

## **PROVISIONS TO BE INCLUDED IN THE CODE OF CONDUCT/RULES**

**(Removed from articles)**

### **1 REQUIREMENTS, TENURE AND DUTIES OF OFFICE**

#### **1.1 The Chair**

The Chair shall be a person who shall have been professionally engaged in the provision of service to the live event sector for not less than five years and shall hold office in accordance with the articles of association of the company. He/She shall be Executive Head of the company and shall be answerable to the Membership of the company and to the Council on all matters affecting the company. He/She shall preside at all meetings of the Council and all general meetings and work in close liaison with the General Manager, Vice Chair, Secretary and Treasurer.

#### **1.2 The Vice Chair**

The Vice Chair shall be a person who shall have been professionally engaged in the provision of service to the live event sector for not less than four years and shall hold office in accordance with the articles of association of the company. He/She shall carry out all tasks as the Chair shall direct and in the absence of the Chair or with his/her authority he/she shall preside at all meetings of the Council and all general meetings and work in close liaison with the Secretary and Treasurer and other such people as the Chair may elect.

#### **1.3 The Secretary**

The Secretary shall be a person who shall have been professionally engaged in the provision of service to the live event sector for not less than four years and shall hold office for one year. After each year in office he/she can offer himself/herself for re-election. He/She shall be responsible for ensuring that all meetings, correspondence and memoranda are filed, recorded and acted upon by the appropriate officer of the Council and shall further ensure that all Council Members are fully briefed on all matters affecting the company. He/She shall supervise the running of the company office.

#### **1.4 The Treasurer**

The Treasurer shall be a person who shall have been professionally engaged in the provision of service to the live event sector for not less than four years and shall hold office in accordance with the articles of association of the company. He/She shall ensure that fees of Members and monies relating to the company are properly banked and accounted for. He/She shall ensure that no monies (in excess of £250 or such other sum as the Council may from time to time determine) are except with his/her signature; or that of the Chair with written consent of the Treasurer, and one other signatory. It shall be the responsibility of the Treasurer to oversee the collection of Membership Fees and the keeping of a record of all paid up members

### **2 PATRONS**

**2.1** The Council shall invite such distinguished persons to be patrons as the Council shall determine in any meeting of the Council. The Council shall nominate such patrons for election at the next following annual general meeting. The

appointment of such patrons shall be decided by a majority vote of all members of the company who are entitled to vote.

### **3 MEDIA COMMUNICATION**

- 3.1** In dealing with the media, no member's or artist's name shall be used in relation to the company without the specific agreement of the member or artists as the case may be, with the exception of the use of the Membership list as agreed by the Council, but it is acknowledged that the company cannot be held responsible for the use of the said names by the media should it occur. No member of the company may actively represent himself/herself as being authorised to speak on behalf of or as a representative of the company without the consent of the Council.