

THE PLAINSONG &  
MEDIEVAL MUSIC  
SOCIETY

CUSTOMARY

As approved at the AGM on 6 May 2006

# THE PLAINSONG AND MEDIEVAL MUSIC SOCIETY

## CUSTOMARY

### 1. RULES

- 1.1. The governing document of the Plainsong and Medieval Music Society ('the society') is the constitution.
- 1.2. The constitution (part 2, section 29) makes provisions for the making of rules or by-laws, and for their alteration, addition or deletion.
- 1.3. Under this provision, this customary sets out the rules for the operation and activities of the society.

### 2. OBJECTS

- 2.1. The constitution (part 1, section 3) sets out the objects of the society.
- 2.2. 'Plainsong and medieval music' is defined as (i) monophonic chant intended for use in the Christian church at any period, both Western and non-Western, (ii) sacred and secular polyphonic music composed before 1550, (iii) music derived from or based on (i) or (ii). It also includes studies related or relevant to plainsong and medieval music, including theory, institutional history and sources.
- 2.3. Subsections 3 (a) and (b). 'Publishing' and 'mechanical reproduction' include electronic dissemination.
- 2.4. Subsection 3 (c). 'Promotion' includes collaboration with or sponsorship of individuals or organisations. Under this provision the trustees in full council may consider, approve, and make grants to individuals or organisations for projects or activities that fall within the objects of the society.

### 3. MEMBERSHIP

#### 3.1. Membership

The constitution (part 2, section 7) sets out the general regulations for membership of the society.

#### 3.2. Subscribing members

There shall be three categories of subscribing membership:

- Individual membership
- Joint membership
- Student membership

All these categories confer the same rights and privileges upon members, saving the special provisions for benefits for joint members defined in rule 9.3.

3.3.A new member may join at any time during the year by completing an application form and paying such subscription as the society shall from time to time determine for her or his category of membership under rule 4.1.

3.4.Honorary members (non-subscribing)

There shall be one category of honorary non-subscribing membership, which shall comport the same rights and privileges as subscribing membership.

3.5.Honorary members are nominated by the trustees and elected for life by a majority of members at an AGM.

3.6.Life membership

This category of membership shall be discontinued with effect from the adoption of this customary. Those members who prior to the adoption of this customary were life members shall become either subscribing or honorary members according to their individual arrangements made with the trustees, which arrangements are hereby ratified by the society.

3.7.Termination of membership

The constitution (part 2, section 8) sets out the regulations for the termination of membership.

#### 4. SUBSCRIPTIONS

4.1.Subscriptions shall be annual, renewal being due on 1 November each year.

4.2.New members shall pay the annual subscription when they submit their application forms. In the case of new members joining between 1 July and 31 October, renewal shall not fall due until 1 November in the calendar year following their becoming members.

4.3.The levels of annual subscription for each category of subscribing member shall be set annually by the trustees and approved by simple majority of the members present at an Annual General Meeting (AGM).

4.4.The trustees, at their discretion, may offer reduced levels of subscription to the unwaged and to any person who relies principally on income from a pension.

#### 5. MEETINGS AND PROGRAMME OF ACTIVITIES

5.1.The constitution (part 2, sections 9-15) sets out general regulations for meetings, including the AGM.

5.2. The agenda, including nominations for elections of officers and trustees, shall be circulated in writing (either electronically or on paper or both) at least fourteen days before the AGM.

5.3. An outline of the programme of meetings and activities for the following calendar year shall be prepared not later than 1 November, together with the related budget.

The programme outline for the following year shall be available to members by 1 November and circulated to all members with the notices of subscription renewals.

## 6. OFFICERS AND TRUSTEES

6.1. The constitution (part 2, sections 16-29) sets out general regulations for the appointment, powers, duties and responsibilities of the trustees.

### 6.2. Number of trustees

There shall be not less than seven and not more than twelve trustees, including officers.

### 6.3. Officers

The officers are chair, secretary and treasurer. The offices of secretary and treasurer may be held jointly by one person.

### 6.4. The chair

The chair shall (if present) preside at both trustee and general meetings, shall ensure that other trustees are fulfilling their duties and responsibilities in a timely and appropriate manner, and shall represent the society in the wider world.

