION OF PRESIDENT, VICE-PRESIDENTS, MUSICAL ADVISERS, OFFICERS, HONORARY LIFE MEMBERS, COMMITTEE AND AUDITOR**

**5.1** The Society shall have a President and not more than twelve Vice-Presidents.

**5.2** The President shall be nominated by the Committee and shall take office when such nomination is endorsed by a resolution of the Society duly passed at an Annual Conference. The President for the time being of the Society may be removed by a resolution of the Annual Conference at any time.

**5.3** Vice-Presidents shall be nominated by the Committee and shall take office when their nomination is endorsed by a resolution duly passed at an Annual Conference. A Vice-President may be removed by a resolution of the Annual Conference at any time.

**5.4** Musical Advisers shall be nominated by the Committee and shall take office when their nomination is endorsed by a resolution duly passed at an Annual Conference. A Musical Adviser may be removed by a resolution of the Annual Conference at any time.

**5.5** The Musical Advisers shall be responsible for advising and assisting the Committee as to the musical affairs of the Society and its Branches and members on musical matters.

**5.6** In addition to the classes of membership referred to in rule 3.1 the Society may appoint Honorary Life Members who shall be persons who have

given distinguished service to the Society. Honorary Life Members shall be nominated by the Committee and the appointment shall have effect when the nomination is endorsed by a resolution duly passed at an Annual Conference.

**5.7** Candidates, who are members of the Society, for the Offices of Chairman, Secretary, Treasurer, Membership Secretary and Country and Overseas Secretary and for other named offices shall be duly nominated as hereinafter provided and elections for such offices shall be held at *every* Annual Conference of the Society. Where there is more than one nomination for any office, election shall be by secret ballot amongst those eligible to vote at the Annual Conference. Such Officers or other holders of named offices shall hold office until the end of the next Annual Conference of the Society or until previous retirement but shall then be eligible for re-election.

**5.8** Musical Advisers shall be appointed to and retire from the Committee by rotation on such basis as the Committee shall from time to time resolve.

**5.9** The other members of the Committee shall be elected at an Annual Conference of the Society from members nominated as hereinafter provided. Where the number of nominations exceeds the number of vacancies on the Committee the election of Committee members shall be by secret ballot amongst those eligible to vote at the Annual Conference.

**5.10** One Musical Adviser and two members of the Committee (not being Officers or holders of named offices) shall retire annually by rotation. Those to retire shall be whoever has served longest since their election, last re-election or last appointment to the Committee. Retiring members of the Committee, having served a maximum of two consecutive three-year terms, shall not be eligible for re-election as Committee members for a period of one year thereafter although they may be elected to any vacant office of the Society in accordance with rule 5.7.

**5.11** Candidates for the offices and Committee shall be proposed and seconded by any two members of the Society and the nominations must be sent in writing to the Secretary accompanied by confirmation of the consent of the candidates and a completed Charity Trustee Disclaimer form not less than four weeks before the Annual Conference.

**5.12** In the event of any casual vacancy occurring on the Committee (and whether or not one of the offices) the Committee shall have the power to co-opt a member of the Society (and whether or not a member of the Committee) to fill the vacancy. Such co-opted member shall have the same rights powers and duties that were held by the person whose position s/he was co-opted to replace. S/he shall automatically retire on the date of the next Annual Conference, but shall then be eligible for election subject to being duly nominated in accordance with these rules.

**5.13** The Committee may create new offices for any specific purpose judged to be desirable or necessary to further the aims of the Society and may co-opt any member to act in that capacity in accordance with rule 5.12. The creation of such office shall be subject to ratification by a resolution duly passed at the next Annual Conference of the Society and thenceforth election to that office shall be effected in accordance with these rules.

**5.14** Any Officer, holder of a named office or member of the Committee who resigns from the Society or whose membership of the Society is terminated shall forthwith cease to hold office or Committee membership.

**5.15** An auditor shall be elected at *each* Annual Conference and shall serve until the next Annual Conference, when s/he shall be eligible for re-election.

