

INTERNATIONAL CONCERTINA ASSOCIATION



CONSTITUTION 2004

INTERNATIONAL CONCERTINA ASSOCIATION CONSTITUTION 2004

Contents

1.	Objectives	<u>3</u>
2.	Activities	<u>3</u>
2.1.	Publications	<u>3</u>
2.2.	Electronic & non-print Media.....	<u>4</u>
2.3	Other Publications.....	<u>4</u>
2.4.	The Archives	<u>4</u>
2.4.1.	The Archivist	<u>4</u>
2.4.2.	The Music Library	<u>4</u>
2.4.3.	The Published Materials Archive.....	<u>5</u>
2.4.4.	The Sound Archive.....	<u>5</u>
2.4.5.	Borrowing of Material.....	<u>5</u>
2.5	Events.....	<u>5</u>
2.6	Sponsorship.....	<u>6</u>
2.7	Publicity	<u>6</u>
2.8	Affiliation.....	6
3.	Membership and Subscriptions	<u>7</u>
3.1.	Membership	<u>7</u>
3.2.	New Members	<u>7</u>
3.3.	Non-payment of Subscriptions.....	<u>7</u>
3.4.	Life Membership.....	<u>8</u>
3.5.	Honorary Life Membership	<u>8</u>
3.6.	Voting Rights.....	<u>8</u>
3.7.	Suspension of Membership	<u>9</u>
4.	The Committee	<u>9</u>
4.1.	Elections	<u>9</u>
4.2.	Officers.....	<u>9</u>
4.3.	Chairperson.....	<u>10</u>

4.4.	Other Task Functions.....	<u>10</u>
4.5.	Changes to the Committee.....	<u>10</u>
4.6.	Committee Meetings.....	<u>11</u>
4.7.	Interpretation Of the Constitution.....	<u>11</u>
4.8.	The Honorary President	<u>11</u>
5.	The Annual General Meeting	<u>12</u>
5.1.	The Agenda.....	12
5.2.	Members' Agenda Items	12
5.3.	Any Other Business	12
5.4.	Quorum	<u>13</u>
5.5.	Majority.....	<u>13</u>
5.6.	Proxy voting	<u>13</u>
6.	The Extraordinary General Vote (postal vote)	<u>14</u>
6.1.	Calling of an EGV.....	<u>14</u>
6.2.	Majority.....	<u>14</u>
6.3.	Counting the Votes.....	<u>14</u>
7.	Dissolution of the Association	<u>14</u>

1. Objectives

The principal objectives for the Association shall be:

- 1: To promote the playing of, and public awareness of, the concertina, in all its currently known and future formats, and in any style of music.
- 2: To provide a forum for discussion of all matters relating to and relevant to the concertina.
- 3: To preserve and research all aspects of the history and development of the concertina, and to make such knowledge available to the membership and to the general public.

These Objectives, however, do not constitute a requirement to support any particular form of concertina or music, nor for equality in treatment of the various forms, something which is impossible to uniquely define.

2. Activities

The activities of the Association should contribute to achieving the principal objectives as set out in Section 1. The following may be considered as some of the legitimate activities of the Association.

2.1 Publications

The Association, under the guidance of The Publications Officer (see Section 4), shall produce, or cause to have produced, publications covering the Association's interests and activities. The publications may take any appropriate format.

These publications shall be circulated to all paid-up members as part of their subscription. They may also be sold or circulated outside the Association, at the discretion of the Committee where this may assist the Association in achieving its objectives.

2.2 Electronic & Non-print Media

The Association may maintain a means of electronic and non-print communication and information dissemination using appropriate technology.

Information circulated or delivered by these means shall be considered ADDITIONAL to the normal communications/ documents paid for by annual subscription. Some of these documents may eventually appear in the Association publications (item 2.1) along with a notice of some of those not published. Members requesting printed copies of these documents may be asked to make a suitable payment.

2.3 Other Publications

The Association may publish or commission other (non-periodical) publications. Members (and non-members) may be required to pay a separate fee for copies of any such publication.