### 6.5. The secretary and treasurer

The secretary and treasurer shall have responsibility for the efficient administration and operation of the society.

The secretary shall have principal responsibility for the organisation of meetings of the trustees and general meetings, and for communication with the membership.

The treasurer shall have principal responsibility for financial management and membership administration.

Subject to the approval of the trustees, the officers may engage paid and/or voluntary assistance to assist them in these duties.

### 6.6. Other trustees

There shall be not less than three and not more than five executive trustees who shall

principally have responsibility for initiating, overseeing and promoting the activities of the society. Each of the executive trustees shall have a defined brief agreed by all the trustees.

There shall be not less than two and not more than four advisory trustees who, as established scholars or practitioners in the field, shall serve principally to advise the officers and executive trustees in forming the policy and strategy of the society.

A person shall at any one time serve in one capacity only, as officer, executive trustee or advisory trustee.

#### 6.7.Trustees in full council

All officers, executive trustees, and advisory trustees shall fulfil the general duties and responsibilities of a charitable trustee in full council. They shall take responsibility for preparing strategy for the society, setting the annual budget, and approving the annual programme of activity.

#### 6.8.Delegation and committees of trustees

The constitution (part 2, section 21) sets out the regulations under which the trustees may delegate powers and functions to a committee of trustees.

The officers, the executive trustees, and the advisory trustees may meet as separate committees to consider business relevant to their respective duties and responsibilities.

From time to time the trustees may establish other committees with such terms as reference as they see fit.

The trustees may agree from time to time as they see fit to afforce the membership of a committee with persons who bring specialist knowledge or skills to a specific task or issue. Such persons shall not have voting rights.

A record of the business of any committee shall be kept and circulated to all officers and trustees not later than the next full meeting of the trustees.

#### 6.9.Conduct of trustee meetings in council and committee

Provided that they conform with the regulations set out in the constitution, trustee meetings may be held in person, by telephone conference, by video link, by electronic mail, or by any other appropriate medium, provided that no trustee be excluded from the meeting because of unavailability of the relevant resource.

#### 6.10.Relationships with the editors and publishers of *Plainsong and Medieval Music*

The journal *Plainsong and Medieval Music* is published and owned by Cambridge University Press. However, as an optional benefit of membership, it is important to the society, and good relations with the editors and the press have proved invaluable.

The trustees shall discuss matters of mutual interest and concern regarding the Society and the journal with the editors of the journal and a representative of the Press at least annually.

At the invitation of the Press, at least one trustee will normally be a member of the editorial committee of the journal.

An officer or other trustee may also serve as an editor of the journal (and vice versa).

#### 6.11. Period of office and rotation

The constitution determines that officers, executive trustees, and advisory trustees shall be elected for one year at an AGM, and that their term shall expire at the end of the following AGM. A trustee shall be eligible for re-election in the same capacity for up to a maximum of eight consecutive years, and for an overall maximum of twelve consecutive years in any capacity as trustee.

A trustee who has served the maximum number of consecutive years, whether in one or several capacities, shall be eligible for nomination for election at the AGM next after that at which he or she stands down.

If at any one AGM half or more of the trustees are due to stand down, the trustees may propose that not more than three of such trustees, by name, be permitted to serve for one further year; the AGM shall vote separately on each trustee so nominated.

#### 6.12. Nomination of new officers and other trustees

Any subscribing or honorary member of the society may recommend a name to the trustees for nomination for election to a specified office, or as an executive trustee, or as an advisory trustee. The name may be her or his own or that of another member willing to serve if elected.

Any recommendation shall be sent in writing by hand, post or an appropriate electronic medium to both the chairman and the secretary (either directly or through an administrator) not less than twelve weeks before the AGM. Notice of the date of the AGM and of the deadline for recommendations shall be given in advance in the programme for the calendar year circulated by 1 November each year.

The trustees shall put forward the recommended names as nominations to the AGM. All candidates who shall have been validly nominated shall be listed in the agenda.

No nomination shall be accepted that does not clearly state the office or category of trusteeship for which the candidate is proposed.

