

THE CONSTITUTION OF
THE STOCKPORT YOUTH ORCHESTRA
Reviewed and Approved by SYO committee
7th June 2013

PART 1 REGULATORY PROVISIONS

1 Adoption of the Constitution

The Charity and its property will be administered and managed in accordance with this constitution.

2 The Name

The charity shall be called the Stockport Youth Orchestra (and in this document it is called the Charity).

3 The Objects

The objects of the Charity (Objects) shall be:

- a) To advance the musical education of young people who live and/or attend school in the Borough of Stockport or surrounding areas through the provision of orchestral training and the opportunity to perform in concerts.
- b) To assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine.

4 Application of Income and Property

- (1) The income and property of the Charity 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 Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity but shall not receive or be paid any other benefit for being a trustee.
- (3) None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Charity. 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 Charity;

- (b) a Trustee from receiving a benefit from the Charity in the capacity of a beneficiary of the Charity provided that the Trustees comply with the provisions of sub clause (5) of this clause;
 - (c) the purchase of indemnity insurance for the Trustees against any liability that may 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 Charity but excluding:
 - (i) fines;
 - (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
 - (iii) liabilities to the Charity that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether that conduct was in the best interests of the Charity or not.
- (4) A Trustee may sell goods or services to the Charity provided that the benefit is authorised by the Trustees in accordance with the conditions in sub-clause (5) of this clause.
- (5)
- (a) If it is proposed that a Trustee should receive a benefit from the Charity that is not specifically 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 any 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 (4) of this clause, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Charity 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 disadvantage 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 paragraph 4 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 Charity the value of any benefit received by the Trustee from the Charity.

5 Dissolution

- (1) If the members resolve to dissolve the Charity the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity 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 Charity;
 - (c) in such other manner as the Charity Commission 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 Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a)–(c) inclusive in sub-clause (3) above.
- (5) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (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 the Commission the Charity’s final accounts.

6 Amendments

- (1) Any provision contained in this constitution, including for the avoidance of doubt the Charity’s Objects (subject to (a) - (d) below) and name, 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 and provided further that:

- (a) no amendment may be made that would have the effect of making the Charity 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 Charity;
 - (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) A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

PART 2 PROVISIONS RELATING TO MEMBERS

7 Membership

- (1) Subject to clause 8 below membership of the Charity shall be open to any member of the public upon payment of the annual membership subscription on the date of joining and each subsequent anniversary. Members not renewing their subscription within a period of 2 months will forfeit their membership. For the avoidance of doubt players shall not be members of the Charity by virtue of being players alone, but a portion of players' annual subscriptions shall be deemed to be annual membership subscriptions for their parents or guardians.
- (2) In addition, the Trustees may, in their absolute discretion, and by vote at any meeting of the Trustees, grant honorary life membership to such person or persons as they consider appropriate.
- (3) Membership is not transferable.
- (4) The Trustees must keep a register of the names and addresses of the members which must be made available to any member upon request.

8 Termination of Membership

Membership is terminated if:

- (1) the member dies or, if it is an organisation, ceases to exist;
- (2) the member resigns by written notice to the Charity unless, after the resignation, there would be fewer than two members;

- (3) any sum due from the member to the Charity is not paid in full within two months of it falling due;
- (4) the member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) the member has been given at least twenty one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

9 Convening of Meetings

- (1) The Charity shall hold an Annual General Meeting approximately every 12 months.
- (2) Not more than 15 months must elapse between successive Annual General Meetings.
- (3) In addition the Trustees of the Charity may call a special general meeting at any time they consider it necessary.
- (4) The Trustees must call a special general meeting if requested to do so in writing by not less than ten members or 1/10 of the membership of the Charity, whichever is the fewer. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within 28 days of receipt of the request, the members may convene a special general meeting, provided that they comply with the provisions of this Constitution in doing so.

