

THE MUSIC CLUB Constitution

THE MUSIC CLUB is a small voluntary community group

1. Name

The name of the group will be The Music Club (TMC)

2. Aims:

The aims of TMC will be:

- To provide a place where families living with disabilities can meet to prevent social isolation using music as a tool for creating a fun and inspiring atmosphere.
- To provide opportunities for local musicians to support people with disabilities using music as a tool for engagement and socialisation.
- To provide music making opportunities for children and young people with learning disabilities.
- To use music making to promote and stimulate creativity, self awareness and self confidence in children and young people with learning disabilities and special needs.
- To bring together Carers of children and young people with learning disabilities for peer support and sharing ideas for caring.

3. Membership:

Membership is open to anyone who:

- Lives with a learning disability aged between 0 – 25 years' old and their families (members who reach the age of 25yrs can continue if agreed by committee)
- Supports the aims of The Music Club as above.

Membership subscription is based on a low cost fee set by the committee (currently £12 per year) and reviewed on an annual basis. Attendees are invited to complete a membership form which is stored electronically in a password protected filing system and details stored on a database, managed by a committee member or named volunteer. Members are informed of their rights regarding access to their data and the removal of their data from the membership database.

4. Equal opportunities

We aim to create a safe and welcoming atmosphere for everyone. We want to challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness, HIV status, age, occupation, income, wealth and unrelated criminal conviction. We aim to design our activities, services and decision making processes specifically to encourage and support participation from people who face disadvantage in society.

5. Officers and Committee

The business of TMC will be carried out by a non-elected committee. The Committee will meet regularly and when necessary and not less than four times a year.

The Committee will consist of the following officers and their roles of the office are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers

- Membership secretary, who shall be responsible for keeping records of members
- Treasurer, who shall be responsible for maintaining accounts

Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The Quorum for Committee Meetings is three Committee members

6. Rules of Procedures for meetings

The meetings will be chaired by the volunteer agreed by the group. Minutes will be taken and distributed to the committee members. Decisions will be made by consensus with a vote if consensus cannot be reached. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote. Decisions for the group are made by the committee in consultation with the members.

7. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household. All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments) a requisition note will be signed by two signatories.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting. All money raised by or on behalf of The Music Club is only to be used to further the aims of the group, as specified in item 2 of this constitution.

TMC will also follow the Financial Rules addendum sheet.

8. Amendments to the Constitution

Amendments to the constitution may only be made at a committee meeting. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

9. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. This organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Committee Meeting of the The Music Club on:-

Date ... 17/7/2018

Updated ... 23/7/2023