

THE ALKAN SOCIETY

Constitution

- 1 **NAME:** The name of the Society shall be "The Alkan Society", referred to hereinafter as "the Society".
- 2 **OBJECT:** The object of the Society shall be to promote the education of the public in the knowledge, understanding and appreciation of the life and work of the French composer and pianist Charles Valentin Alkan (1813-1888).
- 3 **MEMBERSHIP**
 - 3.1 Membership of the Society shall be open to all persons. The Committee shall reserve the right to reject any membership application without disclosing a reason for so doing.
 - 3.2 Members shall pay an annual subscription, to be determined from time to time by the Committee. The Committee shall have the power to confer Honorary Membership status on any member for services rendered to the Society.
 - 3.3 Membership shall be deemed to have terminated by default upon any member failing to pay the annual subscription by the day before the following Annual General Meeting. The Committee shall reserve the right to terminate the membership of any individual who acts contrary to the interests of the Society or whose conduct is deemed to have brought or to be liable to bring the name of the Society into disrepute.
 - 3.4 Lapsed members shall be permitted to re-apply for membership.
 - 3.5 A list of members shall be kept by the Membership Secretary.
- 4 **PRESIDENT AND VICE-PRESIDENTS:** The Committee shall have the power to recommend the appointment of a President and up to four Vice-Presidents. Such recommendations shall be presented to an Annual General Meeting for approval. These appointments shall be held for a period of four years, though eligible for re-appointment, one Vice-President retiring in rotation each year.
- 5 **MANAGEMENT**
 - 5.1 The Society shall be administered by a Committee consisting of Chairman, Secretary, Treasurer (honorary executive officers), and not fewer than three nor more than eight other members, including Membership Secretary, Bulletin Editor and Archivist. Members of the Committee shall be elected at an Annual General Meeting to hold office for three years. Elections shall be so arranged that in each year, one of the three executive officers and at least one third of the other members of the Committee shall retire, though being eligible for re-election.
 - 5.2 In the event of a casual vacancy arising during the year, the Committee shall have power, up to the closing date for nominations, to co-opt a member to fill that vacancy for the remainder of the Society year.
 - 5.3 Elections shall be by paid-up members present at an Annual General Meeting.
 - 5.4 The Committee shall be empowered to determine charges in connection with any sphere of Society activity, and to exempt any member from paying a subscription in whole or part. Members so exempted rank however as paid-up members.
 - 5.5 The Committee shall have the right of final ruling in any matter not provided for in the Constitution of the Society, or in any dispute or disagreement as to its interpretation. Any proposed amendment to the Constitution shall be published to members in the Bulletin, giving a minimum of 28 days' period of objection, and shall be presented for decision at an Annual General Meeting or Extraordinary General Meeting.
 - 5.6 The Committee shall be held accountable to members for the proper conduct and administration of the Society, and shall meet on at least three occasions during each year to conduct such business as may arise. At least fourteen days' notice of such meetings shall be given to members of the Committee by the Secretary. In the absence of the Chairman, members present shall elect an acting chairman. Decisions made by a majority of the Committee shall be binding upon all members of the Committee.

- 5.7 The quorum of a meeting of the Committee shall comprise at least half the current total of its membership, and no business shall be conducted unless a quorum be present. Each member of the Committee shall be entitled to one vote in any business which is put to a poll. If necessary the Chairman shall exercise a casting vote.
- 5.7 The Chairman of Committee shall have power to obtain majority decisions with the Secretary and the Treasurer, and other members of the Committee as available, on matters of urgency arising between its meetings. Such decisions shall be circulated by post to the Committee within fourteen days and presented for ratification at its next meeting.
- 5.8 The Committee shall have power to set up a sub-Committee for any specific purpose. Such sub-Committees shall have as their chairmen a member of the Committee, and may include ordinary members other than of the Committee, who may be invited to attend relevant sections of meetings of the Committee (but not to vote thereat). Sub-Committees shall be given terms of reference by the Committee, but binding decisions shall be taken only by the Committee unless powers of decision have been previously granted to a sub-Committee in its terms of reference.
- 5.9 The regulations governing the conduct of sub-Committees shall be identical to those governing the conduct of meetings of the Committee, with the substitution of 'sub-Committee' for 'Committee' where appropriate. If necessary the chairman of a sub-Committee may exercise a casting vote or may refer the matter back to the Committee for decision.
- 5.10 Members of the Committee, any sub-Committee properly constituted, and any other Society member with the prior authority of the Committee, shall be entitled to reimbursement from the assets of the Society for all costs or losses incurred in the direct execution of their duties, subject in all cases to the prior authorisation of the Treasurer ratified in agreement with the Committee.
- 5.11 No one person shall hold more than one of the positions of Chairman, Secretary or Treasurer.
- 5.12 Minutes shall be maintained by the Secretary of the proceedings of meetings of the Committee.

