

EUROPEAN RECORDER TEACHERS' ASSOCIATION (ERTA)U.K. BRANCH ERTA(UK) CONSTITUTION

1. Definitions

European Recorder Teachers' Association, hereafter referred to as "ERTA", is the parent Association of ERTA (U.K. Branch). ERTA (U.K. Branch), hereafter referred to as "ERTA(UK)", is one of several national "branches" (or equivalent name) of ERTA. Each branch has its own constitution, with aims and objects compatible with those of the parent organisation. The powers of the parent organisation ERTA relate to co-ordination and international co-operation, but do not over-ride the powers of the individual branches, nor the accountability of each branch to its own members. Membership of ERTA(UK) is deemed to include corporate membership of ERTA.

2. Location : The address of ERTA(UK) shall be that of its Secretary for the time being.

3. Establishment: ERTA(UK) was established on the 13th day of June 1993, the date of its Inaugural Meeting.

4. Status: ERTA(UK) is a non-profit-making educational organisation.

5. Objects

Within the limits of section 4 above, the objects of ERTA(UK) shall be education in and promotion of:

- a) The art and science of teaching the recorder;
- b) the instruction of young people in playing and understanding the recorder and its music; and
- c) the development of careers for recorder players.

In furtherance of these objects ERTA(UK) may:

*Discuss and disseminate ideas and information, especially news, ideas and information about teaching methods, performance practice, recorder repertoire (in particular new music), instrument making, and any such related matters, including all matters pertaining to recorder teaching as a profession;

*Commend, sponsor and publish any such information for the benefit of its members and, if it thinks fit, to others concerned with its objects;

*Organise, or take part in the organisation of meetings, conferences, workshops, concerts, competitions, and other such related activities;

*Commission the composition and publication of new music, especially music with didactic purposes;

*Take whatever steps it desires to widen interest in recorder teaching, recorder playing, and the enlargement of the recorder's repertoire;

*Co-operate with other bodies, both within and outside the U.K., in the furtherance of its objects, especially in order to strengthen communication between recorder teachers in Europe;

*Within the U.K. set up regional groups under its aegis on such terms and with such powers as it may determine;

*Take steps to encourage fully professional recorder teaching through the dissemination of its views to bodies responsible for the training of teachers, music education, examinations, the organisation of festivals and any such other function;

*Award prizes and other distinctions to encourage high standards in recorder teaching;

*Charge subscriptions and fees, invite, receive and invest gifts, donations and bequests, incur expenditures, receive, rent, own and dispose of property (whether subject to any trust or not), and exercise all such other lawful powers of a non-profit-making educational Association in pursuit of the foregoing objects.

6. Membership

Membership shall be open to any person or body supporting the objects of ERTA(UK) upon payment of a subscription to be determined annually at a Council Meeting, and having effect from and to such dates as the Council may decide (for "General Meeting" and "Council" see sections 7 and 9 below).

Membership shall terminate on resignation without reimbursement of subscription (unless the Council decides otherwise in particular cases), death, or non-payment of any required subscription by a notified date. ERTA(UK) may elect a President, Vice-Presidents, and other persons, by name or title, to Honorary Membership, without subscription, and without voting rights, for the normal membership period of one calendar year renewable as it may in each case decide¹. The President shall be invited to preside (but not to take the chair) at General Meetings.

The Council may charge reduced subscriptions to certain categories of members, such as full-time students and senior citizens. It may propose to a General Meeting other forms of membership, such as Life Membership or Honorary Membership². Where a body becomes a member on a reciprocal basis, each such case to be approved by the Council, such membership shall be effected by the Secretary of that body for the time being becoming a member as a representative of the body, and the Council shall be empowered to waive the subscription charge or make other mutually agreed arrangements, if it is satisfied that such reciprocal membership, which it may terminate at any time, is beneficial to the objects of ERTA(UK)³.

Suitability for all forms of honorary and reciprocal membership shall be determined by the Council and judged on the same basis as suitability for ordinary membership.

7. General Meetings

There shall be at least one General Meeting of ERTA(UK) in each calendar year, at a time and place to be decided by the Council. All persons in current membership of ERTA(UK) shall be sent to their last notified address an invitation to such meetings, with an agenda determined by the Council, at not less than four week's notice. Members may notify additional agenda items relevant to the affairs of ERTA(UK) to reach the Secretary two weeks before the date of the General Meeting, and such items, together with any relevant written material, shall be placed on the table at the start of the General Meeting, unless the Chairperson of the Council decides to send all such communications to members before the meeting. No

matters may be considered at a General Meeting other than those on the agenda or properly notified by members unless the General Meeting agrees by vote in each case to do so. The quorum for a General Meeting to take place shall be fifteen members of whom at least five must not be members of the Council. No resolution shall be voted upon at any time when less than fifteen members are present.

