

# CONSTITUTION OF THE LEITH HILL MUSICAL FESTIVAL

Adopted on the 10 October 2008

## PART 1

### 1 Adoption of the Constitution

The Society and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this Constitution.

### 2 The Name

The Society's name is THE LEITH HILL MUSICAL FESTIVAL (and in this document it is called the Society).

### 3 The Objects

The objects of the Society shall be the study and practice of music in order to foster the public knowledge and appreciation of such music by means of public concerts, the holding of musical competitions and other activities.

### 4 Application of the Income and Property

- (1) The income and property of the Society shall be applied solely towards the promotion of the Objects.
- (2) A Trustee may pay out of, or be reimbursed from, the property of the Society reasonable expenses properly incurred by him or her when acting on behalf of the Society.
- (3) None of the income or property of the Society may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Society. This does not prevent:
  - (a) a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Society;
  - (b) a Trustee from buying goods or services from the Society upon the same terms as other members or members of the public.
  - (c) the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a trustee or other officer in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Society but excluding :
    - (i) fines
    - (ii) costs of unsuccessfully defending criminal prosecution for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
    - (iii) liabilities to the Society that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Society or in respect of which the person concerned did not care whether that conduct was in the best interests of the Society or not.
- (4) No Trustee may be paid or receive any other benefit for being a Trustee.
- (5) A Trustee may :
  - (a) sell goods or services to the Society;
  - (b) be employed by or receive any financial remuneration from the Society;
  - (c) receive any other financial benefit from the Society, if
  - (d) he or she is not prevented from so doing by sub-clause (4) of this clause; and
  - (e) the benefit is permitted by sub-clause (3) of this clause, or
  - (f) the benefit is authorised by the Trustees in accordance with the conditions of sub-clause (6) of this clause.
- (6)(a) If it is proposed that a Trustee should receive a benefit from the Society that is not already permitted under sub-clause (3) of this clause, he or she must :
  - (i) declare his or her interest in the proposal;
  - (ii) be absent from that part of the meeting at which the proposal is discussed and take no part in any discussion of it;
  - (iii) not be counted in determining whether the meeting is quorate;
  - (iv) not vote on the proposal.
- (b) In cases covered by sub-clause (5) of this clause, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the best interests of the Society to contract with or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the

disadvantages of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).

- (c) The Trustees may only authorise a transaction falling within paragraphs 5(a) – (c) of this clause if the trustee body comprises a majority of Trustees who have not received any such benefit.
  - (d) If the Trustees fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the Society the value of and benefit received by the Trustee from the Society.
- (7) A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Society and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.
- (8) In this Clause 4, "Trustee" shall include any person firm or company connected with the Trustee.

## **5 Dissolution**

- (1) If the members resolve to dissolve the Society the Trustees will remain in office as charity trustees and be responsible for winding up the affairs of the Society in accordance with this clause.
- (2) The Trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- (3) The Trustees must apply any remaining property or money :
- (a) directly for the Objects;
  - (b) by transfer to any charity or charities for purposes the same as or similar to the Society;
  - (c) in such manner as the Charity Commissioners for England and Wales ("the Commission") may approve in writing in advance.
- (4) The members may pass a resolution before or at the same time as the resolution to dissolve the Society specifying the manner in which the Trustees are to apply the remaining property or assets of the Society and the Trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive of sub-clause (3) above.
- (5) In no circumstances shall the net assets of the Society be paid to or distributed among the members of the Society (except to a member that is itself a charity).
- (6) The Trustees must notify the Commission promptly that the charity has been dissolved. If the Trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send to the Commission the charity's final accounts.

## **6 Amendments**

- (1) Any provision contained in Part 1 of this constitution may be amended provided that :
- (a) no amendment may be made that would have the effect of making the Society cease to be a charity at law;
  - (b) no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Society;
  - (c) no amendment may be made to clause 4 without the prior written consent of the Commission;
  - (d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- (2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- (3) A copy of any resolution amending this constitution must be sent to the Commission within twenty one days of it being passed.

## **PART 2**

### **7 Membership**

- (1) Member Choirs of the Society shall be those choral societies listed in the Schedule hereto and such other choral societies as may be admitted by the Trustees who pay the annual subscription at the appropriate rate or rates as shall be determined by the General Committee (the subscription being payable in advance) and who shall provide such evidence of musical ability as the General Committee may require.

- (2) Individual Members of the Society shall be persons who pay the Society a singer's entry fee or an annual subscription for individual members at the appropriate rate or rates as shall be determined by the General Committee (both the fee and the subscription being payable in advance).
- (3) Members shall mean both Member Choirs and Individual Members and membership is not transferable to any other choir or individual person.