2.4 The Archives

Under the third objective (see Section 1), the Association shall actively encourage the collection, preservation and circulation of any material relating to the concertina, including music, published material and sound recordings.

2.4.1 The Archivist

One member of the Committee (nominally the Office of the Librarian) shall be designated Archivist. The Archivist shall have the overall responsibility to the Committee and the Association for reporting on activities in all areas of the Archives. The Archivist may have an active involvement in one or more of the archive areas (below).

2.4.2 The Music Library

The Association shall maintain a catalogued library of music specifically composed or arranged mainly for the concertina.

Materials in the Music Library shall be copied, re-set or preserved by any appropriate means to allow their survival for the future of the Association.

2.4.3 The Published Materials Archive

The Association shall maintain a catalogued archive of material generated for or about the concertina, including books and any other material relevant to the instrument or its history.

Materials in the Archive shall be copied, re-set or preserved by any appropriate means to allow their survival for the future of the Association.

2.4.4 The Sound Archive

The Association shall maintain a catalogued archive of sound recordings (live and studio) on which the concertina is involved as a principal instrument.

Materials in the Archive shall be copied, re-set or preserved by any appropriate means to allow its survival for the future of the Association.

2.4.5 Borrowing of Material

Members may borrow or obtain copies of any of the Association's material, subject to copyright legislation and to any time restrictions of the Archivist.

Members shall be required to pay fees for the use of the archives to defray expenses. Fees shall be at the discretion of the Archivist, and subject to discussion and confirmation by the membership annually at the AGM or at an EGM. The Archivist may, at his/her discretion, impose restrictions on further propagation of individually copied or borrowed materials.

2.5 Events

The Association, with or without collaboration of other organisations or institutions, may hold events for members and non-members. Such events should contribute to achieving the principal objectives of the Association. Fees may be required to be paid to performers who are acting in a professional capacity. Members and non-members shall be required to pay entrance to the event at a level to be determined for each event to cover the cost of the event.

2.6 Sponsorship

The Association may sponsor

A: Players

B: Events held by other organisations

C: Publications, research & other activities meeting the objectives in section 1

The sponsorship shall be compatible with the objectives of the Association. Ideally, the person making the application for sponsorship should be a member of the Association. However, this condition may be waived at the discretion of the Committee.

Any sponsorship shall be on a one-time basis. Sponsorship of a player or event, at any time, should not be considered as an indication of continued future sponsorship.

Applications for sponsorship should be made to the Committee via the Treasurer (See Section 4). Grants must be approved by a majority of the Committee.

2.7 Publicity

The Association shall publicise its existence, its activities and any associated or sponsored events in any way considered reasonable by the Committee, who are required to sanction relevant expenditure.

2.8 Affiliation

The Association, by a majority decision of the Committee, may join or affiliate with other organizations whose activities may benefit the Association, and which do not conflict with the Association's own objectives.

Other organizations may, by a majority decision of the Committee, be permitted to join or affiliate with the Association, where the activities of the other organization do not conflict with the Association's own objectives.

3. Membership and Subscriptions

3.1 Membership

Membership of the Association shall be determined by payment of an annual subscription, due on 1st January each year, or on the first day of the anniversary month of joining (see 0 below).

The rate of subscription for the following year shall be agreed at each Annual General Meeting. Subscriptions shall be set in pounds Sterling (GBP). The Treasurer shall use these rates to compute rates in other currencies as demand arises. Rates in other currencies may be revised periodically to reflect changes in exchange rates.

3.2 New Members

New members shall pay a full year's subscription on joining, and subsequently on the first day of the anniversary month of joining. For example, a member joining and paying an annual subscription on 15th August shall have a subscription renewal date of 1st August each year.

Alternatively, with the agreement of the Treasurer, new members joining in the course of a year may pay a portion of the annual subscription determined by the date of joining (using the factor 1/12 times subscription for every calendar month from 1st January) - and subsequently the annual rate from each 1st January.