10 Notice

- (1) The minimum period of notice required to hold any general meeting, including the Annual General Meeting, of the Charity 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 in writing or by email 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;
 - (a) 10 members entitled to vote upon the business to be conducted at the meeting; or
 - (b) one tenth of the total membership at the time,
whichever is the fewer.
- (3) If:
 - (a) a quorum is not present within 15 minutes from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Trustees shall determine.
- (4) The Trustees must re-convene the meeting and must give at least five business days' notice of the re-convened meeting stating the date, time and place of the meeting.
- (5) If no quorum is present at the re-convened 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, or in his absence a Trustee nominated by the Trustees, shall chair the meeting.
- (3) If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- (4) 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 present and to willing 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 meeting is to be re-convened 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 re-convened meeting stating the date, time and place of the meeting.

14 Votes

- (1) Each member personally present shall have one vote but if there is an equality of votes the person who is 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 an organisation, 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 organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- (2) The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.
- (3) Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

16 Annual General Meeting Agenda

- (1) The Annual General Meeting agenda shall include:

- (a) The reading, amendment if necessary, and approval of the Minutes of the previous Annual General Meeting and any other previous general meeting which has been held since the previous Annual General Meeting;
- (b) A report from the Chair of the previous year's activities and any discussion thereof;
- (c) A report from the Musical Directors and any discussion thereof;
- (d) A report from the Secretary;
- (e) A report from the Treasurer, consideration of the financial statement of accounts and, if approved, the adoption thereof;
- (f) The appointment or election of a Chair for the coming year;
- (g) The appointment or election of other officers for the coming year;
- (h) The appointment or election of members of the Executive Committee for the coming year;
- (i) The appointment of Independent Examiner for the Accounts;
- (j) Any item of business of which notice shall have been given by a member, in writing to the Secretary, not less than 3 days before the Annual General Meeting;
- (k) Any other business.

17 Minutes

- (1) Minutes of all general meetings shall be taken by the Secretary (or in the absence of the Secretary, such other person as the meeting shall appoint). These minutes shall be recorded and shall be read, amended as necessary, and approved at the next general meeting or Annual General Meeting, whichever is the sooner.
- (2) Any member of the Charity shall have access to the Minutes of the previous Annual General Meeting on request to the Secretary.

PART 3 PROVISIONS RELATING TO TRUSTEES, THEIR DUTIES AND RESPONSIBILITIES

18 Officers and Trustees

- (1) The Charity and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this Constitution.
- (2) The Officers and other members of the committee shall be the Trustees of the Charity and in this constitution are together called "the Trustees".
- (3) The Charity shall have the following Officers:
 - (a) A chair
 - (b) A vice-chair
 - (c) A secretary
 - (d) A treasurer.
- (4) A Trustee must be a member of the Charity or the nominated representative of an organisation that is a member of the Charity.
- (5) No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 21.
- (6) The number of Trustees shall be not less than three but (unless otherwise determined by a resolution of the Charity in general meeting) shall not be subject to any maximum.
- (7) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

19 The Appointment of Trustees

- (1) The Charity in general meeting shall elect the Officers and the other Trustees.
- (2) The Trustees may appoint any person who is willing to act as a Trustee and they may also appoint Trustees to act as officers.
- (3) Each of the Trustees shall retire with effect from the conclusion of the Annual General Meeting next after his or her appointment but shall be eligible for re-election at that Annual General Meeting.
- (4) No-one may be elected a Trustee or an Officer at any Annual General Meeting unless not less than 3 business days prior to the meeting the Charity is given a notice that:
 - (a) is signed by a member entitled to vote at the meeting;

- (b) states the member's intention to propose the appointment of a person as a Trustee or as an officer;
 - (c) is signed by the person who is to be proposed to show his or her willingness to be appointed.
- (5) The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.
- (6) Any voting on the election of Officers and Executive Committee members shall be by ballot and the ballot shall be conducted in such a way as the Chair shall decide. During the election of the Chair, the chair will be taken by the retiring Vice-Chair or, in his absence, such person as the meeting shall appoint. The incoming Chair will take the chair for the rest of the meeting.

20 Powers of Trustees

- (1) The Trustees must manage the business of the Charity and have the following powers in order to further the Objects (but not for any other purpose):
- (a) to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
 - (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;
 - (d) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993, as amended by the Charities Act 2006, if they intend to mortgage land;
 - (e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - (f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - (g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;

- (h) to set aside income as a reserve against future expenditure as agreed by the Trustees having taken advice from the Treasurer;
 - (i) to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
 - (j) 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;
 - (k) 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.