**5.16** The Training Co-ordinator shall be nominated by the Committee and shall take office when the nomination is endorsed by a Resolution duly passed at an Annual Conference. The Training Co-ordinator shall, subject to the directions of the Committee, be responsible for organising training and instruction for Branches and Members of the Society and such others as the Committee shall from time to time determine. The Training Co-ordinator may be removed by a Resolution of the Annual Conference at any time.

**5.17** The SRP News Editor shall be nominated by the Committee and shall take office when the nomination is endorsed by a resolution duly passed at an Annual Conference. The SRP News Editor shall undertake such duties in relation to the collection and publication of news and information relating to the Society and its Branches as the Committee shall from time to time determine. The SRP News Editor may be removed by a resolution of the Annual Conference at any time.

**5.18** The Competition Administrator shall be nominated by the Committee and shall take office when the nomination is endorsed by a resolution duly passed at an Annual Conference. The Competition Administrator shall, subject to the direction of the Committee, be responsible for organising any competition held by or on behalf of the Society whether or not in conjunction with another person or body. The Competition Administrator may be removed by a resolution of the Annual Conference at any time.

**5.19** The Chairman of the NYRO Sub-Committee shall be nominated by the Committee and shall take office when the nomination is endorsed by a Resolution passed at an Annual Conference. The Chairman of the NYRO Sub-Committee may be removed by Resolution of the Annual Conference at any time.

**5.20** The Chairman of the Walter Bergmann Fund Sub-Committee shall be nominated by the Committee and shall take office when the nomination is endorsed by a resolution duly passed at an Annual Conference. The Chairman

of the Walter Bergmann Fund Sub-Committee may be removed by a resolution of the Annual Conference at any time.

## **6 FINANCE**

**6.1** The Committee shall maintain such banking account or accounts as it thinks fit. All sums of cash belonging to or paid to the Society other than required to maintain a float shall be paid without undue delay into the appropriate account. All payments from the Society's current accounts shall be made by such persons being not less than two in number and in a manner as the Committee shall from time to time authorise.

**6.2** The financial year of the Society shall end on the 31st of August in each year.

**6.3** All proper costs charges and expenses of and incidental to the management of the Society shall first be defrayed out of the income of the Society.

**6.4** Subject to the payments aforesaid the Committee shall as and when it thinks fit (but subject to any special trusts attached to any part of the funds of the Society) apply or cause to be applied the whole or any part or parts of the capital and income of the assets of the Society in furtherance of the objects referred to in rule 2 hereof.

**6.5** The funds of the Society may be invested in the purchase of or at interest upon the security of such stocks funds shares securities or other investments or property of whatsoever nature and wheresoever and whether involving liability or not upon such personal credit with or without security as the Committee shall in its absolute discretion think fit to the intent that the Committee shall have the same full and unrestricted power of investing and transposing investments in all respects as if it were absolutely entitled thereto beneficially.

**6.6** The Committee may from time to time appoint and may determine the appointment of a custodian trustee or a trust corporation or not less than three persons to act as trustees for the purpose of holding all or any part of the property or funds of the Society and in the case of such custodian trustee or trust corporation such appointment shall be upon such terms as to remuneration and otherwise as the Committee shall in its absolute discretion from time to time think fit.

## **7 ANNUAL AND EXTRAORDINARY CONFERENCES**

**7.1** The Annual Conference of the Society shall be held once in each calendar year. Annual Conference is open to all members of the Society. The business of the Conference shall be