3.3 Non-payment of Subscriptions

Membership of members whose subscriptions have not been paid within three months of their renewal date shall be deemed to have lapsed. Members shall be notified, either via a newsletter announcement or via a separate notice from the Treasurer, when their subscriptions are due for renewal. A final notice shall be issued before membership lapses.

3.4 Life Membership

Subscribing members who have completed five or more years of continuous membership shall be eligible for life membership at the following rates:

Total years subscription paid	Multiples of subscription for life membership
5 years	18 times
10 years	14 times
15 years	10 times
20 years	6 times
25 years	2 times

In determining eligibility for life membership, members who lapsed as members and subsequently rejoined will be deemed to have broken their continuous membership.

3.5 Honorary Life Membership

Members, life members and non-members may be elected to Honorary Life Membership subject to a majority vote by the membership at an Annual General Meeting or Extraordinary General Vote. There is no requirement to award Honorary Membership on a regular basis.

Honorary Life Membership is an award for outstanding contributions to the Association and its objectives.

3.6 Voting Rights

All members, life members and honorary life members shall be eligible to participate fully in all the activities of the Association and have full voting rights at Annual General Meetings or in Extraordinary General Votes.

3.7 Suspension of Membership

If the behaviour of a member is considered damaging to the interests of the Association, the Committee may, by a majority vote, revoke that membership or the right to participate in specific activities of the Association. In the latter instance, the member still retains all other membership privileges.

4. The Committee

4.1 Elections

In annual general meeting (AGM), the Association shall elect not less than five and not more than twelve members to the Committee.

The term of office shall be until the next AGM - unless the elected member resigns, retires, is removed under section 4.5, or is otherwise incapacitated or prevented from continuing in office during the term of office.

To be eligible for election, members must fulfil the membership requirements under Section 3.

4.2 Officers

In elections to the Committee, five specific named posts are to be filled. These, with their principal duties, are:

A: Secretary to the Committee: to maintain minutes, to arrange meetings, to supervise and advise on activities of other committee members, to function as Vice-Chairperson

B: Treasurer: to collect subscriptions, to maintain membership registers, to maintain and administer the Association's accounts

C: Publications Officer: to be responsible for the production of all printed publications produced in the Association's name.

D: Librarian: to advise and oversee the Association's archival activities. (also see Section [2.4.1](#))

E: Communications Officer: to maintain communication and information services, except those under the authority of the Publications Officer; to answer queries arising from these sources, and to investigate, understand and help to implement new developments in these areas.

4.3 Chairperson

After election, the Committee shall elect in private meeting one member of the Committee to act as Chairperson for the year, to hold office until the end of the next AGM.

The Chairperson, in conjunction with the Secretary, has the task of organising committee meetings and of overseeing the activities of all other committee members. In the event of a tied vote, the Chairperson has the casting vote.

The Chairperson may hold one of the other elected offices, with the exception of that of Secretary to the Committee (see Section [4.2A](#)).

4.4 Other Task Functions

After election, other job functions may be established by the Committee in private meeting.

4.5 Changes to the Committee

The Committee may co-opt other people during the year. The voting rights of those co-opted relate to their role on the Committee. Those co-opted to fill a vacancy arising for any reason must be members and shall have full voting rights. Those co-opted to perform specific tasks shall be accountable to the Committee, and have no general committee voting right, but can be asked by the Committee to participate in any vote arising from the specific task.

Committee members can be removed from office by a 2/3 (two-thirds) majority vote of the Committee.

These inclusions or exclusions shall run until the date of the next AGM or EGV.

4.6 Committee Meetings

A quorum of at least 50% of committee members, including at least one elected officer, shall be required for a committee meeting. Smaller groups may be constituted as working parties for particular functions. Such groups shall be accountable for their actions to the full Committee.

Meetings shall be held as often as deemed necessary by the Committee to carry out the business of the Association. A committee meeting is defined as the simultaneous consultation of at least 50% of the Committee, either physically or using any reliable means of communication.

4.7 Interpretation Of the Constitution

Responsibility for interpretation of the contents and requirements of the constitution shall rest solely with the constitutionally elected Committee.

