United Nations Music Club

14th General Assembly

7th June 6 to 7.30pM Room S4 'Moroccan room' Palais des Nations

**Notes** on the **rules** of the General Assembly:

1. Prior to opening of the meeting, it must be established whether a quorum is reached = 1/3 of active members to be present. (refer to Statuts, Article 4, 7) .

1. To qualify as a member and to attend the GA, previously active members should confirm their membership status, newly interested persons must declare that they ‘adhere to the Statutes of the UN Music Club’ in both cases by way of a message to a Committee member. All should pay the annual fee’ (Article 2 (3a), except the members who are part of UNOG staff paying dues to the Staff Council. The latter should inform the Committee. The usual practice is to collect membership fees before the GA or in cash at the meeting’s premises, respectively by bank wire, copy to the Treasurer.
2. On the outset of the meeting, the Secretary will send out the draft minutes for members reviewing and comments. The corrected draft will be submitted for final adoption at the next (15th) General Assembly.

**Draft proposed agenda**

1.Opening of the meeting by the President and adoption of the Agenda

2. Designation of the Chair person and Secretary of the meeting

3. Adoption of the Minutes of the previous (13th) General Assembly.

4. Report on activities of the Committee and activities of the sections/ groups (President, Vice-President, Officers), to include inter alia:

- Committee’s decision to continue to waiver Club fees from those who are paying

 fees to the Staff Council;

- Comments on level of present membership fees.

- New activity of a Vocal Group on an experimental basis

- E Building renovation and consequences to the Club

- Committee’s approval of the Choir Internal Rules

- Cooperation with Activities for Well-Being Club: Music for meditation programme

5. Financial report of the Treasurer’s report. Call for auditors of the financial report 2016 (Article 4.1.e)

6. Proposal to amend job descriptions of officers ( nomenclature).

 - Special assignments

(new – ex Equipment management modified) adopted by Committee meeting May 2017. Tasks include Liaison with other Agencies, Promotion on social media, Review of equipment inventory. In parallel, creation of a new activity cluster: Equipment maintenance, Sound engineering)

 *Note: The revised Nomenclature*  *can be consulted on*

[*http://unmusicclub.com/un/membership/general-assembly-and-committee/*](http://unmusicclub.com/un/membership/general-assembly-and-committee/)

7. Election of officer other than the President, whose term of office of two years started in 2016

Election of officers / *Remarks about President’s term of two years started in 2016*

 - Vice-President

 - Group leaders (Classical, Choir, Jazz, Rock)

 - Secretary

 - Treasurer

 - Special Assignments

8. Report on Percussion classes activities and tacit renewal of Percussion Teacher if no objection heard.

9. Report on equipment (Inventory, losses, donations of instruments, damaged equipment, needs for replacement and new products)

10. Future activities for 2017/2018 (Recording projects, events, equipment).

13. Any other business….

Annexes:

* Treasurer’s report
* Membership fees , including rule to exempt UNOG staff who pay member fee to Staff Council
* Choir: Internal Rules
* Nomenclature revision 2
* Modified description of one Committee member
* Description of new activity clusters: Equipment/ Sound Engineering – Vocal Studio
* List of equipment
* List of members