## **8 Termination of Membership**

Membership is terminated if :

- (1) the member dies or, if it is a Choir, ceases to exist;
- (2) the member resigns by written notice to the Society unless, after the resignation, there would be less than two members;
- (3) any sum due from the member to the Society is not paid in full within six months of it falling due.

## **9 General Meetings**

- (1) The Society must hold a general meeting within twelve months of the date of adoption of this constitution.
- (2) An Annual General Meeting must be held between 30 June and 31 October in each subsequent year.
- (3) All general meetings other than annual general meetings shall be called special general meetings.
- (4) The Trustees may call a special general meeting at any time.
- (5) The Trustees must call a special general meeting if requested to do in writing by no fewer than five Member Choirs or ten members of the General Committee, stating the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty eight days of the request, the members may proceed to call a special general meeting but in so doing they must comply with the provisions of this constitution.

## **10 Notice**

- (1) The minimum period of notice required to hold any general meeting of the Society is fourteen clear days from the date on which the notice is deemed to have been given.
- (2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- (4) The notice must be given to all the members and to the Trustees.

## **11 Quorum**

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is 15 members entitled to vote upon the business to be conducted at the meeting, or one twentieth of the total membership at the time, whichever is the greater.
- (3) The authorised representative of a Member Choir shall be counted in the quorum.
- (4) If a quorum is not present within half an hour from the time appointed for the meeting, or during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Trustees shall determine.
- (5) The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting. If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

## **12 Chair**

- (1) General meetings shall be chaired by the person who has been elected as Chair.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting the Vice-Chair shall chair the meeting.
- (3) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.
- (4) If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- (5) If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

### **13 Adjournments**

- (1) The members present at a meeting may resolve that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- (3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

### **14 Votes**

- (1) Each member shall have one vote but if there is an equality of votes the person chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- (2) A resolution in writing signed by each member (or in the case of a member that is a Choir, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

### **15 Representatives of Other Bodies**

- (1) Any Choir that is a member of the Society may nominate any person to act as its representative at any meeting of the Society.
- (2) The Choir must give written notice to the Society of the name of its representative. The nominee shall not be entitled to represent the Choir at any meeting unless the notice has been received by the Society. The nominee may continue to represent the Choir until written notice to the contrary is received by the Society.
- (3) Any notice given to the Society will be conclusive evidence that the nominee is entitled to represent the Choir or that his or her authority has been revoked. The Society shall not be required to consider whether the nominee has been properly appointed by the Choir.

### **16 Officers and Trustees**

- (1) The Society shall have a President, one or more Vice-Presidents, a Chair and other officers as set out below.
- (2) The overall management of the Society shall be in the hands of a General Committee consisting of
  - (a) the Chair, Vice-Chair, Secretary and Treasurer ("the Principal Officers")
  - (b) any assistants of the Principal Officers ("the Assistant Officers")
  - (c) not more than twelve elected Committee members
  - (d) the conductor or his or her representative of each of the Member Choirs listed in the Schedule hereto, and of such other choral societies as are admitted as Member Choirs under clause 7(1)
  - (e) the Vice-Presidents of the Society
- (3) The day-to-day management of the Society shall be in the hands of an Executive Committee which is a sub-Committee of the General Committee and shall consist of the Principal Officers up to three Assistant Officers and two other members
- (4) The Trustees of the Society shall be the Principal Officers each of whom must be a member of the Society or the nominated representative of a Choir that is a member of the Society
- (5) No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 19.
- (6) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.
- (7) Any casual vacancy occurring in the membership of any Committee of the Society may be filled by the General Committee and the person filling such vacancy shall be eligible for election at the next annual general meeting of the Society

### **17 The Appointment of Trustees and Committee members**

- (1) The Trustees and the Officers of the General Committee and the members of the Executive Committee shall be elected at the annual general meeting of the Society. They shall retire annually but be eligible for re-election except that after three consecutive years' service no member other than the

Principal Officers shall be eligible for re-election but shall retire and not be eligible for re-election until after one year has elapsed

(2) No-one may be elected a Trustee or a Principal Officer or an Assistant Officer at any annual general meeting unless prior to the meeting the Society is given a notice that is signed by a member entitled to vote at the meeting stating the member's intention to propose the appointment of a person as a Trustee or as a Principal Officer or Assistant Officer and is signed by the person who is to be proposed to show his or her willingness to be appointed.

