

# ST MICHAEL'S MUSIC ASSOCIATION RULES

*As approved by the PCC on 26th October 2012*

## **1. Name**

The Organisation shall be known as St. Michael's Music Association ("the Association").

## **2. Parochial Church Council**

The Association is part of the North Stoneham and Bassett Parochial Church Council ("the PCC") and derives its charitable status from that of the PCC. The Association shall be solely concerned with the music at St Michael and All Angel's Church, Bassett, Southampton ("St Michael's"). The Association's Objects and activities shall always meet the vision and aims of the PCC, which has the ultimate legal authority over this and other church organisations within the parish.

## **3. Objects**

The objects of the Association are:

- 3.1 To promote and advance the use of music in the worship and liturgy at St Michael's.
- 3.2 To support all aspects of the music (choirs, instruments and staff) at St Michael's by means of raising and managing funds to assist with all costs, and by providing advice and assistance to the Director of Music and clergy in their management of the music.
- 3.3 To provide funding for educational scholarships linked to areas of the music at St Michael's, such as Choral or Organ Scholarships.
- 3.4 To strengthen links with the congregation, particularly by encouraging the recruitment of non-singing members of the Association and by supporting parish initiatives.
- 3.5 To encourage social fellowship, by co-ordinating and organising events for choir members, their families, other members of the Association and the wider community.
- 3.6 To promote a greater general awareness of the music at St Michael's, by publicising its activities via online media, Parish Magazine, Weekly Bulletin and wider press, and by assisting with the organisation of singing visits to other locations, both within the Diocese of Winchester and further afield.

## **4. Membership**

- 4.1 Membership of the Association shall consist of:
  - 4.1.1 Each adult, aged 16 and above, who is currently a member of the choirs.
  - 4.1.2 One parent representing each child, below the age of 16, who is currently a member of the choirs. (No person shall be entitled to more than one vote, even if they represent more than one child, or are both an adult choir member and parent.)
  - 4.1.3 Any person who is the recipient of an educational scholarship (see 3.3), or their parent if they are below the age of 16.
  - 4.1.4 Any member of the congregation or general public who wish to support the musical life and work of St Michael's, through payment of a subscription.
- 4.2 Membership of the choirs is the responsibility of the Director of Music, and will be regulated by him/her. This will include setting such criteria for the engagement and dismissal of choir members as he/she shall reasonably decide, where necessary in consultation with the Priest-in-Charge. Where choir members are dismissed from the choir without their agreement, this must be confirmed by the Priest-in-Charge.

## **5. Committee Members and Officers**

- 5.1 The Association shall be managed by a committee, consisting of at least four and not more than eight elected members of the Association, and two ex-officio members.
- 5.2 Only members of the Association that have a direct link with St Michael's (i.e. those on the Parish electoral roll or those defined in 4.1.1 to 4.1.3) shall be eligible to stand for election to the committee.
- 5.3 The Committee Members shall be elected by secret ballot (if necessary) at the Annual General Meeting, and shall serve until the next Annual General Meeting. Retiring Committee Members may be re-elected.
- 5.4 The Director of Music and Priest-in-Charge (or his/her nominated representative) shall be ex-officio Committee Members. They shall be eligible to vote at both Committee and General Meetings, but shall not be eligible to be Officers.
- 5.5 At the first Committee Meeting following the Annual General Meeting, the Committee shall elect from its number the Officers of Chairman, Secretary and Treasurer.

## 6. General Meetings

- 6.1 An Annual General Meeting of the Association must be held in every year not later than 31st March and that meeting shall:
  - 6.1.1 Receive and approve the Association's Accounts to the end of the preceding year;
  - 6.1.2 Appoint the Members of the Committee;
  - 6.1.3 Receive reports from the Director of Music and Chairman as to the activities of the Association, and such other reports as may be appropriate.
  - 6.1.4 Deal with any special matter which the Committee desires to bring before the members and receive suggestions from the Members for consideration by the Committee.
- 6.2 A Special General Meeting may be convened either by the Committee, or by a requisition to the Secretary signed by not fewer than 50% of the Association's Members, specifying the objects of the meeting and any proposed resolutions. Upon receipt of such a requisition, the Secretary shall convene the meeting, to be held within 30 days.
- 6.3 Notice convening General Meetings must be given to the Members not less than ten days before the meeting and must specify the matters to be dealt with. Notice is deemed to have been given if an email was sent to the last known email address of each member and a notice appears on a St Michael's notice board.
- 6.4 The quorum for General Meetings shall be twelve members or one third of the members, whichever is less.
- 6.5 Any proposal voted on (apart from changes to the Rules, see 10) must be carried by a clear majority. In the event of a tie the motion is not carried, but can be put to a meeting again.

## **7. The Committee**

- 7.1 The Committee shall have power:
  - 7.1.1 To attend to the financial and general management of the Association for the promotion of the Objects of the Association, in accordance with the provisions of section 8.
  - 7.1.2 To determine the membership subscription (to be paid by those members defined in 4.1.4), as it considers appropriate.
  - 7.1.3 To co-opt replacement members to fill any vacancy that occurs on the Committee during the year between Annual General Meetings.
  - 7.1.4 To co-opt additional non-voting committee members for specific purposes.
- 7.2 The quorum for Committee Meetings shall be four voting members.
- 7.3 Any proposal voted on must be carried by a clear majority. In the event of a tie the motion is not carried, but can be put to a meeting again.

## **8. Financial Management**

- 8.1 The Association may receive donations, grants, sponsorship and income from such sources including fund raising activities as the Committee may consider appropriate.
- 8.2 The income and property of the Association however derived shall be applied solely for the promotion of the objects of the Association, and no portion thereof shall be paid or transferred by way of payment or gift to any member of the Association without the authorisation of the committee.
- 8.3 The Treasurer shall have power to invest the funds of the Association in such manner as shall be approved by the Committee.
- 8.4 The Association's financial year shall run from 1st January to 31st December each year.
- 8.5 The signature of not less than two Officers shall be required to draw cheques on any bank account held by the Association.

## **9. Expulsion of Members**

- 9.1 The Committee may expel any member:
  - 9.1.1 Who offends against these rules; and/or
  - 9.1.2 Whose conduct in the reasonable opinion of the Committee renders him or her unfit to be a member of the Association.
- 9.2 Before any such member is expelled, the Secretary must give him or her seven days written notice to attend a meeting of the Committee and must inform him or her of any complaints made against him or her.
- 9.3 No member may be expelled unless he/she has first had an opportunity to appear before the Committee and answer complaints made against him or her and at least two-thirds of the Committee then present vote in favour of expulsion.
- 9.4 In considering any question of expulsion of a member the Committee shall apply appropriate Christian principles and exercise discretion accordingly.

## **10. Alteration of Rules**

The Committee shall have power to propose alterations the rules, but no alteration shall take effect until it has been approved by the PCC and confirmed at the next Annual General Meeting or a Special General Meeting convened for that purpose. Any change to the rules requires at least two thirds of those present to vote in favour of the change.