CONSTITUTION OF THE LAUNCESTON MUSICAL SOCIETY INCORPORATED

10-00-00 **NAME**:- The name of the Society shall be known as the "Launceston Musical Society", hereinafter called the "Society".

20-00-00 **OBJECTS**:- The objects of the Society shall be:-

20-10-00 The cultivation and presentation of musical productions, solo and mixed part singing.

20-20-00 To facilitate and encourage the further development of musical ability of performing members.

20-20-10 To foster and promote musical potential within the community.

20-30-00 To give, or organise performances of musical productions such as: opera, light opera, operettas, musical comedy, musical plays and concerts.

30-00-00 **MEMBERSHIP**:- The membership of the Society may comprise of foundation members, subscribing members and life members.

30-10-00 Foundation Member:- Shall be a person who has attended the inaugural meeting of the Society held at Kings Meadows High School on Wednesday the 17th June, 1981 and fully paid the annual subscription within 30 days of the inaugural meeting.

30-20-00 Subscribing Members:- Shall be a member approved by the Executive and has fully paid the current annual membership, herein after called the member.

30-20-10 Only subscribing members, life members and guest performers are entitled to perform on behalf of the Society.

30-30-00 Life Member:- Shall be a person who has been nominated by a member; seconded by at least five other members; submitted and approved by at least 75% of the members present at an Annual General Meeting.

30-30-10 A life member shall enjoy full privileges of membership, but shall be exempt from all dues.

30-40-00 Entitlements:- any member shall be entitled to:

1. Attend all Special, General and Annual General Meetings of the Society.
2. Take part in all discussion and to vote at any Special or Annual general Meeting.
3. Attend all social functions sponsored by the society.
4. Be eligible for office.

40-00-00 **SUBSCRIPTIONS**:- Annual subscriptions shall be set annually by the Executive at the last Executive meeting prior to 1st of January when the Annual Subscription will become due.

40-10-00 Family membership subscriptions shall entitle each member of a family to apply for membership as detailed in clause 30-20-00 with the exception that the current annual subscription shall be deemed to have been paid. For the purpose of this constitution a family shall be a husband, wife and/or immediate dependents.

40-20-00 Should any member fail to fully pay his, her, or family subscription by the first of January each year, that member loses all voting rights at any Special, General, or Annual General Meeting until the subscription is fully paid. Further, if that subscription is not paid within three (3) months of the due date, that member ceases to be a member.

50-00-00 **EXECUTIVE**:- The executive shall consist of the following officers:

PRESIDENT	EXECUTIVE MUSICAL DIRECTOR
VICE PRESIDENT	SECRETARY
LIBRARIAN	TREASURER
PUBLICITY OFFICER	TWO SUBSCRIBING MEMBERS

And have the power to co-opt any financial member as and when it is deemed necessary for any period of time.

50-10-00 Duties of the President:- The President shall:

1. Be the Chief Executive Officer of the Society an shall manage the society in accordance with the interests and direction of the members
2. Act as chair person at all meetings unless for any reason he or she vacates the chair, or is absent. In which case the chair will be taken by the Vice President, or in his or her absence, by a member elected by the other members present. The president may resume the chair at any time.
3. Have, in addition to his/her personal vote, one casting vote at any meeting.

50-20-00 Duties of the Vice President:- The Vice President shall:-

1. Be responsible to the President for any duties delegated toh im or her by the President or the members.
2. When present at a meeting, act as Chair-person if the President is unavailable, or has vacated the position for any time.

50-30-00 Duties of the Secretary:- The Secretary should be responsible for:-

1. Recording the minutes of all meetings.
2. Conducting the correspondence.
3. Conducting any other secretarial duties as directed by the President or members.
4. Notifying all members of any Special or Annual General Meetings.
5. Copying any motions or resolutions which may be interpreted as policy, and record them for future reference.

50-30-10 In the event of the absence of the Secretary at any meeting, an Acting Secretary shall be appointed from the members present.