6 FINANCE

- 6.1 The Society year shall run from 1st January to 31st December ensuing. The accounting year shall coincide with the Society year.
- 6.2 Proper records shall be kept by the Treasurer of all income and expenditure. A summarised copy of the accounts shall be prepared as soon as possible after the end of the Society year and submitted to audit by a competent person within two months for presentation at an Annual General Meeting. The auditor shall not be a member of the Committee.
- 6.3 The income and property of the Society, wheresoever derived, shall be applied solely towards the promotion of the Object of the Society as set out in section 2.
- 6.4 The accounts at the Society's bank and/or building society shall be in the name of "The Alkan Society". Cheques shall be signed by two of the three executive officers of the Committee, excluding the payee if an executive officer.

7 GENERAL MEETINGS

- 7.1 An Annual General Meeting shall be convened within three months of the close of the year. Notice of this meeting, including the agenda, reports of executive officers and nominations for elections, shall be distributed to members at least fourteen days in advance of the meeting.
- 7.2 Extraordinary General Meetings shall be held if deemed necessary by the Committee. Fourteen days' notice shall be given to members of such a meeting. The Secretary shall be required to convene an Extraordinary General Meeting within four weeks of receiving written representations from twenty or more members.
- 7.3 The act of distribution (e.g. posting) shall be deemed to fulfil the obligation of giving notice of General Meetings.
- 7.4 At any General Meeting a quorum shall consist of seven paid-up members, and no business shall be conducted unless a quorum be present. Each paid-up member attending a General Meeting shall be entitled to one vote in any business which is put to a poll. Paid-up members unable to attend may vote by means of a proxy, to be delivered in writing so as to reach the Secretary at least three days before the meeting, on any contested elections to the Committee. In the event of a tie on any business placed before a General Meeting the Chairman shall exercise a casting vote or refer the matter to the Committee.
- 7.5 Minutes shall be maintained by the Secretary of the proceedings of General Meetings and circulated to all members.

8 BULLETIN

- 8.1 The Society shall publish a Bulletin at least three times in each year. The Bulletin shall be issued only to paid-up members, and to such other parties as the Committee shall from time to time determine. Notice shall be given through this Bulletin of all Society meetings and activities, and this shall be deemed sufficient notice of such events. The Committee shall not be bound to issue notice of events to members other than through the Bulletin.

9 EVENTS

- 9.1 The Society shall organise a minimum of three events for members (excluding General Meetings) during the Society year. Any member may introduce guests at such events, subject to such guests not having been expelled from the Society or refused as members. The Committee shall be empowered to set an attendance charge for such guests and to limit the number of guests who may be introduced.
- 9.2 Members shall not be required to pay any charge for their own attendance at events except when special arrangements, such as luncheon, are offered. Members shall not be obliged to participate in such chargeable arrangements.

10 USE OF THE NAME OF THE SOCIETY

- 10.1 No member who is not an honorary executive officer may, without written prior consent from the Secretary, act or speak on behalf of the Society in any communication with outside bodies including the media. Copyright is asserted over all published materials, and the use of materials (in any form) without prior approval is prohibited.

11 DISSOLUTION

- 11.1 If the Committee decides that, on the grounds of expense or otherwise, it is necessary that the Society shall be dissolved, an Extraordinary General Meeting shall be convened, with a minimum of 28 days' notice to members, to discuss the proposal. Any surplus assets, after satisfaction of any liabilities properly payable therefrom, shall be distributed to such other charitable musical societies as the meeting shall decide upon the recommendation of the Committee.

12 ACCEPTANCE OF RULES

- 12.1 Every member of the Society shall, in applying for membership, be deemed to accept the rules and conditions of the Society, and to be bound by them and any subsequent modifications.

This Constitution was approved by the Annual General Meeting of 25th March 2009, with modifications approved by the Annual General Meetings of 19th May 2017 and 28th September 2019.

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