

Rules

OF

THE ROYAL MUSICAL ASSOCIATION

(1) The admission and classification of members of the Association.

- (i) Members may be
 - (a) Life members, including Patrons
 - (b) Ordinary members
 - (c) Student members, including group student membership
 - (d) Institutional members
 - (e) Honorary members
 - (f) Retired members
- (ii) For the purposes of these Rules, 'members' means members in all categories.
- (iii) Student members to be eligible must be pursuing a course of study at a University or other Higher or Further Education Institution. Student members shall not remain in this category for more than five years. Retired members must normally be over 65 years of age and have been a member for ten years. Any decision as to eligibility shall be taken by the Council of Management (hereafter 'the Council').
- (iv) Other than Honorary members, Life members elected before 1 March 1979 shall not be required to pay any further subscription but shall not be entitled to receive gratis any of the Association's publications except the *Journal of the Royal Musical Association* and the Association's *Newsletter*.
- (v) All members who are not Life members or Patrons shall pay such annual subscriptions as shall from time to time be fixed by the Council. Those members paying subscriptions shall be entitled as part of the benefit of their subscription to receive copies of the *Journal of the Royal Musical Association* and the Association's *Newsletter* but no other publication of the Association shall be received gratis. Members may also receive such discounts on publications and conferences as the Council shall from time to time approve.
- (vi) Honorary members need not pay any subscription and are not entitled to vote at any meeting, but they shall receive all other benefits of membership.
- (vii) The Council shall reserve the right to terminate the membership of any member from whom payment is due and has not been received six months after the due date.

(2) Government of the Association

Council of Management

The Council of Management shall consist of the trustees of the Charity who shall be the president, the immediate past president, vice-presidents, honorary treasurer or treasurers and (unless otherwise determined by the Association in a general meeting)

not fewer than seven nor more than ten Ordinary Members of the Council. All these offices shall be honorary and without remuneration.

President, Vice-Presidents, Treasurer

- i. The president shall be elected annually from the members of the association nominated by the Council. The president shall retire each year at the commencement of the Annual General Meeting and shall be eligible for re-election, normally to a maximum of three years. One year before the expected final retirement of the current president, a president-elect shall be elected from the members of the association nominated by the Council. The president-elect shall assist the president but shall not be a trustee (unless already a trustee) until elected president in the following year. In the event of the death or incapacity of the president or of his or her becoming disqualified under the provisions of the articles, the president-elect shall take office as president and trustee immediately, or if no president-elect has yet been elected the Council shall elect one of the vice-presidents to act as president until the next Annual General Meeting. The immediate past president remains a trustee of the association and shall assist the president throughout his or her term of office.
- ii. Vice-presidents may be elected at the Annual General Meeting from the members of the association but there shall not be more than seven at any one time unless otherwise determined by the Association in a general meeting. Vice-presidents shall retire at the end of each year but shall be eligible for re-election.
- iii. An honorary treasurer or treasurers shall be elected at each Annual General Meeting from the members of the association. A treasurer or treasurers shall retire at the end of each year but shall be eligible for re-election.
- iv. Upon the death or retirement at any other time than at an Annual General Meeting of a sole honorary treasurer the Council shall appoint a member of the association as honorary treasurer to hold office until the next Annual General Meeting.

Ordinary Members of Council

- i. Ordinary Members of Council, who must be members of the Association, shall be elected at each Annual General Meeting to fill vacancies arising. Nomination for Ordinary Members of Council must be proposed and seconded in writing, together with the written consent of the member nominated, to the Executive Officer not later than six weeks before the date of the Annual General Meeting. If the number of nominations exceeds the number of vacancies the Executive Officer shall arrange a postal ballot of all members in good standing at the date of communicating the agenda for the Annual General Meeting.
- ii. Ordinary Members of Council shall serve for three years unless disqualified or elected to another office. At the end of three years Ordinary Members shall not be entitled to be re-elected until a further year has elapsed.

- iii. Should there be fewer Ordinary Members than ten, the Council may appoint any member of the Association as an Ordinary Member of Council until the next Annual General Meeting, when that person shall retire, but shall be eligible for election or re-appointment.

