



Scottish Federation of Organists

Registered Scottish Charity number SC023967

Constitution

(Revised – May 2018)

1. Title

The name of the Federation shall be the SCOTTISH FEDERATION of ORGANISTS.

2. Objects

The objects of the Federation shall be:

- 1) to advance the education of the members and the public in the art of music with special reference to organ and choral music; and
- 2) to promote the advancement of the arts, heritage and culture through organ music and the work of organists in Scotland, and in furtherance thereof
 - a) to provide a forum for discussion of all matters pertaining to local Associations and Societies of Organists in Scotland, including support for the establishing of new Associations and Societies in Scotland for the benefit of the public.
 - b) to maintain close liaison with the Churches in Scotland and, in particular, with the Mission and Discipleship Council of the Church of Scotland.
 - c) to speak authoritatively on behalf of the organists of Scotland on all matters pertaining to their art and musical work.
 - d) to meet annually in Conference, to arrange for lectures and recitals to which the public shall be encouraged to attend, and to afford facilities for discussion on all matters relating to organists and music generally.
 - e) to promote and maintain the relationship between the individual Scottish Associations/Societies and the Scottish Federation of Organists.
 - f) to promote and maintain the existing links and relationships between the Scottish Federation of Organists and the Incorporated Association of Organists.
 - g) to do all such other lawful things as are necessary for the attainment of the foregoing Objects.

3. Membership

Each and every member in good standing of the affiliated Scottish Organists' Associations and Societies shall automatically be members of the Scottish Federation of Organists.

Membership of the Federation shall also be available to persons who are not members of and are not connected to any Scottish Organists' Association or Society affiliated to the Scottish Federation of Organists on application being made to and accepted by the Committee of the Federation and payment of a subscription fixed annually by the Committee of the Federation.

4. Management

The management of the Scottish Federation of Organists shall be vested in a Committee (which Committee shall have executive powers), the membership of said committee consisting of the

President, Vice-President, immediate past President, Secretary, Treasurer, the Conveners of the Federation's Sub-Committees (presently Salaries and Contracts Sub-Committee, Publications Sub-Committee and Organ Advice Sub-Committee), and the Federation's representative(s) on the Council of the Incorporated Association of Organists, and Ordinary members. All members of the Committee shall be the Trustees of the Federation.

Each affiliated Scottish Association or Society of Organists shall appoint a representative to be a member of the Committee, and who will attend to maintaining and promoting the link between the member's local Association or Society and the Scottish Federation of Organists. Such Ordinary members shall hold office for a period of 2 years, which period may be renewed. In addition, if circumstances so dictate and on special cause being shown to the satisfaction of the Committee, the Committee may invite an individual member of the Federation to serve on the Committee for a period of 2 years.

The President and Vice-President shall normally serve for a period of one year, but may continue to hold office for a longer period if special circumstances so dictate. The Vice-President shall be nominated by rotation by the constituent and affiliated Associations and Societies. The order of rotation shall be as agreed by the Federation. The current Vice-President shall automatically assume the office and duties of President at the Annual General Meeting without further election.

If, for any reason, either the President or Vice-President is unable to continue in office, the nominating Association or Society shall nominate a successor to take office with immediate effect.

The Conveners of the Federation's Salaries and Contracts Sub-Committee, Publications Sub-Committee, Organ Advice Sub-Committee, and the Federation's representative(s) to the Council of the Incorporated Association of Organists shall be members of the Committee during their periods of tenure as Conveners and Representative(s) respectively.

The Secretary and Treasurer shall hold office for one (1) year, and shall be eligible for re-election at the Annual General Meeting. If, for any reason, either of these office-holders should require to demit office, nomination to either of these offices shall be submitted to the Committee for approval. The choice of the Committee for appointment as office holder shall be final and not subject to challenge. Such appointee shall hold office until the next Annual General Meeting, when he or she will be eligible for re-election.

The Annual General Meeting of the Federation or the Committee of the Federation may at any time appoint a Sub-Committee for specific purposes. The Committee of the Federation shall appoint the Convenor of each Sub-Committee, (including the existing Salaries and Contracts Sub-Committee, Publications Sub-Committee, and Organ Advice Sub-Committee), and that person shall always preside at the meetings of said sub-committee. All Sub-Committees shall report to and be responsible to the main Committee of the Federation.

Meetings of the Federation Committee shall normally be held twice in any year, in March and September. Additional meetings, on urgent issues as may arise from time to time, shall be convened by the President, whom failing the Secretary. The quorum for any meeting shall be five (5). All Committee members shall have one (1) vote, and the President or, in the absence of the President, the chairman of the meeting shall have a casting as well as a deliberative vote.

The President or, in his or her absence, the Vice-President, shall preside at all meetings of the Committee. In the absence of both, the Committee members present shall elect one of their number to preside at that meeting.

5. **Rights and Duties of President and Vice-President**

The duties of the President shall include, *inter alia*, a duty to maintain and profile the Scottish Federation of Organists; to preside at all meetings of the Federation and its Committee; the Annual General Meeting, and all other meetings of the Scottish Federation of Organists.

The Vice-President will have an entitlement to attend all meetings to which the President also has an entitlement to attend and will, if available, preside at all meetings in the absence of the President.

6. **Duties of the Secretary**

The Secretary shall be responsible for and attend to:

- a) all correspondence relating to the Federation.
- b) the recording of proceedings of all Committee meetings, Annual and Extraordinary General Meetings of the Federation, and the relevant parts of any other official meetings of bodies on which he may serve, as a representative of the Federation.
- c) the calling of meetings properly convened, the issue of official notices, and all other secretarial work required in connection with the Federation.
- d) the co-ordination of Annual Conferences with the host Association or Society.
- e) the liaison with other Scottish members of the Council of the Incorporated Association of Organists in respect of any IAO events in Scotland.
- f) the timeous submission of Annual Returns and supporting documentation to the Office of the Scottish Charity Regulator (OSCR).

