

Rules

OF

THE ROYAL MUSICAL ASSOCIATION

Revised version with effect from 11 January 2019

(1) Admission and Classification of Members of the Association

- (i) Members may be
 - (a) Life members
 - (b) Ordinary members
 - (c) Student members, including members of Student Groups
 - (d) Retired members
 - (e) Low-income members
 - (f) Joint members
 - (g) Honorary 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. Retired members must be actually retired from full-time employment for at least three months of the current year. Low-income members must be earning less than a threshold determined by the Council of Management (hereafter 'Council'), including abroad at the prevailing exchange rate. Any decision as to eligibility shall be taken by the Executive Officer, who may refer the decision to the Council.
- (iv) 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.
- (v) All members who are not Life members, Honorary members, or members of Student Groups shall pay such annual subscriptions as shall from time to time be fixed by the Council. All members shall be entitled as part of the benefit of their membership to receive printed copies of the *Journal of the Royal Musical Association*, the Association's *Newsletter*, and *RMA Research chronicle*, and electronic access to the *Journal*, *RMA Research chronicle*, the *RMA Newsletter*, and the Association's Directory of Members (print-outs of the last two may be supplied upon request); 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) Student Groups shall be enrolled by the host institution, which shall pay such annual subscription as shall from time to time be fixed by Council. The individual students making up each Student Group shall be named by the host institution; no other students shall be considered members of the Student Group. Each Student Group shall receive a small fixed number of copies of the *Journal of the Royal Musical Association* and *RMA Research chronicle* to be shared among its members, who shall not receive individual copies of these publications but shall receive all other benefits of membership.
- (vii) Couples who subscribe as Joint members must share a single residential address. They shall receive a single copy of the *Journal of the Royal Musical Association* and *RMA Research chronicle* rather than individual copies, but they shall receive all other benefits of membership.

- (viii) Council shall reserve the right to terminate the membership of any member from whom payment is due and has not been received three months after the due date.
- (ix) Any person may bring complaints about the governance or conduct of the Association, about the misconduct of any member, or about the misconduct of any person at a public event sponsored or supported by the Association, to the attention of any elected or appointed officer of the Association, who will refer it to the proper person as provided for in the General Complaints Procedure published by Council. Any decision in response to a complaint may be appealed in the manner provided for in the General Complaints Procedure. No member who brings a complaint shall be disadvantaged in any way in respect of their RMA membership for having done so.
- (x) The Trustees of the Association may discipline any member who in their view brings the Association into disrepute or works against the interests of the Association (including, but not limited to, one who has violated any current code of conduct published by the Association, or one who has been found answerable for a complaint made against them following the General Complaints Procedure). A member disciplined for such cause may appeal in the manner provided for in the General Complaints Procedure. The Trustees have the following disciplinary powers, which are not exclusive of one another:
 - (a) to write a formal letter of censure;
 - (b) to exclude individuals, whether members or not, either temporarily or permanently from the RMA's flagship conferences, Study Days, or Research Skills training days, or from RMA-supported events of all kinds;
 - (c) to suspend RMA membership temporarily; if the period of suspension is three months or longer, the member's subscription will be refunded pro rata;
 - (d) to terminate RMA membership permanently; if this is during a calendar year for which the member has already subscribed, their subscription for the remainder of the year will be refunded pro rata; they will not normally be permitted to renew or rejoin.

(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 Council. All these offices shall be honorary and without remuneration. Council shall meet at least three times each year (normally in January, May, and September). The term of office of all trustees shall be according to the calendar year, beginning on 1 January of the year immediately following their election (except as indicated for the president-elect).

President, Vice-Presidents, Honorary Treasurer

- i. The president shall serve for 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 becoming 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. A president may stand for re-election for no more than one additional term, which may immediately follow the first term; such re-election should be contested in the same way as a first election. The immediate past president remains a trustee of the association.

