

1. NAME

The name of the Association is the “Tour Production Group”, also known as the ‘TPG’, and is referred to as the ‘Association’ throughout this document.

2. VALUES AND PURPOSE

The TPG is an independent UK-based Association of live music touring professionals.

The Association is dedicated to enhancing professionalism in the touring industry through education, best practice and advice.

The Association and its Members will always act with compassion, integrity and respect towards other Members and fellow professionals; remaining open-minded and inclusive at all times.

Through a shared passion for the industry, the Association will encourage and support its Members; together we will lead by example and strive for excellence.

Communication will always be unrestricted honest and respectful, with everyone encouraged to say what they think and how they feel, even where it’s uncomfortable or challenges the norm.

3. AIMS

The aims of the Association are:

- To provide suggested best practice of how a tour should be structured and run with regards to health & safety, inclusion, diversity, equality, respect, welfare, sustainability and financial implications
- Build links with other relevant industry-related Associations and organisations
- Create open dialogue with institutions and key figures within the wider music industry and education sector to promote the work of the Association
- To seek practical and timely solutions to industry specific problems in order to meet our Member's needs
- To help change the perception of the touring industry, and aim for it to be recognised as a viable and credible profession
- Give Association Members a sense of belonging and a go-to place within the touring professional’s community, connecting Members, providing support and sharing knowledge
- Encourage and advocate inclusion, diversity, equality, mental welfare, sustainability, progress and best practice in the touring profession
- To provide a comprehensive list of resources and guides to best practice that are structured, coherent, workable and most importantly, accessible to the touring profession
- Work together to help our Members overcome challenges within their profession, and work on initiatives to address key issues in the industry
- Work closely with our Members to build trust and confidence so all touring professionals desire to become a member of the Association

4. MEMBERS

- 4.1 Membership of the Association is open to people who work within the live music touring or its associated industries and professions, and is not limited to UK residents.
- 4.2 Membership is subject to an annual membership fee.
- 4.3 The Committee will decide the rate of membership, the timing and method of payment, and this will be reviewed annually at the AGM.
- 4.4 The Committee may refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Association
- i) The Committee must inform the applicant in writing of the reasons for the refusal within twenty one days of the decision
 - ii) The Committee must consider any appeal in writing the applicant may make about the decision
- 4.5 Membership will not be refused on the basis of any legally protected characteristics (i.e. age, gender, race, religion, sexual orientation etc.)
- 4.6 Membership is not transferable to anyone else.
- 4.7 Every Member shall have one voting right.
- 4.8 All Members are bound by the rules and values of the Association for as long as they are a Member.

5. SUBSCRIBERS

In addition to formal membership the Association may have Subscribers.

- 5.1 Subscription is open to all individuals who support the aims of the Association
- 5.2 Subscription is not transferable to anyone else
- 5.3 Subscribers must supply contact details to the Committee to be used for group activity administration only, including monitoring diversity and inclusion.

6. TERMINATION OF MEMBERSHIP

- 6.1 Membership is terminated if:
- i) the Member resigns in writing
 - ii) any membership fees due are not paid within three months of being due
 - iii) the Committee, acting reasonably and properly, deems termination of membership is in the best interest of the Association. The Committee can only do this if:
 - a) the Member has been given at least twenty one days' written notice of the Committee meeting where the issue will be discussed and decided, including the reasons for the discussion
 - b) the Member has been allowed to submit a written statement to the meeting
 - c) the decision to terminate the membership is communicated in writing within seven days of the meeting taking place
 - iv) the Member dies
 - v) the Member is serving a custodial sentence after being convicted of a criminal offence
- 6.2 Any decision made by the Committee to terminate membership is final.
- 6.3 A Member whose membership is terminated ceases to have any of the rights or privileges of membership.

7. REINSTATEMENT OF ASSOCIATION MEMBERSHIP

- 7.1 An Association Member who has voluntarily resigned may re-apply for membership at any given time
- 7.2 An Association Member whose membership was terminated due to non-payment of fees may re-apply for membership no less than six months after their previous membership ceased, subject to the Association's terms of membership and payment of any outstanding fees. This option can be used only once.
- 7.3 Where termination of membership occurs as a consequence of 6.1 iii) former Association Members can re-apply for membership no less than twelve months after their previous membership ceased. This option can be used only once and is subject to the Association's terms of membership.

8. COMMITTEE

- 8.1 All aspects of running the Association will be governed and managed by a Committee of no less than five individuals and no more than nine. The Association will have at least the following officers:
- a) Chair
 - b) Deputy Chair
 - c) Secretary
 - d) Treasurer
 - e) Membership Officer
- 8.2 There are two types of Committee Member - Officer and Ordinary (or Other) member. Officers have specific roles such as Chair, Treasurer or Secretary and the Ordinary (or Other) Committee Members play a vital role working alongside and supporting the Officers. All Committee Members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.
- 8.3 The specific responsibilities of Officers and Ordinary (or Other) Committee Members can be found at Appendix One.
- 8.4 The elected Committee is in place to manage the Association on behalf of the Members and should provide leadership to the Association by:
- i) Setting the strategic direction to guide and direct the activities of the Association
 - ii) Ensuring the effective management of the Association and its activities;
 - iii) Monitoring the activities of the Association to ensure they are in keeping with the founding principles, objectives and values.
- 8.5 It is the Committee Members' responsibility to make sure that decisions taken at the Association's AGM's are acted on during their year in office