#### 6.13. Election and appointment of officers and other trustees

All trustees, including the officers, must be subscribing or honorary members of the Society at the time of their election.

At the AGM, each officer shall be elected by simple majority of the votes cast by the

members present. In the election of advisory and executive trustees, each member present may cast votes up to the maximum number of vacancies in each category; the candidates with most votes in each category shall be elected. The chair shall have an additional casting vote in case of a tie for office or last vacancy.

The constitution (part 2, section 17(2)) allows the trustees to appoint other trustees. This power may be used between one AGM and the next AGM; thereafter any trustee so appointed should be nominated for election at the next AGM.

## 7. MINUTES

7.1. The constitution (part 2, section 23) sets out the regulations for minutes.

7.2. Notices of meetings and minutes of meetings may be circulated electronically.

However, one copy of all minutes shall be printed or written on paper, signed with the consent of those present at the following meeting of trustees or the general meeting, according to the class of meeting concerned, as approved by the chair or other person presiding at the said meeting, and filed by the secretary. Such signed copy shall be conclusive evidence of the facts stated therein.

7.3. Draft minutes shall normally be circulated among trustees within 14 days of all full trustee and general meetings.

## 8. PRESIDENT AND VICE-PRESIDENTS

8.1. There may be a president and not more than four vice-presidents. These are honorary offices, and those holding them are deemed to be honorary members of the society.

8.2. The president is nominated by the trustees and elected at an AGM. It is an honorary office, held for a term not exceeding ten years.

8.3. The president may be re-elected for one or more further terms at an AGM.

8.4. A vice-president is nominated by the trustees and elected at an AGM. It is an honorary office, held for life.

8.5. A president or vice-president may also serve as an officer or other trustee, in which case rule 6.11 shall apply to her or him in that capacity only.

## 9. BENEFITS OF MEMBERSHIP

9.1. All members of the society are entitled to the following benefits:

9.1.1. Books, pamphlets, music, recordings or electronic materials published by the society either without charge or at a discounted rate determined by the trustees;

9.1.2. Admission to events and activities organised or sponsored by the society either without charge or at a discounted rate determined by the trustees;

9.1.3. Access to member areas of the society's website.

9.2. Members may opt to subscribe to the journal *Plainsong and Medieval Music* at a reduced rate determined from time to time by the trustees in negotiation with Cambridge University Press.

9.3. Joint members shall be entitled to receive only one copy of any item made available without charge, under rule 9.1.1, and only one copy per issue of the journal *Plainsong and Medieval Music* at a discounted rate. (Except for the journal, there is no restriction on the numbers of discounted items that may be bought by joint members.)

## 10. FINANCE

10.1. The financial year shall run from 1 November to 31 October.

10.2. All normal expenditure shall be planned in an annual budget to be considered and approved by the trustees in full council before the beginning of the financial year.

10.3. Any extraordinary expenditure falling outside the budget shall be considered and approved by the trustees either in full council or through written consultation.

10.4. All payments by cheque shall be signed by two trustees, one of whom will normally be the treasurer.

10.5. All payments by electronic transfer shall be authorised in writing (including electronic messages) by two trustees, one of whom will normally be the treasurer.

10.6. Once at least in every year the accounts of the society shall be examined and the correctness of the income and expenditure accounts and the balance sheet ascertained by one or more competent auditor or auditors appointed by the society in the AGM.

## 11. AMENDMENTS TO THE CONSTITUTION AND TO THE RULES

11.1. The procedure for the amendment of the constitution is set out in the constitution (part 1, section 6).

11.2. The procedure for the amendment of the rules in this customary is set out in the constitution (part 2, section 29).

11.3. Where an amendment to either the constitution or the rules is proposed, the proposal must specify the words to be added, changed, or deleted; it must also set out in full the wording of the paragraph(s) to be amended as they stand unamended and as they would stand as amended.

## 12. SUSPENSION OF RULES

Provided that the terms of the constitution are not contravened in any way, one or more rules may be suspended in emergency at a general meeting and for the duration of that

meeting only, provided that such suspension be approved by at least two-thirds of those present and voting thereon.