Entitlement to attend meetings of Council

The following shall be entitled to attend meetings of the Council ex officio, but not be entitled to vote unless previously elected as trustees: Past Presidents of the Association, Chair of Proceedings Committee, Chair of Publications Committee, Membership Development Officer, Student Liaison Officer, Editors of the *Journal of the Royal Musical Association*, *Royal Musical Association Research Chronicle*, RMA Monographs, the Newsletter, and the web site, convenors of recognised Chapters, two student observers elected by the annual RMA Research Students' Conference, and delegates from such other bodies as Council may from time to time approve.

Sub-committees of the Council of Management

In what follows 'committees' means all sub-committees appointed by and reporting to the Council of the Royal Musical Association.

- 1) The committees shall include the Proceedings Committee, the Publications Committee, the Finance and Membership Committee, Awards Committee, Search Committee, and External Affairs Committee and such other committees as Council may from time to time determine. These committees shall present written minutes to the next meeting of Council, save that they need not be presented to any meeting of the Council which follows within seven days of the meeting of the committee, but to the meeting of Council next after that one.
- 2) The Advisory Panel of the Journal of the Royal Musical Association is not a Committee of the Council but records of any meetings shall be communicated in writing to the Publications Committee.

The Council may appoint sub-groups of three trustees or other members of the association to make recommendations on specific matters; or it may delegate such powers to one of its committees.

- 3) For the purpose of these rules 'meetings' includes consultation with all members of the committee by post, telephone, electronic mail or other remote form of communication provided the means used are accessible to all members of the committee and provided that the results of such consultation are minuted and circulated to members of the committee and to Council.

Proceedings Committee

- 1) Proceedings Committee shall be responsible, under the authority of Council, for the planning of all one-day meetings, conferences, and other similar events. Issues of general principle concerning frequency and nature of meetings, and co-operation with other charities or voluntary associations, should be minuted as recommendations to the Council. The Committee is empowered to take decisions

on exact dates, locations and contents and delegation of local arrangements of meetings held in furtherance of the Objects of the Association as set out in the Memorandum of Association.

- 2) Proceedings Committee shall consist of the President, Treasurer and Executive Officer of the Association, convenors of Chapters of the Association, the editors of the *Journal of the RMA*, the Newsletter, and the web site, and the Chair of the Publications Committee (all ex-officio), three members nominated by Council, plus a Chair nominated by Council. The Membership Development Officer, Student Liaison Officer, and one of the two student observers at Council shall also be invited to attend.
- 3) The Chair of Proceedings Committee shall be nominated annually by Council at its first meeting in the calendar year. The term of office as chair shall not normally exceed three years. The Chair of Proceedings Committee shall be entitled to attend all meetings of Council but, unless duly elected as a trustee, shall not be eligible to vote.
- 4) The term of office for nominated members shall be three years, to run from the first meeting of Council in the calendar year.
- 5) At least two of the nominated members must be Ordinary Members of Council at the time of nomination. No person who is not a member of the Association shall be eligible for appointment as a nominated member of Proceedings Committee.
- 6) Organisers of the Association's events and organisers of outside conferences who would not otherwise be eligible to attend may be co-opted by Proceedings Committee. Such persons, who would normally include the organisers of the Association's annual conference and research students' conference, shall not be eligible to vote and shall remain members of Proceedings Committee only for so long as they perform the particular function by virtue of which they were co-opted.
- 7) There shall be at least three meetings of Proceedings committee each year.

Publications Committee

- 1) The Publications Committee shall be responsible, under the authority of Council, for all RMA publications. This responsibility shall encompass general editorial policy, publicity, and marketing. The Committee is empowered to take decisions on exact dates and contents of publications so long as these are decided in such a way as to contribute to furtherance of the Objects of the Association as set out in the Memorandum of Association.
- 2) The Publications Committee shall consist of the President, Treasurer, and Executive Officer of the Association (ex-officio); the editors of *RMA Research Chronicle*, RMA Monographs, the RMA Newsletter, the RMA web site, and the *Journal of the RMA*, and the Reviews Editor of the *Journal of the RMA*; two members appointed by Council; and the Chair of Proceedings Committee, plus a

Chair appointed by Council. One of the two student observers at Council shall also be invited to attend, and the RMA Publications Agent and Publications Officer shall have the right to attend. If no member of the International Advisory Panel of the *Journal* is otherwise a member of the committee, one member of the panel recommended by the editor of the *Journal* shall be invited to attend.