50-35-00 Duties of the Treasurer:- The Treasurer shall be responsible for:-

1. Receiving all monies, and paying all accounts passed by, either the Executive at an Executive Meeting, or the members at a General Meeting.
2. Keeping the Society's books, vouchers and financial records.
3. Preparing a financial report for presentation at any meeting if it is required.
4. Preparing a balance sheet and financial report for presentation at the Annual General Meeting.
5. Conduct banking.
6. Preparing estimates for the Society and its productions.

50-35-10 The Society's cheques and withdrawals shall be signed by any two of the following Executive Officers: President, Secretary, or Treasurer.

50-40-00 Duties of the Librarian:- The Librarian shall be responsible for:-

1. The safekeeping of all books (other than those which other members are responsible for), music and property of the society.
2. The supply of books, music and properties when required at any rehearsal or production.
3. The collection and collation of archival material associated with the Society, including

press clippings, programs, posters, photos.

4. Establishment and maintenance of information technology resources.

50-50-00 Duties of the Executive Musical Director:- The Executive Musical Director shall be responsible for :-

1. Liaisaon with the Musical director of any musical production.
2. To provide advice to the Executive on Musical matters.
3. Co-ordination of musical accompaniment for all rehearsals and performances in liaison with the Musical Director and Director for a production when necessary.

50-60-00 Duties of the Publicity Officer:- The Publicity Officer shall be responsible for:--

1. All Publicity and Advertising for the Society

50-70-00 Any member of the Executive on relinquishing their position shall return to a member of the Executive any Society property within 21 days of vacating their position.

60-00-00 **ELECTION OF OFFICERS**:- The election of Officers shall be carried out at each Annual General Meeting.

60-00-10 The right to nominate for an Executive position and vote in elections requires financial membership for at least 30 days for prior to the Annual General meeting and persons must be 16 years and over on the day of the Annual General Meeting.

60-10-00 Members may be nominated by other members, one to be the proposer, and another seconder on an appropriate form to be made available by and returned to the Secretary, at least 14 days prior to the Annual General Meeting.
The form is to contain the names and signatures of the proposer, seconder and nominee together with the list of the offices which the nominee is prepared to fulfil.

60-10-10 Prior to the election of office bearers an attendance register of all voting members present at the meeting will be handed to the returning officer.

60-30-00 The voting is to be conducted by secret ballot on a prepared ballot paper with the names of the nominees, using the preferential system.
The ballot papers shall be issued to voting members upon registration, prior to the election of office bearers.
The returning officer and at least two scrutineers shall be nominated by the voting members present at the Annual General Meeting.

60-50-00 In the event of any office not receiving nominations or during the year any casual vacancy occurs, the Executive shall select and fill the office from the members.

70-00-00 **MEETINGS**:-

70-10-00 Annual General Meetings:- Annual General Meeting is to be conducted prior to 31st October each year.

70-10-10 The Secretary shall notify all members of the Annual General Meeting by mail at least thirty days prior to the Annual General Meeting and by lodging a suitable advertisement in the Examiner at least fourteen days prior to the meeting, stating the date, hour and venue for holding the Annual General Meeting.

70-10-20 The order of business at the Annual General Meeting shall be:-

1. Apologies
2. Selection of Returning Officer and Scrutineers
3. The presentation, discussion, adoption, or other action on:-

A. The minutes of the previous Annual general meeting.
B. The Presidential report on the Society for the past year.
C. The treasurer's report and balance sheet on the financial affairs of the Society for the past year.

4. The election and declaration of officers for the next year.
5. Correspondence
6. Any other Agenda items
7. General business

70-20-00 General Meetings:- Shall be held any time the Executive deems necessary.

70-30-00 Special Meetings:- A special meeting shall be called by the secretary when, either:-

1. On receipt of a written application signed by not less than twelve (12) members stating the object of the meeting.

or:-

2. Called by the Executive stating the objects of the meeting.

70-30-10 Only motions or resolutions relating to the objects of the Special Meeting may be discussed at the meeting.