- ii. Vice-Presidents may be elected at the Annual General Meeting from the members of the Association nominated by Council, but there shall not be more than five at any one time unless otherwise determined by the Association in a general meeting. Vice-Presidents shall be persons of established standing both in the study of the art and science of music and in the governance of the Association. They shall serve for five years, one retiring by rotation at the end of each year. They shall not be entitled to be re-elected until a further year has elapsed. Each Vice-President is expected to serve on at least one of the standing subcommittees of Council.
- iii. An Honorary Treasurer or Treasurers shall be elected at each Annual General Meeting from the members of the association. The Honorary 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 one week before the meeting of Council immediately preceding 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. One position among the Ordinary Members of Council shall be reserved for an early-career researcher, defined as someone who shall have received their final academic degree no more than five years before beginning their term on 1 January immediately following election (allowing for recognized career interruptions). This position shall be balloted separately in years in which it is becoming vacant.
- iv. Should there be fewer Ordinary Members than seven, 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 Council ex officio, but not be entitled to vote unless duly elected as trustees: past Presidents of the Association, Chair of Events Committee, Chair of Publications Committee, Executive Officer, Membership Development Officer, Student Liaison Officer, editors of the *Journal of the Royal Musical Association*, *Royal Musical Association Research Chronicle*, RMA Monographs, and the Newsletter, manager of the web site, 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 subcommittees appointed by and reporting to the Council of Management of the Royal Musical Association.

- 1) The committees shall include the Events Committee, the Publications Committee, the Finance, Membership, and Communications Committee, the Awards Committee, the Search Committee, the External Affairs Committee, and the Student 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 Council which follows within seven days of the meeting of the committee, but to the meeting of Council next after that one.
- 2) The International Advisory Panel of the *Journal of the Royal Musical Association* is not a Committee of Council, but records of any meetings shall be communicated in writing to the Publications Committee.
- 3) Council may appoint working 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.
- 4) 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.

Events Committee

- 1) Events 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) Events Committee shall consist of the President, Hon. Treasurer, and Executive Officer of the Association, convenors of Chapters of the Association, the editors of the *Journal of the RMA* and the Newsletter, and the manager of the web site (all ex-officio), three members appointed by Council, plus a Chair appointed by Council. The Chair of Publications Committee, Membership Development Officer, Student Liaison Officer, and the senior Student Representative to Council shall also be invited to attend.
- 3) The Chair of Events Committee shall be appointed by Council for a term of three years, which may be renewed once. The Chair of Events 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 appointed members shall be three calendar years.
- 5) At least two of the appointed members must be Ordinary Members of Council at the time of appointment, and one of these shall be a Vice-President. No person who is not a member of the Association shall be eligible for appointment as a member of Events 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 Events 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 Events 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 two meetings of Events 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, Hon. Treasurer, and Executive Officer of the Association, the editors of the *Journal of the RMA*, *RMA Research Chronicle*, RMA Monographs, and the RMA Newsletter, the manager of the RMA web site, and the Reviews Editor of the *Journal of the RMA* (all ex officio), and two members appointed by Council, plus a Chair appointed by Council. The Chair of Events Committee and the junior Student Representative to Council shall also be invited 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 appointed by Council for a term of three years, which may be renewed once. 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) The term of office for appointed members shall be three calendar years.
- 5) At least one of the appointed members must be a Vice-President at the time of appointment. No person who is not a member of the Association shall be eligible for appointment as a member of Publications Committee.
- 6) 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.
- 7) There shall be at least two meetings of Publications Committee each year (normally on the same day as meetings of Council). Issues of general principle concerning frequency and nature of publications should be minuted as recommendations to the Council.
- 8) The Publications Committee shall act as Editorial Board for the *Journal of the Royal Musical Association* and *RMA Research chronicle*.

Finance, Membership, and Communications Committee

- 1) The Finance, Membership, and Communications Committee shall advise the Hon. Treasurer on the general financial position of the Association and on the preparation of budgets. It shall review fees for RMA officers and editors.
- 2) The Committee shall monitor the state of the Association's membership and develop it, and maintain effective member communications. It shall review membership subscription rates annually and recommend rates to the Council for the following year.