- 3) The Chair of Publications Committee shall be nominated annually by Council at its September meeting. The term of office as Chair shall not normally exceed three years. The Chair of Publications Committee shall be entitled to attend all meetings of Council but, unless duly elected as a trustee, shall not be eligible to vote.
- 4) Publications Committee may co-opt up to two additional members. The period of co-option shall be no more than one year but may be renewed. Co-opted members shall not be eligible to vote.
- 5) There shall be at least two meetings of Publications Committee each year (normally in January and May). Issues of general principle concerning frequency and nature of publications should be minuted as recommendations to the Council.
- 6) The Publications Committee shall act as Editorial Board for the *Journal of the Royal Musical Association*.

Finance and Membership Committee

- 1) The Finance and Membership Committee shall advise the Treasurer on the preparation of budgets and on the general financial position of the Association; review honoraria for RMA officers including secretarial and administrative officers and editors; and review annually the rate of subscription and recommend a rate to Council for the following year.
- 2) The Finance and Membership Committee shall review the state of the membership and the levels of subscription; approve the election of new members of the Association and report these elections to the Council; and undertake such other duties as may from time to time be delegated to the committee by the Council.
- 3) The Finance and Membership Committee shall consist of the President, the Hon. Treasurer, two Vice-Presidents, and one other trustee appointed by the Council. The Executive Officer, Membership Administrator, Membership Development Officer, Editors of the *Journal of the RMA*, the Newsletter, and the web site, Membership Development Officer, and Student Liaison Officer shall be entitled to attend.

Awards Committee

- 1) The Awards Committee shall advise the Council on the award of honours.
- 2) The Awards Committee is authorised to generate and solicit from the members nominations for honorary membership of the Association.

- 3) The Awards Committee is authorised to generate and solicit nominations for the award of the Dent medal from the International Musicological Society and from members of Council, and to determine the award of the medal, if necessary in consultation with specialists.
- 4) The Awards Committee may suggest to Council other honours and awards, and will be required to solicit and consider nominations for these and other awards as Council from time to time determines.
- 5) The Awards Committee will decide (where necessary by a sub-group of the committee) on the disbursement of special funds.
- 6) The Awards Committee shall consist of six members of the Association who shall be Trustees at the time of their appointment to the Committee, divided into two panels of three (to determine the award of the Dent Medal and the Jerome Roche Prize respectively), and a Chair who shall be a Vice-President. Members shall normally be appointed for a term of three years, one on each panel to retire each year, and shall not be entitled to be reappointed until a further year has elapsed.

Search Committee

- 1) The Search Committee shall search for and generate nominations for all offices of the Association including Ordinary Members of Council, President, and Vice-Presidents, Chairmanship of Proceedings and Publications committees and other such Committees as are not chaired by the President; and assist the Council and other committees where necessary in searches for appropriate personnel in other offices of the Association where vacancies arise such as executive officer, editorships and convenors.
- 2) The Search Committee shall consist of four members of the Association who shall be Trustees at the time of their appointment to the Committee, and two of whom shall be Vice-Presidents. The Chair of the committee shall be a Vice-President. Members shall normally be appointed for a term of two years with the possibility of re-appointment to a maximum of four years.

External Affairs Committee

- 1) The External Affairs Committee shall be responsible, under the authority of Council, for all communications with external bodies, including, but not restricted to, research councils and other funding bodies, government departments, and other musicological and learned societies.
- 2) The External Affairs Committee shall be empowered to communicate on behalf of the Association with external bodies, either on the basis of its own deliberations, or following consultation with trustees and any other members of the association it thinks appropriate. Council shall receive a copy of all such communications.
- 3) The External Affairs Committee shall consist of the President (ex officio) and at least two members of the Association appointed by Council, at least one of whom

shall be a Trustee at the time of appointment. It shall appoint a Chair from among its membership. Members shall normally be appointed for a period of three years, the term of office to run from the first meeting of Council of the calendar year, and shall not be entitled to be reappointed until a further year has elapsed. Any member of the committee who is not a Trustee will be invited to attend meetings of Council. The two student representatives to Council shall be invited to take part as observers in the committee's business.

- 4) The External Affairs Committee shall meet as necessary to discuss business as it arises, and it will report to the next meeting of Council whenever the committee has met.