7. **Duties of the Treasurer**

The Treasurer shall be responsible for and attend to:

- a) the collection of all monies due to the Federation.
- b) the payment of all expenditure authorised by the Committee.
- c) the maintenance of records of all expenditure authorised by the Committee and Federation.
- d) the presentation to the Annual General Meeting of the Federation of an account, in the required format, approved by the Committee, and signed by an Independent Examiner.
- e) the submission of a copy of the annual accounts of the Federation, after approval and noting at the Annual General meeting of the Federation, to the Treasurer of the Incorporated Association of Organists.
- f) the maintenance of a bank account in name of the Federation, to be operated by himself or herself and one (1) other member of the Committee, duly authorised by the Committee for that purpose.

8. **Finance**

The Federation shall be financed by way of an annual grant from the Incorporated Association of Organists. Each member of the Federation shall make payment to the Incorporated Association of Organists through his or her local Association or Society of the annual Capitation Fee agreed and fixed at the Annual General meeting of the Scottish Federation of Organists. Individual members of the Scottish Federation of Organists who are not members of a local Scottish Association or Society shall pay such annual subscription as may be determined from time to time by the Committee of the Scottish Federation and the Treasurer of the Incorporated Association of Organists.

9. **Time and Form of the Annual General Meeting**

The Annual General Meeting of the Federation shall be held during the Annual Conference, which shall normally take place in the month of May. The quorum for the Annual General Meeting will be twenty (20).

The order of business will be:

- a) Welcome by President.
- b) Intimation of apologies for absence.
- c) The approval of the Minute of the previous Annual General Meeting which, if approved, shall be signed by the President (or other occupant of the chair).
- d) The Report by the Secretary of the year's business and activities.
- e) The Report by the Treasurer of his or her intromissions, and the presentation of the annual accounts.
- f) The introduction of the incoming President for the ensuing year, who shall formally assume office at the conclusion of the Conference.
- g) The nomination of the new Vice-President by the representative of the local Association or Society entitled (in rotation) to nominate one of their members for this office.
- h) The elections of Secretary and Treasurer.
- i) Intimation of the identity of the Independent Examiner of the Federation's accounts.
- j) The nomination of the Scottish members to serve on the Council of the Incorporated Association of Organists (to ensure that there will be a sole nominee for each vacancy).
- k) The consideration of any formal motion or motions, notice of which must have been given in writing to the Secretary of the Federation not later than fourteen (14) clear days before the date of the Annual General Meeting.
- l) Intimation of the date(s) of the next Annual Conference.
- m) Any other competent business.

10. **Alteration to the Constitution**

Alteration to the constitution shall only be made by Resolution of the Annual General Meeting or an Extraordinary General Meeting convened for this purpose only. Notice of such Resolution and proposed amendment to the constitution shall be made in writing and signed by twenty (20) members of the Federation. Such Notice shall be served on the Secretary and be in his hands not later than twenty-one (21) days before the date of the Annual General Meeting or the proposed Extraordinary General Meeting. The Secretary of the Federation shall give notice to affiliated Associations and Societies and those individual members who are not affiliated to a constituent Society not later than fourteen (14) days prior to the meeting. It shall not be competent to alter the constitution in any manner which is inconsistent with the Federation continuing to be recognised as a legal charity. Notice of any alterations to the Constitution shall be transmitted by the Secretary of the Federation to the Office of the Scottish Charity Regulator (OSCR) or its statutory successor within twenty-one (21) days of said resolution being adopted.

11. **Extraordinary Business Meeting**

On receipt of a written request signed by at least twenty (20) members of the Federation, an Extraordinary Business Meeting shall be convened by the Secretary. The written request must specify the sole business to be discussed and transacted at the meeting. Within twenty-eight (28) days of the submission of such request, the Secretary shall give to affiliated societies and those individual members of the Federation who are not affiliated to a constituent Society at least fourteen (14) days' notice of such business meeting, clearly specifying the date and

location of the Meeting, together with formal notice of the business to be transacted or discussed.

12. **Dissolution of the Federation**

The Federation may be dissolved at any business meeting, by resolution passed by a majority of members present, provided that Notice of the proposed dissolution has been given by the Secretary of the Federation to the Secretaries of affiliated Associations and Societies (for onward transmission by said Secretaries to the individual members of the said Associations and Societies) and those individual members who are not affiliated to a constituent Association or Society, not less than fourteen (14) days before the said Business Meeting.

On dissolution of the Federation, any funds remaining in the Federation shall be applied to registered Charities with objectives similar to those of the Federation, the allocation of such funds being determined by the Meeting at which it is resolved to dissolve the Federation. In the event of any of the funds in hand having been provided by the Incorporated Association of Organists such funds shall be returned and repaid to the said Incorporated Association of Organists, after the final expenses of the Federation have been met in full. For the avoidance of doubt, the income and property of the Federation shall be applied solely towards promoting the Federation's charitable objects.

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The above Constitution of the Scottish Federation of Organists was adopted, after due notification, at the Annual General Meeting of the Federation held in St. Mary's Parish Church, Dundee on the FIFTH day of MAY, 2018, *nem.con*.

(Signed by Sheriff Kevin Veal, SFO President & Chairman of the meeting, and Alan Bicket, SFO Secretary and Secretary of the meeting.)

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