

RULES OF THE BEDS & NORTH HERTS BRANCH OF THE SOCIETY OF RECORDER PLAYERS

(1) MEMBERSHIP

- (a) All members of the Branch shall be bound by the rules of the Society insofar as the same are applicable to Branch members and by the rules set out here.
- (b) Any person who on application to the Branch Secretary undertakes to abide by the Rules of the Society and the rules of the Branch shall be eligible to be a Branch member.
- (c) Members shall pay (in addition to their subscriptions to the Central Fund) such Branch subscriptions (if any) as the Committee of the Branch shall from time to time consider necessary to permit the continuance of Branch activities which Branch subscriptions shall be due and payable on 1st September in each year.
- (d) Any member of the Branch whose membership of the Society is terminated by the Committee of the Society shall automatically cease to be a member of the Branch subject to reinstatement if the resolution of such Committee is rescinded by the Society in a general meeting.
- (e) The Branch may admit any member of the Society as an Associate/Special Member. Associate/ Special Members shall pay such Branch subscription as the Branch Committee shall determine and enjoy the same privileges in relation to the Branch as the Branch Members unless the Branch Committee resolves otherwise.
- (f) Any person attending any meeting of or organised by the Branch and not being a member of the Society shall be a temporary member of the Society while so attending, and shall pay such fee as the Committee of the Branch shall from time to time determine.
- (g) Any reference in these Rules (other than Rule 1(a)) to members of the Branch shall not include temporary members unless otherwise specified.

(2) OFFICERS AND COMMITTEE

- (a) The Officers of the Branch shall be
 - (i) the Branch Chairman
 - (ii) the Branch Secretary
 - (iii) the Branch Treasurer and
 - (iv) the Branch Musical Director(if appointed).
- (b) The Branch Chairman shall preside at all meetings of the Branch Committee. In the absence of the Branch Chairman the Branch Committee shall elect one of its members to be chairman of the meeting.

- (c) The Branch Secretary shall
 - (i) Keep the records of members of the Branch including temporary members
 - (ii) In conjunction with the Branch Treasurer advise the Membership Secretary of the Society when a new member joins the Branch, when a member changes name, address or other contact details, and when a member resigns or otherwise ceases to be a member of the Branch.
 - (iii) Convene all meetings and other functions of the Branch as directed by the Committee.
 - (iv) Ensure that all formal communications from the Branch contain the words '*Registered Charity No. 282751/SC038422*'.

- (d) The Branch Treasurer shall
 - (i) Collect subscriptions to the Central Fund and remit the same to the Membership Secretary by the specified date
 - (ii) Collect Branch Subscriptions (if any)
 - (iii) Operate a bank account on behalf of the Branch but subject to the control of the Branch Committee
 - (iv) Ensure that all cheques and statements issued on behalf of the Branch shall contain the words 'Society of Recorder Players' (or SRP) and '*Registered Charity No. 282751/SC038422*'
 - (v) Present the same to the Annual General Meeting of the Branch
 - (vi) Prepare a statement of the income and expenses of the Branch up to the 31st day of August in each year and a balance sheet of the Branch's assets and liabilities as at 31st August in each year and ensure that the Branch's accounts are examined and approved by an independent person.
 - (vii) Submit the said approved statement and balance sheet to the Society Treasurer by the specified date.

- (e) The Musical Director, if appointed, shall have charge of all musical affairs of the Branch

- (f) The committee of the Branch, who are members of the Society, shall consist of the officers and not less than two nor more than eight other members of the Branch. Three persons present shall form a quorum of the Branch Committee. The Committee shall be responsible for administration of the Branch subject to the Rules of the Society and of the Branch and to any resolutions passed from time to time by the Annual Conference of the Society and the Annual General Meeting of the Branch and to any directions by the Committee of the Society.

