

Rules of 'The Friends of the Moot Hall Organ'

November 2018

1. Name

1.1 The name shall be 'The Friends of the Moot Hall Organ' (hereinafter referred to as 'The Friends')

2. Objectives

The objectives of 'The Friends' shall be:

2.1 To ensure that the pipe organ in the Moot Hall Colchester is properly maintained so it can be heard and enjoyed by people of all ages

2.2 That relevant outreach work takes place

2.3 That live music involving the organ is able to be enjoyed in that building by future generations

3. Membership

3.1 Membership shall be open to anyone supporting the above objectives

3.2 There are three categories of membership: Individual, Family and Corporate

3.3 Members shall be required to pay an annual subscription due on 1st January each year at a rate agreed at the Annual Meeting

4. Officers

4.1 a Chairman -to chair meetings of 'The Friends' and to provide a lead to the organisation

4.2 a Secretary -to send out notices of meetings and to keep Minutes of meetings

4.3 a Treasurer -to manage the funds, submit Gift Aid Claims, prepare annual accounts for AGM and other like matters. The Treasurer may or may not be a Committee Member

4.4 a Membership Secretary -to maintain membership records, to collect subscriptions and to liaise with the Treasurer regarding Gift Aid claims

4.5 The management of 'The Friends' shall be vested in a Committee that shall not exceed eight members

5. Patrons

Patrons may be appointed at the Annual Meeting following recommendation by the Committee

6. Funds

6.1 All income shall be paid into 'The Friends' bank account

6.2 No fewer than three signatories to the bank account shall be appointed by the Committee a minimum of two to authorise payments

6.3 The bank account may be administered on line. The chairman shall be the lead user and secondary users may be authorised from time to time

6.4 The Annual Accounts shall be certified by an Independent Person prior to presentation at the AGM

7. Annual Meeting

7.1 The Annual Meeting shall be held no later than four months following the end of the financial year, which shall run from 1st October to 31st September. Only paid up members shall be able to vote. The Business of the Annual Meeting shall be to:

7.1.1 elect officers and committee members

7.1.2 appoint Patrons

7.1.3 receive a certified statement of accounts for the twelve months to the preceding 30th September

7.1.4 agree subscriptions for the following 12 months

7.1.5 consider the Chairman's annual report

7.1.6 appoint a person to maintain the website, this may be a remunerated position

7.1.7 other matters at the discretion of the Chairman

7.2 The Secretary shall send notice of the Annual Meeting to all paid up members no less than 28 days before the date of the meeting. Such notice should contain the date, time and venue of the meeting and agenda; it should also seek nominations for the officer positions, duly proposed and seconded. Such nominations must be received seven days before the meeting. If no nominations are received nominations may be taken at the meeting

7.3 Only full paid up members who attend the meeting may vote

7.4 Casual officer vacancies that arise between Annual Meetings may be filled by a simple majority vote of the Committee

7.5 in the absence of the chairman the first item of business shall be to elect a chairman for the duration of the meeting

7.6 Whoever is chairing the meeting may cast their casting vote if the vote is tied even if they be one of those nominated

8. General and Extraordinary Meetings

8.1 A General Meeting of the Members may be called by the Committee with at least 14 days' notice.

8.2 An Extraordinary Meeting of the Members may be requested by at least ten members writing to the Secretary. 14 days' notice shall be given of such a meeting.

9. Committee Meetings

9.1 There shall be a minimum of one Committee meeting between each Annual Meeting

9.2 The secretary shall send notice of Committee Meetings no less than 28 days before the date of the meeting, such notice should contain the date, time and venue of the meeting together with an agenda and reports from the chairman and treasurer

9.3 In the absence of the chairman the first item of business shall be to elect a chairman for the duration of the meeting

9.4 At the discretion of the chairman matters may be considered and any decisions required may be made electronically by the Committee and the full record of such decisions made retained by the secretary

10. Rules

10.1 No changes shall be made to these rules except at the Annual Meeting

10.2 Requests for alterations to the rules must be given to the secretary 28 days prior to the Annual Meeting

10.3 Such alterations shall require a simple majority of the members voting at the meeting

11. Residual Funds

In the event that 'The Friends' is wound up by a vote of the membership then any remaining assets shall be distributed according to the wishes of members voting at that or at a subsequent meeting