

The Galpin Society

For the Study of Musical Instruments

Rules and Regulations of Procedure

Registered Charity No. 306012

1. The name of the Society shall be 'THE GALPIN SOCIETY'.
2. The Society has been formed to commemorate the pioneer work of the late Canon Francis W. Galpin, with the following objects:
 - (a) To promote the study of the history, construction and functions of instruments of music, and all cognate matters.
 - (b) To further such research by the publication of a Journal.
 - (c) To propagate a knowledge of instrumental history by any other means which may from time to time be considered desirable and practicable.
3. Membership shall be open to anyone, irrespective of nationality or domicile, subject to the approval of the Committee.
4. The Annual Membership Subscription shall be a basic rate for individuals resident in the UK, individuals resident outside the UK, UK institutions and non-UK institutions. A Young Persons Membership for those aged 25 or younger and a Student Membership is available for bona-fide students at a reduction of 50% of the maximum subscription rate. Joint membership is available for two or more members living at the same address, when the subscription shall be the basic rate for one person plus £2 for each of the others. The subscription shall be due in advance on 1st April annually and shall be reviewed as necessary by the Committee.
5. The funds of the Society, whencesoever derived, shall be applied solely to the objects as set forth. No portion thereof shall be transferred or paid to members by way of bonus or dividend. Members of the Society may be remunerated for services rendered to the Society and approved by the Committee.
6. An Annual General Meeting shall be called at a convenient date, notice of the same to be announced on the website at least three weeks before the date of the meeting.
7. The Members of the Committee, namely the Chair and Vice-Chair and between five and seven Members, shall be elected at the Annual General Meeting for a period of three years and shall be eligible for re-election for one further term of three years upon retirement, after which they will not be re-eligible for at least one term.

In exceptional cases of misbehaviour or behaviour incompatible with their office, they may be removed from office by a three-quarter majority of those present and voting in favour of such removal at any General Meeting.

In the event of a vacancy due to the minimum number of members of the Committee not having been elected or due to the resignation of a member, the Committee may co-opt voting members until the next Annual General Meeting. No individual shall be co-opted in two successive years.

8. The Committee shall assign its members and/or appoint qualified externals to the roles it deems appropriate to conduct the business of the Society. These roles can be assigned to Members of the Committee or to qualified externals. Appointed externals may be invited to attend Committee meetings. However, they have no voting rights. Some of these roles can be paid, or undertaken pro-bono, as decided by the Committee.

If a remunerated role is assigned to a member of the Committee, they shall renounce their Committee membership and may attend Committee meetings by invitation only.

The Committee shall determine which roles are remunerated and shall review appointments of externals and their remuneration annually.

9. The voluntary retirement of any member of the Committee shall take effect at the Committee meeting next following the date on which such retirement was signified to the Administrator. The voluntary retirement of any Officer shall take effect at the next Annual General Meeting, and a successor shall be appointed by that Meeting for the unexpired portion of that Officer's term of office. The Committee may, if it sees fit, appoint a Deputy Officer to carry out the duties, until the next Annual General Meeting, of any Officer who has signified his/her intention to retire.

10. The Committee shall meet at convenient intervals for the transaction of business, but in any case not less than four times in any one year. Those members of the Committee who are absent from four meetings in succession, or from any six meetings in any one year, shall cease to be members of the Committee unless the rest of the Committee for good reason resolve otherwise.

11. Meetings of the Committee shall be convened at any time and in any manner deemed proper to the immediate circumstances by a majority of the members. But omission to give notice of such meetings or the non-receipt of such notice by any member shall not invalidate any resolution passed or proceeding adopted at any such meeting.

12. The Chair or Vice-Chair of the Society, or in their absence, a deputy elected for the occasion shall preside at every meeting of the Committee.

13. No business shall be transacted at any Committee meeting unless a Quorum is present when the Committee proceeds to business. For all purposes the Quorum shall be five members personally present.

14. At all meetings a resolution put to the vote of the meeting shall be decided by a show of hands by a majority present and entitled to vote.

15. In the case of an equality of votes, the Chair of the meeting shall be entitled to a further and casting vote.

16. The Committee may elect or appoint from their own number boards, sub-committees or representatives for any special purpose, and shall have power to co-opt any other member of the Society whose services they consider valuable to such boards, sub-committees or as representatives.

17. No act or proceeding of the Committee or any board or sub-committee shall be questioned on account of any vacancy or vacancies in the Committee, board or sub-committee.

18. No defect of qualification, appointment or election of any person acting as member of the Committee or any board or sub-committee shall be deemed to vitiate the proceedings of such committee, board or sub-committee in which he/she has taken part in cases where the majority of members party to such proceedings are duly entitled to act.

19. The Committee shall cause minutes to be made of all proceedings at any meeting of the Committee.

20. The Committee shall cause true accounts to be kept of the revenue and expenditure of the Society, and shall cause such accounts to be independently examined annually, by one or more independent examiners, who shall make a report upon the correctness of the balance sheet, statements and accounts to the Committee. The balance sheet, made up to the 31st March annually, with the report of the independent examiner(s) thereon, shall be laid before the Society at the Annual General Meeting.

21. All monies received by the Society shall be regularly paid into a banking account to be kept in the name of the Society, and no money shall be paid by or for the Society, other than petty cash disbursements, except by cheque on the said banking account. Petty cash disbursements shall be paid out of cash for which cheques on the said banking account shall be drawn from time to time as required. All cheques on the said banking account shall be signed as follows: Cheques up to, and including, the value of One Hundred Pounds sterling by the Administrator. Cheques above the value of One Hundred Pounds sterling, by the Administrator and countersigned by the Chair or other authorised signatory.

September 2025