One General Meeting each year shall be designated by the Council to be the Annual General Meeting, at which the Council shall present a written report on the year's activities, with oral reports from the officers, the accounts for the previous financial year, duly certified by a qualified accountant shall be approved, a President and Vice-Presidents, Officers and members of the Council as required shall be elected (or their tenure terminated), and arrangements shall be made for appointing a qualified accountant (who shall not be a member of the Council) for the following year. The interval between two such meetings shall not be greater than fifteen months. General Meetings may delegate powers and functions to the Council except those stated in the preceding paragraph, and changes to, or annulment of, this Constitution. At General Meetings proposed and seconded resolutions may be passed only by simple majority of those present and voting. In the absence of the Chairperson and Vice-Chairperson of the Council, a General Meeting shall elect a Chairperson for the meeting. The Chairperson may not vote except in the case of a tie in votes when he/she shall exercise a casting vote. Decisions by the Chairperson on matters of procedure shall be final.

8. Officers

Excluding the President and Vice-President as Honorary Members, there shall be up to eight officers of ERTA(UK), who shall include the Chairperson, the Vice-Chairperson, the Secretary and Treasurer. The offices of Education Officer, International Liaison Officer, and Information Officer who may also act as Membership Secretary may also be appointed. Posts may be combined and the Council may propose to a General Meeting to appoint an officer for these (or any other) purpose. The Chairperson, or in his/her absence the Vice-Chairperson, shall take the Chair at General Meetings (subject to the foregoing), and at all meetings of the Council.

9. The Council

The membership of the Council shall firstly be all the Officers, and having regard to arrangements for rotation of membership and other contingencies, at least three elected ERTA(UK) members. All such members shall be appointed to serve on the Council for up to three years, but may be duly reappointed for a further period of up to three years, and in exceptional circumstances, for example in the absence of a suitable candidate, up to three further years after that (i.e. a maximum of nine years tenure); three years must then elapse before such a member becomes eligible for any further period of appointment as a member of the Council in any capacity. Additionally there shall be up to three Student Members and up to three Co-opted Members, all as full voting members of the Council; their terms and conditions of appointment and nomination, and periods of membership (having regard to rotation), shall be determined by the Council⁴ but in accordance with the normal conditions of Council membership and subject to ratification at a General Meeting. Within such

provisions, the Council may propose for adoption at a General Meeting, ab initio and at any later contingency, arrangements to achieve both rotation and continuity . Similarly, the Council shall propose how members are elected, having regard to regional representation and other considerations. No decisions shall be taken by the Council unless three officers and at least two other members are present and voting.

At meetings of the Council, the Chairperson (or Vice-Chairperson in his/her absence) shall be eligible to vote. In the event of a tie in voting a Chairperson's second and casting vote shall then be exercised, unless the Council decides to refer the matter to a General Meeting for decision . Meetings of the Council shall take place at least twice a year with an agenda agreed upon by the Chairperson (or Vice-Chairperson) and Secretary in consultation as necessary with other Council members and sent to members at least one week in advance of each meeting. Items may be added to the agenda by Council members provided these are notified to the Chairperson three days before the date of the Council meeting. Dates of meetings shall be agreed upon and promulgated with a view to maximising attendance. The Council is entitled to ask any members with a poor record of attendance to resign.

Subject to the powers and directions of General Meetings, the wishes of the membership of ERTA(UK) as expressed in resolutions of General Meetings, and to the law of the land, the Council shall have all the powers necessary to manage to the best of its ability the affairs of ERTA(UK) in accordance with the objects of ERTA(UK), compatible with those of ERTA. In addition to setting the annual membership subscription, it may set up such sub-committees , which may include Executive and Finance Committees, and regional groups⁵ , with such powers and terms of reference, for such periods, and with such membership, and membership and procedural conditions, as it thinks fit in order to advance the objects of ERTA(UK).