- 7.1.1** to receive the Annual Report and audited accounts of the Central Fund
- 7.1.2** to elect the Officers, holders of other named offices and Committee
- 7.1.3** to consider any resolution which may be submitted to the Conference
- 7.1.4** to deal with any other matters relating to the business of the Society
- 7.2** The Committee shall have the power to call an Extraordinary Conference to which the same powers and rights of attendance of an Annual Conference shall apply and must call such an Extraordinary Conference upon the requisition at any time of no less than twenty five per cent of the members of the Society.
- 7.3** The Committee shall determine the date of all Conferences and not less than eight weeks notice thereof shall be given to all members of the Society. Notice to the Secretary of a Branch, in writing, shall be deemed to be notice to all members of that Branch. Due notice of the Annual Conference shall also be published in any periodical bulletin that may at the time be in issue by the Society and on the Society's web site and shall be deemed to be due notice to all Country and Overseas Members. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate any of the proceedings of the Conference.
- 7.4** The Chairman of the Committee shall preside as Chairman of the Conference. In the absence of the Chairman the Conference shall choose one of the members of the Society to be chairman of the Conference.
- 7.5** Resolutions at Conferences may be moved by the Committee or by any Branch but in the latter case the Branch shall give notice thereof in writing to the Secretary at least four weeks before the Conference. The Chairman may, at his/her discretion, accept a resolution moved without such notice.
- 7.6** The Officers, holders of other named offices, Musical Advisers, , each other Committee member and one Delegate, being a member of the Society, from each Branch shall be entitled to vote at any Conference, and (subject to rule 9.1.2) to have their reasonable travelling expenses repaid from the Central Fund. In the event of an equality of votes for and against any resolution, the Chairman of the Conference shall have the casting vote.
- 7.7** The President and Vice-Presidents shall be entitled to be present and to speak at any Conference but shall not be entitled to vote.
- 7.8** A resolution at any Conference to alter the subscription to the Central Fund to alter or revoke any of these rules or to dissolve the Society shall be passed by a three-quarters majority. All other resolutions shall be carried by a simple majority.

**7.9** A resolution shall be decided on a show of hands by those present and eligible to vote unless a secret ballot is demanded by the Chairman, by a Branch Delegate, by the Country and Overseas Secretary or by at least a majority of those present and eligible to vote and such demand may be made either before or after a show of hands. On a secret ballot each Committee member, Musical Adviser and Branch Delegate present shall be entitled to one vote.

**7.10** Each Branch Delegate shall cast his/her vote or votes in what seems to him/her personally to be in the best interests of the Society and shall not be bound by any resolution of the Branch s/he represents or the views of any of the members of such Branch.

**7.11** Any Branch unable to send a Delegate to the Annual Conference shall be entitled to claim a postal vote on the election of Officers, holders of named offices and Committee Members only. A request for a postal vote must be received by the Secretary in writing not less than three weeks before the Annual Conference. The Secretary shall send to the Branch a postal vote form and list of nominations received for any vacancy for which a vote is required. The Branch shall return the postal vote form duly signed by the Branch Secretary or other authorised officer to be received by the Secretary not later than three days before the Annual Conference. Any postal vote so received shall be treated as though the Branch Delegate had attended the Annual Conference and voted in person.

## **8 PANEL OF VISITING CONDUCTORS**

The Committee shall from time to time prepare and distribute to Branches a list of visiting conductors. This panel shall consist of such persons as the Committee shall consider to be duly qualified and who shall have previously notified to the Committee their willingness to serve on it.

## **9 PRIVILEGES**

**9.1** A Branch of the Society shall be entitled

**9.1.1** To receive one visit in each year commencing on 1st September from a member of the panel of visiting conductors (referred to in Rule 8) chosen by the Branch, but subject always to the consent of that member and to the consent (which shall not be unreasonably withheld) of the Committee. The travelling expenses of such member shall be paid from the Central Fund, but the Branch concerned shall provide hospitality including accommodation if required for such member

**9.1.2** To send one Delegate to the Society's Annual Conference. The Delegate's reasonable travelling expenses above a sum as shall from time

to time be determined by Conference shall be paid from the Central Fund.

**9.2** Members and Branches shall be entitled to such other privileges as may from time to time be determined by the Committee or by the Annual Conference.

**9.3** At any time during which the number of members of a Branch is below twelve that Branch shall not be entitled to the privileges referred to in paragraphs 9.1.1 and 9.1.2 of this rule.

## **10 BRANCHES**

**10.1** Every Branch of the Society shall adopt the specimen rules set out in the Appendix hereto. The Branch shall have the right to determine the amount of the Branch subscription from time to time and to make such further rules as it thinks fit and which shall not be inconsistent with such specimen rules. Any such further rules however shall not come into effect unless and until the same have been ratified by the Committee of the Society.

