

## Ladies Association of British Barbershop Singers (LABBS)

### Annex 1

#### Rules of the Association

In accordance with section 5.5 of the Articles of Association, the Ladies Association of British Barbershop Singers shall be governed by the following rules:

#### **1. Board of Trustees**

1.1 The Board of Trustees shall be constituted and hold the powers as outlined in the Articles of Association.

1.2 The Board may from time to time appoint and dismiss such temporary or permanent staff, salaried or otherwise as is considered necessary for efficient management. Such persons may attend Council meetings but may not vote.

1.3 In line with Article 4.5:

1.3.1 All resolutions of the Board at Board meetings require a simple majority vote to pass.

1.3.2 Written resolutions may be made outside Board meetings so long as **all** members of the Board agree.

1.3.3 If full agreement is not reached the resolution shall be deferred until the next Board meeting for discussion.

1.3.4 All decisions of the Board including written resolutions will be recorded by the Secretary, incorporated into the minutes of the Board and published as prescribed in the Articles.

1.4 The removal of the Board of Trustees is instigated through a vote of no confidence proposed by a representative of a member club at a general meeting. If no general meeting is scheduled, one may be called by the Trustees at any time and must be called within 21 days of a written request from one or more Trustees (being Members) or at least 10% of the Member Clubs or (where no general meeting has been held within the last year) at least 5% of the Member Clubs.

#### **2. LABBS Council**

2.1 The Council shall comprise:

2.1.1 Up to two nominated delegates from each member club, neither of who shall hold a post on the Board of Trustees,

2.1.2 LABBS Liaison Officers

2.1.3 The Board of Trustees,

All participating together in a general meeting of LABBS as prescribed in Article 9.

2.2 The format and content of LABBS General (Council) Meetings and Annual General Meeting is documented within section 9 of the Articles of Association.

### **3. Procedural Rules for LABBS Council meetings**

3.1 Notice of the date of the Annual General Meeting shall be sent by the Secretary to each member club to be received not later than six clear weeks before the date fixed for the meeting

3.2 There will be two meetings during the year in addition to the AGM.

3.3 Any member of the Council seeking to have an item placed on the Agenda of a General Meeting must notify the Secretary of the Association at least 21 days prior to the scheduled date of the meeting.

3.4 All meetings shall commence at 12 noon and terminate at 4pm unless Council votes to continue. Any member wishing to leave before the time laid down in these Rules shall request the permission of the Chair at the commencement of the meeting.

3.5 If a quorum is not present 15 minutes after of the start of the meeting, the meeting shall be dissolved. There is a quorum at a general meeting if the number of Member Clubs represented present (in person, by proxy or by a Member Club Representative) is at least 50% with 5 members of the Board present.

3.6 A motion that is not set forth on the agenda cannot be submitted without the consent of the meeting, unless it is a motion that -

3.6.1 a Chair for the meeting is appointed from the floor, the Chair and Vice-Chair both being absent;

3.6.2 the order of the agenda be changed;

3.6.3 a motion be withdrawn;

3.6.4 the motion be amended;

- 3.6.5 the question now be put to the vote;
- 3.6.6 the meeting move to the next item on the agenda;
- 3.6.7 the debate be adjourned;
- 3.6.8 the meeting be adjourned.

3.7 The Secretary shall present the minutes of the previous meeting but no motion or discussion shall be allowed except in regard to their accuracy.

3.8 After confirmation of the minutes they shall be signed by the Chair and any nominated member club delegate shall then be at liberty to ask any question in regards to matters arising for the purposes of information only.

3.9 Each nominated member club delegate shall be entitled to speak at Council meetings but only one vote per member club may be cast on each issue.

3.10 If either of the two nominated member club delegates is unable to attend any meeting of LABBS the club may send another member as a substitute delegate

3.11 Individual members of member clubs, LABBS Liaison Officers, Associate Members or members of affiliated clubs may attend Council meetings as observers with no right to speak on any subject unless invited by the Chair.

3.12 Any nominated member club delegate or Trustee wishing to speak shall indicate this to the Chair who will decide upon the order of speakers.

3.13 No nominated member club delegate or Trustee shall speak without permission.

3.14 No nominated member club delegate or Trustee shall interrupt a speech of another except it be on a point of order.

3.15 All remarks shall be addressed to the Chair.

3.16 The Chair shall control the meeting and have the authority to recommend the termination of any debate or discussion.

3.17 Any motion shall be proposed and seconded and then put to the meeting by the Chair for discussion. There shall be no further discussion after the vote has been moved.

3.18 The voting shall be by a show of hands except where a ballot vote is requested by the majority of those present.

3.19 In a tied vote the Chair may rule that a motion is not carried or exercise her right to have a casting vote.

3.20 If a member is named by the Chair for being disorderly, they will be asked to leave the meeting unless an apology, satisfactory to the meeting, is given.

3.21 Matters which have been the subject of a resolution may not be discussed again by Council within the following six months unless the circumstances or facts have altered to a significant degree and the Board of Trustees have resolved to consult council again.

3.22 A general meeting may be called by the Trustees at any time and must be called within 21 days of a written request from one or more Trustees (being Members) or at least 10% of the Member Clubs or (where no general meeting has been held within the last year) at least 5% of the Member Clubs.

#### **4 Rules of Conduct**

4.1 All Members will strive at all times to ensure that any music they use is legally obtained and copyright paid

4.2 No member will render LABBS liable for any member's infractions of the law relating to copyright (and LABBS will not accept any liability towards member clubs who use illegal music).

4.3 All members shall strive to ensure that they behave in a manner that reflects positively upon and is at all times a credit to LABBS. Breaches of this rule may result in the member being expelled or suspended. Any observed or notified breach will be considered on an individual circumstance at the discretion of the Board of Trustees but may include:

- Theft or fraud
- Physical violence or bullying
- Deliberate and serious damage to property
- Serious misuse of the LABBS name or property
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing the association into serious disrepute
- Causing loss, damage or injury through serious negligence
- A serious breach of health and safety rules
- A serious breach of confidence.

4.4 All members are expected to adhere to the full Membership Rules as outlined in Annex 3.

These rules may be amended by the existing Board of Trustees as required at which point this document will be updated.

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