

The Constitution of the Association of Musical Box Collectors

Article 1. Aims and objectives

- 1.1. To promote interest within the body of membership of AMBC for the mutual enjoyment, entertainment and research relevant to musical boxes and all other associated forms of programmed musical instruments generally known by the term 'mechanical music'.
- 1.2. To establish formal links and working relationship with other Societies who wish to be associated with AMBC.
- 1.3. To provide social opportunity for meetings of musical and non-musical entertainment, of historical or social interest. Meetings may adopt the established format of the private Chanctonbury Ring meetings hosted by Mr. E. Brown.
- 1.4. To promote public interest in and publish research in the form of articles, books, pamphlets, CDs, DVDs and other digital formants on all forms of instrument covered by the term 'mechanical music' including musical and non-musical automata.

Article 2, Membership

- 2.1. Application for membership will be by means of an AMBC membership form.
- 2.2. Acceptance of membership will be at the discretion of the AMBC Committee.
- 2.3. Applicants must accept the terms of the AMBC Constitution and abide by Committee rulings in the application of those terms.
- 2.4. Members applying during a membership year may be asked for a part year payment plus one full year payment.
- 2.5. The membership year will be the 1st March to the following last day of February.

Article 3, Committee

- 3.1. Members of Committee will nominate their chairperson (to be titled Chairman) and a deputy chairman for each year.
- 3.2 The Committee shall nominate Committee members and/or ordinary members willing to serve Committee for secretarial and administrative duties such as membership, subscriptions, Association meetings and the chairmanship of any sub-committee formed for the purpose of research, publication or other agreed group activity such as a working party.
- 3.3 Members of Committee who wish to continue in office and are accepted by committee may stand annually for re-election by the membership.
- 3.4. Committee members intending to resign should give, if possible, one year of notice to enable a replacement and smooth succession.
- 3.5. Ordinary members wishing to stand for Committee may be nominated to Committee in writing sponsored by two other members. Ample time must be considered by the applicant to enable full consideration. Any person so nominated must be acceptable to Committee and will be advised to the membership with due notice prior to the AGM.
- 3.6. A Membership business meeting other than the AGM may be called at the discretion of the Chairman/deputy Chairman and classified as an Extra-Ordinary General Meeting (EGM).
- 3.7. The chairman or by delegation the deputy Chairman shall ensure an agenda is prepared and notified to all committee members before a meeting takes place and preside over all meetings and decide the order of business.
- 3.8. The chairman or by delegation the deputy Chairman shall interpret the constitution if required and ensure minutes are circulated after the meeting for action and approval at the next meeting.
- 3.9. The Chairman/deputy Chairman will ensure that members are listed on a secure list held by at least four named Committee members. They will include the Chairman and deputy Chairman, the Membership Secretary, a treasurer. The list should have all necessary contact details such as address, telephone and email. Provision may be made for family and partnership members, associated Societies, clubs and organisations. The list must indicate if the member(s) wish their contact details to remain private other than to Committee. Communication of Association business other than that within the remit of each individual committee member must only be with the express permission of the chairman/deputy chairman.
- 3.10. The Chairman/deputy Chairman shall attempt to get unanimity on all matters of Committee business by show of hands. If votes are required, the Chairman/deputy chairman shall first state his/her position and, if necessary, contribute one casting vote. The decision will not be enforceable until all non-attending committee members have the opportunity to comment after which the Chairman shall apply the decision at his/her discretion. A 'quorate'

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attendance is therefore unnecessary but a minimum of one leader and two committee members shall be deemed a desirable 'quorum' for discussing published committee business or for instigating an agenda for full committee circulation in advance of any committee meeting.

3.11. Should a Chairman/deputy Chairman be unavailable to conduct urgent business for any reason, the Chairman or deputy chairman should appoint another member of Committee for the purpose of chairing urgent business only. If neither can be contacted, the remaining Committee members shall choose a chairman, ideally a signatory to the accounts, to convene a meeting for the purpose of that urgent business only.

3.12. At least one formal Committee meeting should be convened each year prior to an AGM. Committee members who cannot attend may ask the Chairman/deputy Chairman to represent their interests. If practicable, a phone or Skype link might be an alternative.

3.13 The AGM/EGM. The AGM should be scheduled for the first week of June so that members intending to vote have a further 6 months of membership. Votes will be by show of hands.

- The Chairman/deputy chairman will ensure pre-AGM / EGM reports are prepared for circulation beforehand.

- Financial reports must be simple to understand, indicate the cash in hand, debtors, creditors, cash flow, and recommendations for membership fee.
- The quantity/number of saleable stock assets should be recorded. Valuation of non-saleable assets is not required, particularly if covered by insurance but they should be listed within Committee records.
- Members should be able to contact the Chairman/deputy Chairman or any Committee member, preferably in writing, for any comment concerning the published AGM/EGM agenda.
- The Constitution will not have separate Bye Laws because the Constitution shall apply to all members.
- The AGM will be open to non-members, but the Chairman/deputy Chairman must ensure that voters comply with the terms of membership. Non-members must comply with the directions of the chairman.
- Secret ballots should be avoided and voting conducted by show of hands and, if deemed necessary, inspection of their membership cards.
- Membership votes by postal or email ballot should not normally be required and then only at the discretion of the Chairman/deputy Chairman.

3.14 Personal and sensitive membership issues: Only the chairman/deputy Chairman should handle such issues privately at his/her discretion. The Chairman/deputy Chairman should deal in private with any matter concerning conduct by any Society member, committee member or not, that may reflect badly on the Association. If the full committee needs to be involved in the event of possible disciplinary action involving Society or public interest, the Chairman/deputy Chairman will decide on an appropriate form of action before approaching the person concerned. On no account must ordinary members be asked to act as judge and jury in such matters and the committee decision will be final.

3.15. Signatories to the society accounts must be approved by the membership at an AGM/EGM. Members must be informed of the closing cash balance and opening cash balance for each membership year.

Approved by Committee 21st January 2015.

Approved by membership at the June 2015 AGM.

Chairman, Ted Brown.