**10.2** A copy of the accounts of each Branch after they have been approved by independent examination shall be sent to the Treasurer of the Society no later than the 30th day of November in each year for incorporation into the full accounts. An independent examination means an external review carried out by an independent person with the requisite ability and practical experience to carry out a competent examination.

**10.3** The Society will not be responsible for any debt incurred by a Branch unless the Committee of the Society has previously sanctioned it, and no Branch will represent that the Society is liable for any of its debts.

**10.4** Any body of recorder players numbering six persons or more may apply to the Committee to be recognised as a Branch of the Society. The Committee may recognise such a Branch subject always to ratification by the next Conference.

**10.5** A Branch may be dissolved by resolution of a Conference.

## **11 AMENDMENT**

These rules may be altered or revoked and new rules may be altered or revoked by a resolution put to a Conference in accordance with rule 7.5 and passed in accordance with rule 7.8 provided that no alteration to or revocation of rules 1, 2, 11 or 12 shall be made unless the consent of the Charity Commissioners of England and Wales and the Office of the Scottish Charity Regulator or other authority having charitable jurisdiction shall first have been obtained and provided also that no alteration shall be made which would have the effect of the Society ceasing to be established for exclusively charitable purposes.

## **12 PROVISION FOR THE DISSOLUTION OF THE SOCIETY OR A BRANCH**

**12.1** The Society may be dissolved by a resolution duly passed at a Conference of the Society. Any assets remaining in the hands of the Society after payment of all debts and liabilities including any funds remaining in the Central Fund of the Society shall not be paid to or distributed among members but shall be given to such other charitable institution or institutions having objects similar to some or all of the objects of the Society as the Committee may, with the consent of the Charity Commissioners of England and Wales and the Office of the Scottish Charity Regulator or other authority having charitable jurisdiction, determine.

**12.2** On the dissolution of a Branch any assets remaining after payment of all debts and liabilities shall be transferred to the Central Fund of the Society.

## **13 AFFILIATION OF OVERSEAS SOCIETIES**

Overseas Societies of Recorder Players may be affiliated to the Society without fee. Members of such affiliated Societies visiting the United Kingdom or Ireland may attend the meetings of any Branch of the Society.

## **14 AFFILIATION TO THE SOCIETY**

**14.1** Recorder groups in schools, Colleges of Education and other institutions may affiliate themselves to Branches in cases where the Branch Committee is willing to accept affiliation. Such groups shall pay an annual basic affiliation fee equal to two Central Fund subscriptions together with an additional sum to be determined by the Branch to which the group is affiliated. The basic affiliation fee will be sent to the Membership Secretary of the Society and the additional sum will be retained by the Branch.

**14.2** Affiliated groups may attend Branch meetings in numbers to be agreed with the Committee of the Branch concerned.

**14.3** Affiliated groups shall be entitled to receive two copies of the magazine or bulletin which may be in issue which shall be sent to the leader, secretary or other person who registered the affiliated group.

**14.4** Affiliated groups may be granted the occasional visit of a conductor from the Society's Panel of Visiting Conductors who will attend at the school or institution concerned to conduct a meeting there.

**14.5** Recorder orchestras may affiliate themselves to the Society with the agreement of the Committee. Such orchestras shall pay an annual basic affiliation fee equal to two Central Fund subscriptions. The basic affiliation fee will be sent to the Membership Secretary of the Society.

**14.6** Corporate bodies may affiliate themselves to the Society with the agreement of the Committee. Such bodies shall pay an annual basic affiliation

fee equal to two Central Fund subscriptions. The basic affiliation fee will be sent to the Membership Secretary of the Society.

## **15 COMMUNICATIONS**

**15.1** Any reference in these Rules to communications made in writing shall include communications by electronic mail.

End of Rules

# APPENDIX 1

## RULES OF THE ..... BRANCH OF THE SOCIETY OF RECORDER PLAYERS

### 1 MEMBERSHIP

1.1 All members of the Branch shall be bound by the Rules of the Society insofar as the same are applicable to Branch members and by the rules set out here.