70-40-00 Executive Meetings:- Shall be called by the Secretary monthly or when:-

1. Requested by three (3) or more members of the Executive, or:-
2. Directed by the members at a meeting, or;
3. Requested by the President.

70-40-10 Any Executive Member who is absent from two consecutive Executive meetings shall cease to be a member of the Executive, and the Office shall be declared vacant unless the President is satisfied as to the cause of the absences.

80-00-00 **QUORUMS**:- shall be as follows:-

80-10-00 A minimum of 15 members, 16 years and over shall constitute a quorum at any Annual, General or Special Meeting

80-20-00 Four members of the Executive shall constitute a quorum at any Executive Meeting.

80-30-00 If, after the lapse of half an hour after the appointed time of any Annual, General, Special, or Executive Meeting, a quorum is not present, the meeting shall be adjourned to a date fixed by a majority of those members present.

90-00-00 **MUSICAL PRODUCTIONS**:-

90-10-00 The Executive shall appoint any of the following who are needed for any musical production: Director, musical director, choreographer, production manager.

90-10-10 If a member of the Executive does not hold a position referred to in 90-10-00, then one Executive member shall be appointed as liaison officer to be a member of the production team.

90-20-00 Approval:- the details of any proposed production including format, name, venue, and dates shall be submitted to a General Meeting and approved before the Society is to be committed financially, or otherwise, to the Production.

90-30-00 Cancellations:- The Society, by majority vote, may cancel any Production.

90-40-00 Auditions:- The Executive, in conjunction with any appointed Director and Musical Director shall select an audition panel. The audition panel will comprise any appointed Director, Musical Director and Choreographer plus a minimum of two members.

90-40-10 When auditions are not held the alternative casting process for any musical production must be approved by the Executive.

90-50-00 Rehearsals:- All persons associated with a given musical production shall attend those rehearsals and performances specified.

90-50-10 The executive or delegated persons shall have the right to exclude a member from the current production who has been absent from three rehearsals without apology.

90-50-20 A register is to be created of current members and attendance will be recorded.

110-00-00 **INTERPRETATION OF THE CONSTITUTION**:- Any doubts arising as to the application or meaning of any clause in the Constitution shall be decided and ruled by the President together with the Vice President who shall, when discussing the ruling, take into account the intent of the clause, and the welfare of the Society.

120-00-00 **AMENDMENTS TO THE CONSTITUTION**:- May be moved at a General or Annual General Meetings providing that:-

1. A notice of motion is written in full, together with the signatures of both mover and seconder is submitted to the Secretary.
2. The Secretary has notified the members at the next General Meeting of the proposed motion which shall be submitted at the next meeting and passed by 75% of the members present.

130-00-00 **AUDITOR**:- An Auditor, a Professional Accountant, shall be appointed to examine and report on the accounts for the year for the Annual Meeting.

140-00-00 **HONORARY LEGAL ADVISER**:- the Society shall appoint a Solicitor to act as Legal Adviser.

150-00-00 **DISSOLUTION**:- In the event of a dissolution of the Society, the music, all property and funds, after paying all accounts, shall be disposed of by gift, or otherwise, as directed by a resolution to that effect. But, no dissolution shall be effective without having been agreed to at a Special Meeting of members called for the purpose and confirmed by a Special Meeting held within three weeks of the first meeting.

150-05-00 In the event of the Society being wound up:-

a. every member of the Society , and
b. every person who, within the period of twelve months immediately preceding the commencement of th winding up, was a member of the Society.

is liable to contribute to the assets of the Society for payment of the debts or liabilities of the Society and for the costs, charges, and expenses of the winding up and for the adjustments of the rights of the contributories among themselves such sum, not exceeding $10 as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Society contracted after e/she ceased to be a member.

150-10-00 The majority required to pass the resolution and the confirming resolution must be at least 75% of the members present at each meeting.

150-20-00 The Secretary shall give notice of the first meeting by an Advertisement lodged in the Examiner indicating the nature of the meeting, venue and time, at least fourteen days prior to the first meeting.

Constitution updated and effective from

October 2016