

# Friends of Norfolk County Youth Orchestra

## Constitution

### 1. Name

The name of the organisation shall be the “Friends of Norfolk County Youth Orchestra” (hereinafter referred to as the FNCYO).

### 2. The Objects of the FNCYO

The objects of the FNCYO are:

1. To aid the development of young musicians principally through membership of the ‘Norfolk County Youth Orchestra’, or whichever such organisation is deemed to represent the ‘Norfolk County Youth Orchestra’ as defined by and at the sole discretion of the committee.
2. To assist, in whichever way deemed appropriate by the committee, those young musicians who are of limited means, to become and remain members of the ‘Norfolk County Youth Orchestra’.
3. To ensure that there continues to be a Norfolk County Youth Orchestra of high musical standard, to which young musicians living in Norfolk, of sufficient musical ability, can aspire.

### 3. Powers

In order to carry out the charitable purposes, the trustees shall have the powers to:

- Raise funds and receive grants and donations.
- Grant bursaries
- Purchase instruments, equipment and music.
- Pay for the cost of music hire, publicise events and pay for other costs incurred by the orchestra or its members.

### 4. Membership

All parents of members of the Norfolk County Youth Orchestra will automatically become members of the FNCYO. Parents who wish to continue to support the orchestra after their child has left and other interested parties may also be members.

## 5. Trustees

The management of FNCYO shall be by a committee of trustees, including:

- Officers
  - Chair
  - Vice-chair
  - Treasurer
  - Secretary
- Other committee members
  - The Director of the NCYO
  - Other members as agreed from time to time by the committee.

The FNCYO shall have a patron or patrons, to be agreed upon by the trustees.

Any member may stand for election as a trustee.

The members of the FNCYO shall appoint the Chair, Vice-chair, Treasurer and Secretary at the AGM.

Other members of the committee may be appointed by agreement of the committee and serve until the next AGM when they may stand for election. All members of the committee may serve for three years, after which they will retire at the AGM but may stand for re-election. The Director of the NCYO will automatically become a member of the committee of trustees.

If a member of the committee resigns before the AGM, the Committee is empowered to co-opt a temporary member to serve until the next AGM.

## 6. Finance

- The financial year shall end on 31st March.
- The bank account shall be in the name of “Friends of Norfolk County Orchestra”, or “FNCYO”, and cheques shall be signed by two officers of the Committee, one of whom shall be either the Chair or the Treasurer
- FNCYO may receive donations, grants and gifts. Tickets for any or all of its concerts or other events may be offered for sale to the public.
- The income and property of FNCYO whencesoever derived shall be applied solely towards promoting the objects of the organisation as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the FNCYO except in payment of professional fees or legitimate expenses incurred on behalf of the FNCYO.

## 7. Annual General Meeting

Within seven months of the end of each financial year all members shall be invited to an Annual General Meeting. At least 14 days’ notice of the AGM shall be given to all members in writing including details of the agenda.

The Committee will present to each AGM the report and accounts of the FNCYO for the preceding year. Nominations for election to the Committee must be made by members of the FNCYO in writing and

must be in the hands of the secretary of the Committee at least 14 days before the AGM. Should nominations exceed vacancies, an election shall be held.

At least 3 members must be present at the AGM.

Minutes must be kept of the AGM.

## **8. Extraordinary General Meeting**

An extraordinary General Meeting, for which at least 14 days' notice in writing must be given to members, may be called by the committee or upon written request to the secretary signed by at least five members of the FNCYO. The notice must state the business to be discussed.

## **9. Trustee meetings**

There shall be a quorum when there are at least three committee members present at a meeting. The trustees must hold at least one meeting in addition to the AGM each year. Minutes shall be kept for every meeting. Trustees may act by majority decision.

## **10. Voting**

Voting at general meetings shall be by a show of hands, unless the Chair rules to the contrary. A simple majority shall agree decisions and in the event of equality the Chair shall have the casting vote. Only members are entitled to vote.

## **11. Annual Accounts**

The annual financial accounts of the FNCYO shall be presented to the members at the AGM.

## **12. Amendments**

The Constitution may be amended by a majority of the members present at an AGM or EGM provided that fourteen days' notice of the proposed amendment has been sent to all the Committee and provided also that nothing herein contained shall authorise any amendment that shall have the effect of the FNCYO ceasing to be a charity.

## **13. Dissolution**

In the event of FNCYO being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of FNCYO.

FNCYO is a charity; registered charity number 1123478. The constitution was amended at the AGM on 14/10/2018