The Council may propose Rules for approval by the membership of ERTA(UK) at a General Meeting or otherwise relating to the functions of officers, election procedures, terms of office and membership, the conduct of meetings, financial controls including reimbursement of approved expenditures, and any other matters pertaining to the good organisation and effectiveness of ERTA(UK) in accordance with and subject to this Constitution. The Council may propose amendments to this constitution for adoption at a General Meeting, the wording of any such amendments to be communicated to all members at least four weeks before consideration at a General Meeting; and any such amendment shall only be adopted if at least two-thirds of those present at the General Meeting vote in favour.

The voluntary dissolution of the Association can only be decided upon at a General Meeting of all members at which two-thirds of those eligible to vote must be in favour. In the event of a decision to wind up the affairs of ERTA(UK), the Council shall be responsible for ensuring that residual assets are made over to the Walter Bergmann Memorial Fund, or otherwise to another charitable body with aims and objects related to those of ERTA(UK).

RULES

A. Rotation of Council members. Initial re-election and thereafter at three-yearly intervals in accordance with the constitution. 1997 (then 2000; 2003; 2006 etc.) Vice-Chairperson, Secretary, International Liaison Officer, Information Officer and student

member. 1998 (then 2001; 2004; 2007 etc.) Chairperson, three co-opted members. 1999 (then 2002, 2005, 2008 etc.) Education Officer, Treasurer,

B. Council members expenses. All expenses incurred by Council members must be presented to the Council for approval along with the appropriate supporting evidence (receipts and/or cheque book stubs) before expenses can be reimbursed. All reimbursements shall be made by cheque from the Association's account which must require two signatures; normally those of the Chairperson and the Treasurer.

C. Membership shall last for one calendar year from January 1st of each year. The accounting year lasts from January 1st to December 31st of each year. Membership fees can be reduced proportionately for new members joining after six months after the official membership renewal date. A member may be expelled by the Council when despite three reminders the member is more than twelve months in arrears with membership dues. The obligation to pay the membership fee remains unchanged.

Reciprocal and Honorary Membership may only be granted on approval of the Council and where the individuals or organisations concerned agree to the conditions of ordinary membership.

D. Resignation can only take effect from 31st December of each year and must be made to the Council in writing at least three months in advance. If the resignation arrives too late it can only take effect from the next withdrawal date.

E. The expulsion of a member from the Association can be ordered by the Council in case of gross infringement of the membership regulations and on account of dishonest behaviour.

F. Rights and Duties of Members.

Members have the right to participate in all events of the Association and to make use of the Association's facilities. Only ordinary members have the right to vote at meetings of the Association.

The members have the duty to further the interests of the Association to the best of their ability and to refrain from anything that might infringe upon the reputation and the aims of the Association. They must respect the members' regulations and the resolutions of the Association's Council.

Members are obliged to pay the sum of their annual membership subscription fees punctually. The Association shall send reminders a minimum of two weeks prior to membership renewal and then if not paid six weeks after renewal was due. A final reminder will be sent when the subsequent annual subscription falls due.

Members must notify the Treasurer of all changes of address.

Corporate members have no vote at General Meetings.

G. Special Duties of Officers and Council Members

Generally: Council members undertake a commitment to attend Council Meetings. Any Council member who misses two consecutive Council meetings without apology will be deemed to have resigned. Office holders who fall behind in their duties and commitment may be asked to resign their posts subject to the agreement of a clear majority in a Council vote.

Chairperson: The Chairperson takes the chair for General Meetings and Council meetings. In extraordinary circumstances he/she has the right, regarding business that would normally come under the auspices of a General meeting or a Council meeting, to take independent decisions for which he/she is responsible.

These need to be confirmed at the next following meeting of the authorised body. The Chairperson must report to the Annual General Meeting.

Secretary: The Secretary is responsible for assisting the Chairperson in the managing of the business of the Association. He/she has to write the minutes of meetings as well as deal with publicity work for the benefit of the Association. The Secretary must report to the Annual General Meeting. The Secretary must notify Council members of meeting dates and prepare the agenda for Council meetings.

Treasurer: The Treasurer is required to keep an up-to-date record of the Association's membership list as well as being responsible for maintaining financial accounts. The Treasurer must report at each meeting of the Council and the Annual General Meeting.

Regional Representatives: A minimum number of ten ordinary members may form a regional branch of ERTA(UK) but must do so entirely in accordance with the ERTA(UK) constitution and rules. They must form a regional committee, one member of which must be a member of the Council of ERTA(UK), with a minimum of five members consisting of Chairperson, Secretary, Treasurer and two further members without office. The Chairperson of the regional branch committee must report at each meeting of the Council and to the Annual General Meeting.