In particular the Committee of the Branch shall:

- (i) Arrange all meetings and other functions of the Branch
- (ii) Choose and appoint conductors for meetings
- (iii) Fix Branch subscriptions
- (iv) Appoint a Delegate, being a member of the Society, to attend the Society's Annual Conference

(v) Make such bye-laws (being not inconsistent with the Rules of the Society or these rules) as they shall consider necessary from time to time for the conduct of the Branch's affairs

- (g) Every committee member shall have one vote at Committee meetings and in the case of an equality of votes the chairman of the meeting shall have the casting vote
- (h) The Officers and Committee shall be elected annually at the Annual General Meeting of the Branch
- (i) The Branch Committee shall have power to co-opt a member of the Branch to fill any casual vacancy in the Branch Committee

(3) GENERAL MEETINGS

- (a) The Annual General Meeting of the Branch shall be held once in each financial year
- (b) The business of the Annual General Meeting shall be:
 - (i) To receive the annual report of the Chairman or such other officers as the Committee may direct and the accounts of the Branch
 - (ii) To elect the Officers and Committee of the Branch until the next Annual General Meeting
 - (iii) To deal with any other business of the Branch
- (c) The Branch Committee shall have power to call an Extraordinary General Meeting at any time and such meeting shall have all the powers of the Annual General Meeting.
- (d) The Branch Committee shall determine the date of all general meetings and shall give not less than three weeks' notice thereof to all members of the Branch.
- (e) The accidental omission to give notice to or the non-receipt of notice by any members shall not invalidate any proceedings at any general meetings.
- (f) In the absence of the Branch Chairman the meeting shall choose one of the members of the Branch to be chairman of the meeting.
- (g) Each member of the Branch present at the meeting shall be entitled to one vote and the Chairman shall have a casting vote in the event of an equality of votes.
- (h) All resolutions shall be carried by a simple majority.
- (i) The Branch may be dissolved by a resolution passed at a general meeting of the Branch. If any assets remain after the satisfaction of all debts and liabilities such assets shall be transferred to the Society. Assets shall include all Sheet Music, Musical Instruments and Records of the Branch as well as any balance remaining in the Branch Funds.

(4) FINANCE

- (a) The Branch Committee shall maintain a banking account for the Branch and such account shall be operated by the Branch Treasurer subject to the control of the Branch Committee.
- (b) All sums of cash belonging to or paid to the Branch other than required to maintain a float shall be paid without undue delay into the Branch account. All

payments from the Branch's account shall be made by such persons being not less than two in number and in a manner as the Branch Committee shall from time to time authorise.

- (c) No liabilities shall be incurred in excess of the current assets of the Branch and in particular no bank account shall at any time be overdrawn without the previous written consent of the Treasurer of the Society.

(5) ALTERATIONS

These rules may be altered or revoked and new rules may be adopted altered or revoked by a resolution duly passed at a general meeting of the Branch provided that

- (a) No alteration or revocation or new rules shall come into effect unless and until the same have been ratified by the Committee of the Society and
- (b) No alteration or revocation shall be made and no new rules passed which shall be inconsistent with or conflict with the rules of the Society or would otherwise cause the branch to cease to be a charity in law.

Appendices

DATA PROTECTION ACT 1998

The Society is not required to register under the Data Protection Act 1998 since it uses membership information, which is stored on a computer, only to communicate with members, to produce a Membership List which enables members to communicate with each other, and to enable the publisher of the *Recorder Magazine* to send copies direct to members. The only personal information held by the Society is that which appears in the Membership List (unless members have asked for any of it to be withheld). The List is distributed only to members of the Society for personal use and is not used or distributed by the Society, Branches or members for any commercial or other purpose.

CHILD PROTECTION POLICY

Whilst most members of the SRP are adults, the Society recognises its responsibilities to ensure that when children are included in any of its activities their safety is explicitly considered. To this end, people organising such activities for or including children must ensure that a child is not left alone with a single adult and that no lessons, where a child is left alone with an adult, are organised for children as part of an SRP activity. Occasionally SRP members are asked to recommend recorder teachers for children. If they pass on the names of teachers they will make it clear to parents that:

- the SRP takes no responsibility for the quality of any such teacher
- the SRP is not able to comment on whether or not the teacher has been checked by the Disclosure and Barring Service (DBS).

Explanatory note (not forming part of the rules)

The class of "Temporary Member" has been introduced largely in order to allow the Society's public liability insurance to cover visiting players at Branch meetings. No other benefits of Beds & North Herts Branch membership apply.