1.2 Any person who on application to the Branch Secretary undertakes to abide by the Rules of the Society and the rules of the Branch shall be eligible to be a Branch member.

1.3 Members shall pay (in addition to their subscriptions to the Central Fund) such Branch subscriptions (if any) as the Committee of the Branch shall from time to time consider necessary to permit the continuance of Branch activities which Branch subscriptions shall be due and payable on 1st September in each year.

1.4 Any member of the Branch whose membership of the Society is terminated by the Committee of the Society shall automatically cease to be a member of the Branch subject to reinstatement if the resolution of such Committee is rescinded by the Society in general meeting

1.5 The Branch may admit any member of the Society as an Associate/Special Member. Associated/Special Members shall pay such Branch subscription as the Branch Committee shall determine and enjoy the same privileges in relation to the Branch as the Branch Members unless the Branch Committee resolve otherwise.

1.6 Any person attending any meeting of or organised by the Branch and not being a member of the Society shall be a temporary member of the Society while so attending and shall pay such fee as the Committee of the Branch shall from time to time determine.

1.7 Any reference in the Rules (other than Rule 1.1) to members of the Branch shall not include temporary members unless otherwise specified.

### 2 OFFICERS AND COMMITTEE

2.1 The Officers of the Branch shall be

2.1.1 the Branch Chairman

2.1.2 the Branch Secretary

2.1.3 the Branch Treasurer and

2.1.4 the Branch Musical Director (if appointed)

2.2 The Branch Chairman shall preside at all meetings of the Branch Committee.

- 2.3** The Branch Secretary shall
- 2.3.1** Keep the records of members of the Branch including temporary members
  - 2.3.2** In conjunction with the Branch Treasurer advise the Membership Secretary of the Society when a new member joins the Branch and when a member resigns or otherwise ceases to be a member of the Branch
  - 2.3.3** Convene all meetings and other functions of the Branch as directed by the Committee.
  - 2.3.4** Ensure that all formal communications from the Branch shall contain the words '*Registered Charity No. 282751/SC038422*'.
- 2.4** The Branch Treasurer shall
- 2.4.1** Collect subscriptions to the Central Fund and remit the same to the Membership Secretary by the specified date
  - 2.4.2** Collect Branch Subscriptions (if any)
  - 2.4.3** Operate a bank account on behalf of the Branch but subject to the control of the Branch Committee
  - 2.4.4** Ensure that all cheques and statements issued on behalf of the Branch shall contain the words '*Society of Recorder Players*' (or SRP) and '*Registered Charity No. 282751/SC038422*'.
  - 2.4.5** Prepare a statement of the income and expenses of the Branch up to the 31st day of August in each year and a balance sheet of the Branch's assets and liabilities as at 31st August in each year and ensure that the Branch's accounts are examined and approved by an independent person
  - 2.4.6** Present the same to the Annual General Meeting of the Branch
  - 2.4.7** Submit the said approved statement and balance sheet to the Society Treasurer by the specified date
- 2.5** The Musical Director, if appointed, shall have charge of all musical affairs of the Branch
- 2.6** The Committee of the Branch, who are members of the Society, shall consist of the officers and not less than two nor more than eight other members of the Branch. Three persons present shall form a quorum of the Branch Committee. The Committee shall be responsible for administration of the Branch subject to the rules of the Society and of the Branch and to any resolutions passed from time to time by the Annual Conference of the Society and the Annual General Meeting of the Branch and to any directions by the Committee of the Society and in particular shall:
- 2.6.1** Arrange all meetings and other functions of the Branch
  - 2.6.2** Choose and appoint conductors for meetings
  - 2.6.3** Fix Branch subscriptions

- 2.6.4 Appoint a Delegate, being a member of the Society, to attend the Society's Annual Conference
- 2.6.5 Make such byelaws (being not inconsistent with the rules of the Society or these rules) as they shall consider necessary from time to time for the conduct of the Branch's affairs.
- 2.7 In the absence of the Branch Chairman the Branch Committee shall elect one of its members to be chairman of the meeting.
- 2.8 Every committee member shall have one vote at Committee meetings and in the case of an equality of votes the chairman of the meeting shall have the casting voting.
- 2.9 The Officers and Committee shall be elected annually at the Annual General Meeting of the Branch.
- 2.10 The Branch Committee shall have power to co-opt a member of the Branch to fill any casual vacancy in the Branch Committee.

