

Music Makers of Milton Keynes

Constitution

1. Title: The Charity shall be called “The Music Makers of Milton Keynes”
2. Objective: The objective of the Charity is to advance art, culture and music by promoting and educating the public in the musical, dramatic and operatic arts, and in furtherance of this objective the Charity through its management committee shall have the following powers;
 - a) To promote and perform plays, dramas, comedies, operas, operettas, songs, musicals and other works;
 - b) To purchase, acquire and obtain interests in the copyright, or the right to perform or show any such work;
 - c) To purchase or acquire any fixed assets such as machinery, fixtures, fittings, scenery and any other necessary assets in the furtherance of promoting the arts.
 - d) To raise funds and invite and receive contributions from any person by way of subscriptions, fees, donations as the committee deems fit
 - e) To do any other such things as shall further the objects of the charity.
3. Trustees. The Charity shall be managed by a committee of up to 9 trustees who are appointed at the Annual General Meeting (AGM) of the charity.
4. Membership. The charity shall have a membership. People who support the work and objectives of the charity can apply to the trustees to become a member. Any person who joins the charity shall pay an annual subscription and shall therefore be entitled to attend the AGM. The annual subscription becomes due on 1st January each year and must be paid by 31st January to attend the AGM. Honourary Life members may also be appointed if agreed by the membership at an AGM. Such Honourary Life Members do not have voting rights at the AGM and may not serve as trustees / committee members of the charity. The trustees will keep an up to date membership list. The trustees may remove a persons membership if they believe it is in the best interests of the

charity. The member has the right to be heard by the trustees before any decision is made, or the right to appeal to the trustees if the decision has been made in their absence and can be accompanied by a friend.

5. Annual General Meeting. The Annual General Meeting of the Charity Society shall be held before the end of April each year when the report of the trustee committee and the accounts for the past year shall be presented. A minimum of 21 days notice must be given to the membership telling them what is on the agenda. There must be at least 15 members present at the AGM. Every member has one vote and may stand for election as Trustees. The Trustees (officers and Committee members) shall be elected at the AGM by the members present. They will retire at the next AGM but may stand for re-election. An auditor will also be elected at the AGM who may or may not also be a trustee.
- 6 Committee. The committee will consist of those Trustees elected at the AGM (A Chair, Secretary, Treasurer and up to 6 ordinary members). The committee may also co-opt members onto the committee to assist with particular tasks or provide expert advice. Co-opted committee members cannot vote at committee meetings and will not be trustees of the charity.
7. Trustee / Committee Meetings. Trustees must hold at least 4 meetings a year. At least 4 Trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting. Decisions shall be by a simple majority unless the resolution is seeking to overturn a decision at the previous meeting when two thirds majority will be required. If trustees have a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided. The trustees may not alter the constitution or rules of charity.
8. Sub-committees. The Trustee Committee shall have the power to appoint sub-committees comprising of committee members and ordinary members of the charity and to delegate to such sub-committees tasks. However sub committees must report back to the Trustee Committee on its work and obtain the approval of the main committee for any decisions it takes. The main Trustee Committee may dissolve a sub committee as and when it wishes.

9. **Money and Property.** Money and property may only be used for the charity's purposes. The Trustees committee may decide what monies are to be collected or charged for any performance / production which will be in addition to the annual membership fee. The Trustees must keep proper accounts which will be administered on a daily basis by the elected Treasurer. The financial year will run from 1st January to 31st December and the annual accounts will be presented at the AGM and are available to be seen by any member on request. The accounts will be subject to an internal audit by the auditor elected at the AGM to fulfill the role. The accounts will also be provided to the Charity commission for publication. The charity will hold a bank account and all cheques / payments must be signed by 2 trustees. Trustees cannot receive any money or property from the charity except to refund reasonable out of pocket expenses.
10. **General / EGM's** If the Trustees consider it necessary to change the constitution or wind up the charity, they must call a General Meeting so that the membership can make the decision. This can also be done at the AGM. Trustees must also call a General Meeting if they receive a written request from at least 15 members to do so. Such request must set out the purpose of the meeting and any resolution to be discussed and voted upon. All members must be given 21 days notice and told the reason for the meeting. Decisions to change the constitution or to wind up the charity require a two thirds majority. Trustees may also call a general meeting to consult the membership.
11. **Productions and Performances.** The trustees / committee will decide upon what productions are to be performed and when and what the cast shall be. The cast will normally be chosen by an audition panel decided upon by the committee. The committee may appoint a Musical Director and or Producer who will be jointly responsible for the conduct of rehearsals and performances. The committee may also appoint other positions as necessary. The secretary shall keep a record of attendance of members at rehearsals and performances and the committee shall have the power to prohibit any member from taking part whose attendance at rehearsals has been irregular. (For example absenting themselves from 3 consecutive rehearsals)