### **18 Powers of Trustees**

(1) The Trustees shall have the following powers in order to further the Objects (but not for any other purpose):

- (a) to raise funds, but in doing so the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- (b) to obtain and pay for such goods and services as are necessary for carrying out the work of the Society;
- (c) to open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- (d) to do all such other lawful things as are necessary for the achievement of the Objects.

(2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.

(3) Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

### **19 Disqualification and Removal of Trustees**

A Trustee shall cease to hold office if he or she:

- (1) is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) ceases to be a member of the Society;
- (3) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (4) resigns as a Trustee by notice to the Society (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- (5) is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

### **20 Proceedings of Committees**

(1) Each Committee may regulate its proceedings as it thinks fit, subject to the provisions of this constitution.

(2) The General Committee shall meet in autumn and in summer and at other times if requested by three or more members.

(3) The Executive Committee shall meet as the need arises.

(4) The Secretary must call a meeting of the Trustees if requested to do so by a Trustee.

(5) Questions arising at a meeting must be decided by a majority of votes.

(6) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(7) No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.

(8) The quorum shall be fifteen members of the General Committee and three members of the Executive Committee

(9) A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.

(10) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.

(11) The person elected as the Chair shall chair meetings of the Trustees.

(12) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice-Chair shall chair the meeting.

(13) The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.

(14) A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.

(15) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

## **21 Delegation**

(1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book.

(2) The Trustees may impose conditions when delegating, including the conditions that the relevant powers are to be exercised exclusively by the committee to whom they delegate; no expenditure may be incurred on behalf of the Society except in accordance with a budget previously agreed with the Trustees.

(3) The Trustees may revoke or alter a delegation.

(4) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

## **22 Irregularities in Proceedings**

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee who was disqualified from holding office; or who had previously retired or who had been obliged by the constitution to vacate office; or who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise, if, without the vote of that Trustee and that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.

(3) No resolution or act of the Trustees; any committee of the Trustees; or the Society in general meeting shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member of the Society.

(4) Matters of general policy shall be decided by the General Committee; the Executive Committee is empowered to make decisions on administrative details, the General Committee having the right to over-ride such decisions if it should so wish.

## **23 Minutes**

The Trustees must keep minutes of all appointments of Officers and Trustees made by the Trustees; proceedings at meetings of the Society; and meetings of the Trustees and committees of the Trustees including the names of the Trustees present at the meeting; the decisions made at the meeting; and where appropriate the reasons for the decisions.

## **24 Annual Report and Return and Accounts**

(1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to the keeping of accounting records for the Society; the preparation of annual statements of account for the Society; the transmission of the statements of account to the Society; the preparation of an annual report and its transmission to the Commission; and the preparation of an annual return and its transmission to the Commission.

(2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

## **25 Registered particulars**

The Trustees must notify the Commission promptly of any changes to the Society's entry on the Central Register of Charities.

## **26 Property**

(1) The Trustees must ensure the title to all investments held by or on behalf of the Society is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

(2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Society.

## **27 Insurance**

The Trustees must insure suitably in respect of public liability and employer's liability.

## **28 Notices**

(1) Any notice required by this constitution to be given to or by any person must be in writing or given using electronic communications.

(2) Notice may be given to a member either personally; or by sending it by post in a prepaid envelope addressed to the member at his or her address; or by leaving it at the address of the member; or by giving it using electronic communications to the member's address.

(3) A member who does not register an address with the Society or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Society.

(4) A member present in person at any meeting of the Society shall be deemed to have received notice of the meeting and of the purposes for which it was called.

(5) (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

(b) Proof that a notice contained in an electronic communication was properly addressed and sent shall be conclusive evidence that the notice was given.

(c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

## **29 Rules**

(1) The Trustees may from time to time make rules or bye-laws for the conduct of their business.

(2) The bye-laws may regulate the following matters but are not restricted to them :

(a) the admission of members to the Society (including the admission of Choirs to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

(b) the conduct of members of the Society in relation to one another, and to the Society's employees and volunteers;

(c) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by this constitution;

(d) the keeping and authenticating of records. If regulations made under this clause permit records of the Society to be kept in electronic form and require a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.

(e) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

(3) The Society in general meeting has the power to alter, add to or repeal the rules or bye-laws.

(4) The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Society.

(5) The rules or bye-laws shall be binding on all members of the Society. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in this constitution.

## **SCHEDULE**

Bears Green & Newdigate  
Bookham  
Buckland  
Capel  
Dorking  
Epsom

Holmbury St Mary  
Horsley  
Leatherhead  
Mickleham  
Oxshott  
Shalford