

# **Richmond Rhythm Club - Constitution**

## **1. Club Name**

The Richmond Rhythm Club (RRC).

## **2. Aims**

The aims of the RRC are:

- To provide an opportunity for members to listen to jazz musicians and others play and talk about music;
- To provide an audience for jazz musicians and, whenever possible, to support musical projects involving jazz musicians in the London area; and
- For members to gain a greater understanding of music and a wider knowledge of the world of jazz.

## **3. Membership**

3.1 Membership is open to anyone who:

- supports the aims of the RRC: and
- has either paid for one term or attended and paid for at least 10 sessions during the 12 months preceding the meeting or event in question.

The committee may offer a membership to an individual who has previously attended regularly but who is currently unable to achieve membership by attendance due to ill health, or for any other reason the committee may decide.

3.2 Membership will begin as soon as the necessary payment is received.

3.3 A membership list will be maintained by the Treasurer, and updated prior to an AGM or EGM. Members will be advised by email of their eligibility to vote at the meeting in question..

## **4. Equal Opportunities**

The RRC will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **5. Officers and Committee**

5.1 At each Annual General Meeting (AGM) the RRC shall elect a Treasurer and Chairperson and up to ten further members who will constitute the Committee. The Committee shall be responsible for conducting the business of the RRC, including the setting of fees and regularly reviewing the club's finances; the Committee will meet as necessary throughout the year.

5.2 The Committee shall;

- arrange the programme of meetings and performances;
- be responsible for safeguarding the financial assets of the RRC and for maintaining appropriate records and accounts; and
- be responsible for maintaining the club website and communication with members.

5.3 A Committee Meeting will be quorate when four or more of the Committee are in attendance. Where on any motion or proposal there is an equality of votes the Chairperson shall have a second and casting vote.

5.4 A list of Committee members will be maintained on the RRC website and recorded on all Committee, AGM and EGM minutes.

5.5 The Committee shall have the power to confer Honorary Life Membership on any member of the RRC.

5.6 The Committee shall have the power to set a limit on the number of RRC members.

5.7 The Committee shall have the power between AGMs to co-opt further members of the RRC to sit on the Committee; any such co-opted member who wishes to be elected to the Committee at the next following AGM shall require to be nominated in accordance with clause 6.4

5.8 If the Committee is of the opinion that the behaviour of any member of the RRC is incompatible with the aims or proper functioning of the RRC it shall have the power to require that member to leave, or not to attend, any meeting of the RRC, whether it is an AGM, EGM, Committee Meeting or other meeting or event organised by the RRC.

## **6. General Meetings AGM / EGM**

6.1 An AGM will be held within 12 months of the adoption of this constitution. Thereafter not more than 14 months shall elapse before each successive AGM is held. Not less than 28 days' notice of the holding of an AGM or EGM shall be given to members.

6.2 An EGM can be called by the Committee or 10 or more members; the notice of the EGM given in accordance with clause 6.1 shall include a statement of the reasons for calling it.

6.3 At each AGM:

- a report on the previous year's functioning of the RRC will be given by the Committee; the Treasurer will present accounts for the previous year;
- the Chairperson, Treasurer and Committee members will retire but will be eligible for re-election; and
- such other business shall be conducted as may be necessary.

6.4 Officers and committee members who are standing for re-election are not required to be nominated prior to an AGM; where a member of the RRC wishes to stand for election as an officer or Committee member the member shall so notify the Chairperson not less than fourteen days prior to the date of the AGM.

6.5 An AGM or EGM will be quorate when eight or more members are present.

6.6 For the avoidance of doubt (i) an AGM or EGM may be held by video link or other electronic means and (ii) only members shall be eligible to vote at an AGM or EGM.

6.7 Minutes will be recorded for each AGM and EGM; the draft minutes shall be sent to those on the RRC's distribution list. Once such minutes have been approved at the next following AGM or EGM as the case may be they will be published on the website.

## **7. Record Keeping and General Data Protection Regulation**

Subject always to the requirement to comply with all relevant legislation from time to time in force, the RRC shall follow the following practices:

7.1 Contact details consisting of either a postal address or an email address will be kept allowing communication regarding RRC business.

7.2 A minimum of information will be retained.

7.3 A member's details shall not be shared without the individual's permission.

7.4 Relevant records will be destroyed or deleted when a person ceases to be a member.

7.5 Records of attendance at RRC meetings will be maintained for 3 years to provide an accountable financial record.

## **8. Amendment of Constitution**

This constitution may be amended from time to time in general meeting by a two thirds majority of those present and voting.

## **9. Dissolution**

The members of the RRC may in General Meeting resolve to dissolve the RRC, in which case all remaining money and other assets, once outstanding debts have been paid, will be donated to a registered charity or other organisation whose objects include the promotion of music education or performance or the welfare of musicians.

This constitution was adopted on *25 March 2025*.