4.8 The Honorary President

The Association may elect an Honorary President under the rules governing a general meeting. The position of President is a nominal one with no specific duties assigned to it.

5. The Annual General Meeting

The Association shall hold an annual general meeting (AGM) on a date and at a place to be determined by the Committee. The normal date shall be in October or November. At least six weeks' notice of the meeting is to be given.

5.1 The Agenda

An agenda for the meeting shall, if possible, be distributed to the members in advance. If available, the reports from the Officers of the Committee and other agenda items from the members (see 5.2 below) will be included for circulation.

Items that shall be included in the meeting agenda are:

- Call the meeting to order
- Apologies for absence
- Acceptance of the minutes of the previous AGM
- Matters arising from the previous minutes
- Officers' Reports (*)
- Election of Officers
- Election of other committee members
- Election of the Auditor
- Rates of annual subscriptions etc.
- Members' agenda items (see 5.2 below)
- Any other business
- Adjourn the meeting

(*) pre-circulated where possible

5.2 Members' Agenda Items

Members shall notify the Committee in writing of proposals to be included in the published agenda. Such proposals shall comply with the Association's established objectives, and shall not include items requiring an EGV under section 6. No more than two proposals shall be presented by a single member

5.3 Any Other Business

Items brought up under 'Any other business' shall comply with the objectives and activities of the Association, and shall not include items requiring an EGV under section 6.

5.4 Quorum

A quorum of 5% of the Association membership shall be required to be present to constitute a valid AGM.

5.5 Majority

Items voted on at an AGM shall be carried by a simple majority of votes cast.

5.6 Proxy voting

Members not attending the AGM may register proxy votes in one of the following ways:

Pre-notified agenda items only:

A) A member may write to an Officer of the Association, either directing the Officer how the member's vote is to be cast on each item, or giving the Officer authority to cast votes as he/she thinks fit. Such notification with voting instructions/ authorities should be received not less than two weeks before the date of the meeting.

B) Members may nominate another member to vote by proxy on their behalf, either directing the member how the nominating member's vote is to be cast on each item, or giving the member authority to cast votes as he/she thinks fit. Where another member is so nominated, the nominating member shall inform the Committee in writing not less than two weeks before the date of the meeting.

Other agenda items:

C) Members may nominate in writing a Committee member to vote by proxy on their behalf. The Committee member nominated may cast the proxy vote as he/she thinks fit not less than two weeks before the date of the meeting.

D) Members may nominate another member to vote by proxy on their behalf. The member nominated may cast the proxy vote as he/she thinks fit. Where another member is so nominated, the nominating member shall inform the Committee in writing not less than two weeks before the date of the meeting.

6. The Extraordinary General Vote (postal vote)

An Extraordinary General Vote (EGV) shall be required for the following:

A: To amend the constitution

B: To dissolve the Association

6.1 Calling of an EGV

The Committee shall be required to call an EGV if requested in writing to do so by at least 10% of the membership, or by majority vote of the Committee. Notification of the EGV to the membership shall be within three months of the request or Committee decision.

To call an EGV, a minimum of six weeks notice must be given by the Committee, with the exact wording of the resolutions to be proposed and voted upon.

6.2 Majority

Resolutions to be voted on at an EGV shall require 50% of the membership to participate in the voting, with 67% of the votes cast being in favour of the resolution for it to be adopted.

The rules for voting will be defined by the Committee and circulated with the notification.

6.3 Counting the Votes

One or more independent tellers shall be appointed by the Committee to oversee and count the votes.

All voting documents shall be passed to the Secretary for filing along with details of the specific vote. The membership shall be informed of the result of the vote as soon as practicable after the closing of the vote.

7. Dissolution of the Association

In the event of the Association being dissolved by an Extraordinary General Vote, the remaining assets of the Association shall be disposed of, as a final task, by the Committee. As far as possible, such disposal shall be in keeping with the objectives of the Association as specified in section 1.

Revision 30/06/2004