### **3 GENERAL MEETINGS**

- 3.1 The Annual General Meeting of the Branch shall be held once in each financial year.
- 3.2 The business of the Annual General Meeting shall be:
  - 3.2.1 To receive the annual report of the Chairman or such other officers as the Committee may direct and the accounts of the Branch
  - 3.2.2 To elect the Officers and Committee of the Branch until the next Annual General Meeting
  - 3.2.3 To deal with any other business of the Branch.
- 3.3 The Branch Committee shall have power to call an Extraordinary General Meeting at any time and such meeting shall have all the powers of the Annual General Meeting.
- 3.4 The Branch Committee shall determine the date of all general meetings and shall give not less than three weeks' notice thereof to all members of the Branch.
- 3.5 The accidental omission to give notice to or the non-receipt of notice by any members shall not invalidate any proceedings at any general meetings.
- 3.6 In the absence of the Branch Chairman the meeting shall choose one of the members of the Branch to be chairman of the meeting.
- 3.7 Each member of the Branch present at the meeting shall be entitled to one vote and the Chairman shall have a casting vote in the event of an equality of votes.
- 3.8 All resolutions shall be carried by a simple majority.
- 3.9 The Branch may be dissolved by a resolution passed at a general meeting of the Branch. If any assets remain after the satisfaction of all debts and liabilities such assets shall be transferred to the Society. Assets shall

include all Sheet Music, Musical Instruments and Records of the Branch as well as any balance remaining in the Branch Funds

#### **4 FINANCE**

**4.1** The Branch Committee shall maintain a banking account for the Branch and such account shall be operated by the Branch Treasurer subject to the control of the Branch Committee.

**4.2** All sums of cash belonging to or paid to the Branch other than required to maintain a float shall be paid without undue delay into the Branch account. All payments from the Branch's account shall be made by such persons being not less than two in number and in a manner as the Branch Committee shall from time to time authorise.

**4.3** No liabilities shall be incurred in excess of the current assets of the Branch and in particular no bank account shall at any time be overdrawn without the previous written consent of the Treasurer of the Society.

#### **5 ALTERATIONS**

These rules may be altered or revoked and new rules may be adopted altered or revoked by a resolution duly passed at a general meeting of the Branch provided that

**5.1** no alteration or revocation or new rules shall come into effect unless and until the same have been ratified by the Committee of the Society and

**5.2** no alteration or revocation shall be made and no new rules passed which shall be inconsistent with or conflict with the rules of the Society or would otherwise cause the Branch to cease to be a charity in law.

End of Specimen Branch Rules

## **APPENDIX 2**

### **CHILD PROTECTION POLICY**

Whilst most members of the SRP are adults, the Society recognises its responsibilities to ensure that when children are included in any of its activities their safety is explicitly considered. To this end, people organising such activities for or including children must ensure that a child is not left alone with a single adult and that no lessons, where a child is left alone with an adult, are organised for children as part of an SRP activity.

Occasionally SRP members are asked to recommend recorder teachers for children. If they pass on the names of teachers they will make it clear to parents that :

- (1) the SRP takes no responsibility for the quality of any such teacher
- (2) the SRP is not able to comment on whether or not the teacher has been Criminal Record Bureau (CRB) checked.

### **DATA PROTECTION ACT 1998**

Because the Society prepares its membership list on a computer but currently uses that list only for communicating with members the Data Protection Act 1998 does not apply to the list. The only personal information held by the Society is that which appears in the membership list. The list is distributed only to members of the Society for personal use and is not used or distributed by the Society or Branches for any commercial or other purpose.