- 3) The Committee shall support its officers, partners, and affiliated bodies in the marketing of its membership subscriptions, publications, events, and other activities.
- 4) The Committee shall oversee the production of publicity designed to make the Association's activities and achievements known beyond its membership and beyond academe, the aim being to maximize the impact of the Association's public statements and to support the Association's marketing and development objectives. In consultation with External Affairs Committee, the Committee shall be empowered to authorize press releases and to designate spokespersons from among the Association's trustees and officers as occasion requires.
- 5) The Committee shall oversee actions designed to secure the generation of income from gifts, donations, sponsorships, and legacies, consulting the Council and its committees on areas of development for strategic targeting. The Committee shall also undertake such other duties as may from time to time be delegated to it by the Council.
- 6) The Committee shall consist of the President, the Hon. Treasurer, two Vice-Presidents (one of whom to act as Chair), and one other trustee appointed by the Council. The term of appointed members shall be three calendar years. The Membership Development Officer and Member Communications Officer shall be entitled to attend meetings and shall report regularly to the Committee. The Executive Officer and the senior Student Representative to Council shall be entitled to attend. The Committee is empowered to appoint subcommittees to deal with particular areas of its remit; such subcommittees shall be chaired by a trustee member of the Committee, may include any members of the Association, and may co-opt non-members if necessary on grounds of specialist expertise.
- 7) The Committee shall normally meet twice a year, before the May meeting of Council in order to agree draft accounts for the preceding year, and before the September meeting in order to agree a draft budget for the following year.

Awards Committee

- 1) The Awards Committee shall advise Council on the award of honours.
- 2) The Awards Committee is empowered to generate and solicit from the members nominations for honorary membership of the Association.
- 3) The Awards Committee is empowered 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 appointed by Council, who shall be trustees at the time of their appointment, 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. One panel member on the committee shall also be a Vice-President. Members shall normally be appointed for a term of three calendar 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, Chairs of Events and Publications Committees and other such committees as are not chaired by the President or the Hon. Treasurer; 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 appointed by Council, who shall be trustees at the time of their appointment, 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 calendar 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, acting as Chair) 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. Members shall normally be appointed for a period of three calendar years, 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.

Student Committee

- 1) The purpose of the Student Committee is to provide a forum to encourage dialogue around music research for postgraduate research students.
- 2) The Student Committee shall be responsible, under the authority of Council, for promoting the Association to research students and for representing the needs of such students to Council. This responsibility shall encompass canvassing students on their needs, supporting the Student Liaison Officer and Membership Development Officer in promoting student membership, and taking an active role in RMA student-related events.
- 3) The Student Committee shall consist of the two Student Representatives and up to four elected student members, and one trustee appointed by Council. The Student Liaison Officer, the Membership Development Officer, and the Hon. Treasurer shall also be invited to attend.
- 4) The Chair of Student Committee shall be the Student Representative who is in the final year of their term of office. The term of office as chair shall not normally exceed one year. As a Student Representative, the Chair of Student Committee shall be entitled to attend all meetings of Council but, unless duly elected as a trustee, shall not be eligible to vote.

- 5) Student Committee members (apart from the trustee appointed by Council) shall be elected annually at the RMA Research Students' Conference, half the membership each year. The eligible candidate who secures the most votes in the election shall be the new Student Representative. The term of office for all members (including the trustee appointed by Council) shall be two years, to run from the end of the conference at which they are elected to the end of the corresponding conference two years later (the trustee will normally be appointed at a meeting of Council during the Research Students' Conference). All elected members of Student Committee must be active, registered students for their entire term of office, and must resign their membership of the committee if they cease to be students for any reason before their term expires. Student Representatives must be resident predominantly in the UK throughout their term of office; Student Committee members may be resident anywhere.
- 6) No person who is not an individual Student member or Student Group member of the Association shall be eligible for election as a member of Student Committee.
- 7) There shall be at least two meetings of Student Committee each year (normally in January at the Research Students' Conference and May). Issues of general principle concerning student-related activities should be minuted as recommendations to the Council.
- 8) The Student Committee shall appoint up to two of its members to sit on the Conference Planning Committee for the annual RMA Research Students' Conference.