9. APPOINTMENT AND ELECTION OF THE COMMITTEE

- 9.1 The first Committee will be the people decided upon at the meeting where this governing document is adopted. The roles and terms shall be:

Position	Type	Initial Term
Chair	Officer	One year
Deputy Chair	Officer	One year
Secretary	Officer	One year
Treasurer	Officer	One year
Membership Officer	Officer	One year
Committee Member	Ordinary/Other	One year
Committee Member	Ordinary/Other	One year
Committee Member	Ordinary/Other	One year
Committee Member	Ordinary/Other	One year

- 9.2 Every Committee Member will serve for an initial term of one year.

- 9.3 All candidates for nomination must be current Association Members but cannot hold any other Association position at time of appointment to the Committee.
- 9.4 Only Association Members are able to vote on nominations for the Committee and all elections must be conducted by secret ballot.
- 9.5 Elections will take place at the Association's AGM.
- 9.6 Candidates must be elected by a majority vote.
- 9.7 If the office of Chair, Deputy Chair, Secretary or Treasurer becomes vacant, Association Members must elect a current serving Committee Member to fill the vacancy.
- 9.8 Committee members are not eligible to stay in the same position on the Committee for more than three consecutive years.
- 9.9 After serving their maximum term, there must be a one year break before Committee members are eligible for re-election to the Committee.
- 9.10 Any Committee Member who is unable to fulfill their obligations and complete their term must submit their written resignation to the Committee (Refer to Section 10 – Removal of Committee Members).

10. REMOVAL OF COMMITTEE MEMBERS

- 10.1 Committee Members can be removed if:
 - i. they cease to be a Member of the Association
 - ii. they resign in writing
 - iii. they are absent without permission from more than 50% of Committee meetings held within a twelve month period
 - iv. a two-thirds majority of the Committee, acting reasonably and properly, feel it is in the best interests of the Association (for reasons including but not limited to inappropriate behaviour or misrepresentation of the Association). The Committee can only do this if:
 - a. the Committee Member has been given at least twenty one days' written notice of the Committee meeting where the issue will be discussed and decided, including the reasons for the discussion
 - b. the Committee Member has been allowed to submit a written statement to the meeting
 - c. the decision to remove the Committee Member is communicated in writing within seven days of the meeting taking place
- 10.2 Any removed Committee Members must be replaced within one month of the date of removal. The Committee shall make an interim appointment, such appointment continuing until the next AGM.
 - i) Any interim appointee must be an eligible Association Member
 - ii) If the Committee no longer has enough members to form a quorum in order to make an interim appointment, it must call an EGM
- 10.3 Any decision made by the Committee is final

11. PAYMENTS TO COMMITTEE MEMBERS

- 11.1 Where it is in the best interests of the Association, Committee Members can be paid for providing goods and professional services to the Association.
- 11.2 Any payment made will be no higher than the standard market rate.
- 11.3 Where a payment for goods and services is made to a Committee Member, that Committee Member must adhere to the conflict of interest and loyalties clause in this document.
- 11.4 No Committee Member will be paid for their role as a Committee Member of the Association.

12. CONFLICTS OF INTERESTS AND CONFLICTS OF LOYALTIES

- 12.1 Committee Members must declare any conflict between their personal interests and the best interests of the Association. Conflicts can include but are not limited to:
- i. payments to a Committee Member to provide goods or services
 - ii. payments to a relative of a Committee Member to provide goods or services
 - iii. payments to a business interest of a Committee Member to provide goods or services
- 12.2 Where a conflict of interest has been declared the Committee Member will take no part in the Association's decision making process relating to the conflict of interest.

13. POWERS AND RESPONSIBILITIES

- 13.1 The Committee has ultimate legal responsibility for the Association.
- 13.2 The Committee can act in any lawful way to fulfill the aims of the Association.

14. MEETINGS AND PROCEEDINGS OF THE COMMITTEE

- 14.1 The Committee will meet at least six times a year.
- 14.2 Meetings can be quorate without attendees being physically in the same place and meetings can be held, with any votes cast, by electronic means or any other means
- 14.3 Any Committee Member can request the Chair call a meeting outside of the minimum six per year. If requested to do so the Chair must call a meeting within thirty days of the request.
- 14.4 Five Committee Members or a third of all Committee Members (whichever is the greater) will be quorum for Committee meetings.
- 14.5 No decision may be made by a meeting of the Committee unless a quorum is present.
- 14.6 Decisions shall be made by majority vote of those present at the meeting.
- 14.7 Minutes of all Committee meetings will be kept and shared with the Committee after the meeting.
- 14.8 Association Members and non-members may be invited to attend Committee meetings at the request of the Committee
- 14.9 The Secretary must convene a Special Meeting whenever directed to do so by the Committee, or at the written request of at least one quarter of Association Members who have paid their subscription for the current year.
- 14.10 Notice of a Special Meeting must be sent by the Secretary to each Association Member at least ten days in advance, setting out the date, place and hour of the meeting and a note of the purpose for which it is called

15. RULES

- 15.1 The Committee can establish rules and procedures outside of this document to assist with the day-to-day running of the Association.
- 15.2 Nothing in any rules or procedures will contradict anything in this document.

