

DULWICH SYMPHONY ORCHESTRA

CONSTITUTION WORKING GROUP

Terms of Reference

Remit

1. The working group was established by a resolution of the Annual General Meeting of DSO held on 12 October 2011.
2. The WG was asked to consider the proposed amendments to the constitution tabled by Chris Burns and any other changes to the constitution which might be proposed and to report back to a future General meeting with a set of recommendations. The general meeting will decide on the recommendations (and must do so under the terms of the present constitution).

Membership

3. Jeremy Crump was asked to convene the group by the AGM. The remaining members have volunteered. They are: Caroline Annesley, Frances Barrett, Chris Burns, Jane Howard, Nikki Jackson, Ian Finn, Roland McCabe, Peter Watkins.
4. The group is an open one. Other members of the orchestra can join if they wish at any time.

Work programme

5. The working group will consider Chris Burns' amendments, using the text prepared by Russell Ashley-Smith for the AGM as a basis of a clause by clause discussion.
6. The group will also consider such other proposals as are made by members of the orchestra.
7. Members of the working group may table proposals for amendments themselves.
8. Proposals for amendment in addition to those already received should be tabled at least 5 working days before the meeting at which they are to be discussed. (The working group can choose to waive this rule on a case by case basis).
9. The working group will consider the amendments in the context of the advice and guidance of the Charity Commissioners and Making Music, and will have due regard to the legal responsibilities of trustees under the law on charities and other relevant legislation.

Submission of papers

Any member of the working group (or indeed the orchestra) can submit a paper for consideration on any relevant issue. They should be sent to the convenor for wider circulation to the group at least 5 working days before the meeting at which they are to be discussed.

Record of proceedings

10. The convenor will produce a record of decisions made at each meeting and circulate it in draft for agreement by members of the working group in advance of the subsequent meeting.
11. The records of proceedings will be open to members of the orchestra by publication on the members' page of the DSO web site.

Output

12. The product of the group will be a report for consideration by a general meeting of the DSO. It will be written by the convenor.
13. The report will be presented to the chair in advance of the general meeting at which it is to be discussed in sufficient time for it to be considered by the Committee.
14. The working group will aim to present the general meeting with a unanimous report. Where agreement cannot be reached, the report will identify the areas of disagreement and the issues which underlie them. This will provide a basis on which the general meeting can make an informed decision.
15. The working group will aim to keep to a minimum the number of such issues.
16. The work shall be completed no later than a month before the 2011 AGM or by 15 July 2011, whichever is the sooner.

Schedule of meetings

17. The working group will meet at least monthly.