21 Disqualification and Removal of Trustees

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

- (1) is disqualified for 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 Charity;
- (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 Charity (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.

22 Proceedings of Trustees

- (1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (2) The Trustees shall meet at least three times annually to discuss matters of general interest, to formulate policy, and to receive reports from the Secretary, Treasurer, any sub-committees or individuals.
- (3) Any Trustee may require the Secretary to convene a meeting of the Trustees.

- (4) In respect of meetings convened by agreement at the previous meeting the Secretary shall give at least 14 days notice to those members of the Executive Committee who were not present at the same meeting. In respect of all other meetings the Secretary shall give not less than 14 days notice to all the Trustees.
- (5) Questions arising at a meeting must be decided by a majority of votes of Trustees present at the meeting.
- (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 four or such larger number as may be decided from time to time by the Trustees.
- (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) In the event of an equality of votes, the Chair shall have a second or casting vote.
- (13) 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, or in his absence, the Trustees present may appoint one of their number to chair that meeting.
- (14) 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.
- (15) The Trustees shall be entitled Co-opt not more than 6 persons as members of the Executive Committee or sub-committee. Co-opted members may vote on matters raised in Executive Committee meetings.
- (16) A resolution in writing or given using electronic communications 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. The resolution in

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

- (17) The Musical Directors of the Charity shall be invited to attend meetings of the Trustees to facilitate the running of the orchestras, although for the avoidance of doubt they shall not be entitled to vote on any matter.
- (18) Minutes of each meeting of the Trustees shall be taken by the Secretary and shall be read, amended as necessary, and approved at the next meeting of the Trustees.

23 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:
 - (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - (b) no expenditure may be incurred on behalf of the Charity 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 reported to the Trustees at the next meeting of the Trustees, or earlier if requested.

24 Minutes

The Trustees must keep minutes of all:

- (1) appointments of Officers and Trustees made by the Trustees;
- (2) proceedings at meetings of the Charity;
- (3) meetings of the Trustees and committees of Trustees including:
 - (a) the names of the Trustees present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions.

25 Annual Report and Return and Accounts

- (1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - (a) the keeping of accounting records for the Charity;
 - (b) the preparation of annual statements of account for the Charity;
 - (c) the presentation of the statements of account to the members of Charity;
 - (d) the preparation of an Annual Return or Update (as required) 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.
- (3) Accounts prepared in accordance with this Constitution shall be presented to the Members at the AGM following the end of the financial year to which the Accounts relate.
- (4) Accounts prepared in accordance with this constitution shall be examined and approved by an independent examiner appointed by the Trustees for that purpose. Such examination and approval shall be completed prior to the AGM if possible or as soon as practicable thereafter and in any event prior to the submission of the Annual Return or Update to the Commission.

26 Registered particulars

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

27 Property

- (1) The Trustees must ensure the title to:
 - (a) all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities; and
 - (b) all investments held by or on behalf of the Charity,
 - (c) is vested either in a corporation entitled to act as custodian trustee or in not less than two individuals appointed by them as holding trustees (Custodian Trustees).
- (2) The terms of the appointment of any holding Custodian 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 Charity.

- (3) The Trustees may remove the Custodian Trustees at any time.

28 Repair and insurance

- (1) The Trustees must keep in repair and insure to their full value against fire, theft and other usual risks all the property and assets of the Charity (except those buildings that are required to be kept in repair and insured by a landlord).
- (2) The Trustees must also insure suitably in respect of public liability and employer's liability.

PART 4 GENERAL PROVISIONS

29 Notices

- (1) Any notice required by this constitution to be given to or by any person must be:
 - (a) (a) in writing; or
 - (b) (b) given using electronic communications,but for the avoidance of doubt shall not be required to be delivered by both methods.
- (2) The Charity may give any notice to a member either:
 - (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it using electronic communications to the member's address.
- (3) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- (4) A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- (5) Proof that the notice was given shall be either by showing
 - (a) that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given, or

- (b) that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators.
- (6) 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.