16. FINANCE AND ACCOUNTS

- 16.1 The financial accounts will be prepared after each financial year by the Treasurer and independently examined or, if required so by law, formally audited.
- 16.2 The accounts will be presented at the AGM and subsequently made available to all Association Members.
- 16.3 A bank account shall be opened in the name of the Association and authorise four Committee Members to

sign for and authorise transactions on behalf of the Association.

- 16.4 All financial transactions must be signed by at least two authorised Committee Members. In terms of on-line banking, all transactions must be entered onto the system by one account signatory, and authorised on the system independently by another account signatory.
- 16.5 A payment limit on individual transactions may be set by the Committee at any given time
- 16.6 The Association is a not-for-profit Association and any income and property of the Association will be applied solely towards promoting the aims of the Association as set out in this document.
- 16.7 The distribution of profits and assets among its Association Members is expressly prohibited.
- 16.8 Payment of legitimate expenses is allowed.

17. STRUCTURE

The Committee may, from time to time, appoint Working Groups should they decide it necessary in order to carry out their work and achieve the aims of the Association. A Working Group will be assigned to focus on a particular subject area and specific objectives issued.

All such Working Groups will be required to make regular reports on their work and updates on their objectives to the Committee.

The creation of a new Working Group will need approval from the Committee and will have clear Terms of Reference agreed by the Committee.

18. ANNUAL GENERAL MEETING (AGM)

- 18.1 The first AGM will be called within twelve months of this governing document taking effect.
- 18.2 All subsequent AGMs will be within fifteen months of the previous AGM.
- 18.3 Any normal Committee meeting can be designated as the AGM.
- 18.4 All normal procedures for a Committee meeting will apply to the AGM.
- 18.5 Association Members will be invited to attend the AGM and will have the right to vote on specific items of business
- 18.6 The AGM will, as a minimum, include the following:
 - i) Minutes of the previous year's AGM, to be presented and approved by the Committee
 - ii) A report on the year's activities, presented by the Chair/Secretary
 - iii) Presentation of the annual accounts by the Treasurer for approval by the Committee
 - iv) Election of new Committee Members and Working Group Facilitators (where applicable)
 - v) Any amendments to the Constitution
 - vi) Objectives for the following 12 months

21. PRIVACY POLICY

The Association will manage personal data in accordance with current UK legislation.

21.1 The categories of personal information that we collect, process, hold and share.

This includes personal information in respect of our:

- i) Members (referred to as membership information, including name, address, telephone number, email address and special category data)

- ii) Advertisers, suppliers and contributors to our website and any publications (referred to as business information, including name, address, telephone number, email address, payment information including bank details and details of articles or other information produced for the Association by individuals).
- i) Contacts with organisations and individuals with whom we have contact as part of the work carried out by the Association (referred to as campaign information), including name, address, telephone number, email address and details of the particular matters associated with our work on behalf of our Members).

21.2 We collect and use this information to enable us to carry out specific functions for which we are responsible and to manage our financial and contractual arrangements. Where special category data has been provided this will be used for the purpose of diversity monitoring, allowing us to focus our resources on strengthening diversity; assessing the value of particular strategies and measuring our progress.

21.3 We collect and use this information as follows:

- i) Membership information: Where the data subject has given consent to the processing of their personal data for the purpose of identifying membership, collecting and recording subscription payments, information distribution and communicating matters of interest to Association members. Correspondence with members will also be retained to enable the Association to keep track of issues and past events. We also record attendance at meetings of the Association and appropriate details of matters raised, which may include the name of the individuals raising or commenting on these issues, or otherwise participating at such meetings.
- ii) Business information: Where processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract. In some cases (eg. financial records) it is necessary to process and retain information in compliance with a legal obligation.
- iii) Campaign information: Where processing is necessary for performance of a task which is in the public interest and/or in line with our legitimate interests as a members Association.

- 21.4 i) Personal information records may be paper based or on computer. Paper based records will be stored under lock and key and computer records will be password protected.
- ii) We hold data for up to six years, depending on its importance and having regard to current UK legislation. However, minutes of our meetings containing details of attendance and matters discussed with our Members will be retained in perpetuity or until it is considered that they are no longer required for record purposes or on grounds of historical value.
 - iv) Membership details will be destroyed within 12 months following a lapsed membership or immediately if a member notifies us in writing that they no longer wish to be identified.

20. ALTERATIONS TO THE GOVERNING DOCUMENT

The governing document may be amended by a two-thirds majority of the voting Association Members present at an AGM.

21. DISSOLUTION

In the event of the Association being wound up, any assets remaining after the payment of debts and liabilities will be donated to a not-for-profit Association within similar objectives to the Association. This will be decided by a vote of remaining Committee Members. No remaining assets will be distributed to Association Members.