

# **G COMMUNITY CHOIR**

## **CONSTITUTION**

### **1 Title**

The name of the choir shall be G Community Choir, hereafter referred to as 'the Choir'.

### **2 Aims & Objectives**

- To run a community choir on natural voice principles in a friendly supportive setting that is accessible to all persons over the age of 16, irrespective of musical experience
- The Choir shall allow the opportunity for members to perform in public should they so wish.

### **3 Membership**

- Membership of the Choir is open to any individual aged 16 or over, who supports the aims of the Choir and how it operates, on completion of the membership form and payment of a termly subscription.
- The Choir shall be open to members without an audition or ability to read music; singing or musical experience or skill shall not be a requirement.
- The Committee will decide the termly subscription fees at the beginning of each membership year. It will be based on keeping costs as low as possible for members and offering lower rates for low income and unwaged members. These concessionary fees will apply as agreed by the Committee.
- Membership numbers may have a maximum applied at the discretion of the Musical Director (MD)
- The Committee reserves the right to refuse or revoke membership of an individual for breaching this constitution, for any action that negatively affects the interests of the Choir and its members, or for bringing the Choir into disrepute.

### **4 Rehearsals**

- Rehearsals will take place weekly during term-time and may include a taster session at the start of term. Additional rehearsals may be arranged as required by the Musical Director
- Prospective members may attend a taster at any time during the term but normally may only join at the beginning of term no later than the second session. This can be varied at the discretion of the MD. Names of those wishing to join will be held on a waiting list until the next term.
- The committee will endeavour to provide continuity of singing activities in the event of the MD being unable to do so.

### **5 Performance**

- The Choir will endeavour to perform a minimum of 3 concerts per year which may be sharing sessions for family and friends or public performances.
- Performance opportunities may be suggested by the MD or any member of the choir. The MD shall have the final say on performances which will depend on availability and other commitments.
- Members of other choirs led by the MD may be invited to join with performances as appropriate, at the MD's discretion.

### **6 Musical Director**

- The MD is responsible for all musical aspects of the choir ie will lead the choir in rehearsals and performances, and manage the repertoire (see Appendix). The MD will receive fees for work carried out.

### **7 Officers/Committee**

- The day-to-day running of the Choir will be carried out by a committee elected from the members, consisting of Secretary, Treasurer, Membership Secretary and up to 7 other elected members plus the Musical Director in ex-officio capacity.
- Roles and duties may be combined or allocated to a different officer if necessary. A Chairperson will be elected by the Committee members from within their body. Maximum

- period of office for the Chair is 3 years.
- Other Members of the Committee may volunteer or be co-opted to take on the following roles: Publicity Officer, Minute Secretary (where different from Secretary), Events Coordinator, Venue coordinator, Website coordinator.
- In the absence of any member of the committee their duties may be delegated to another committee member. Alternatively another choir member may be co-opted to fulfil such duties. An Officer who delegates duties still holds the responsibility for ensuring they are carried out appropriately.

## **8 Election of Officers and Committee**

- The Treasurer, Secretary, Membership Secretary and other Committee members shall be elected annually by the membership with all positions open for competition. Elections shall take place in the AGM at the end of the summer term. The Committee may co-opt new members during the year as necessary. New positions should take effect following any necessary 'hand-over' period.
- The running of all Choir elections shall be the responsibility of the Secretary.
- An individual may be responsible for the duties of more than one position at any given time.
- Individuals may be re-elected to the same, or different, positions on the Committee.
- Choir members will be informed of the date of the AGM, election, positions available and nomination procedure at least 21 days prior to voting taking place. The names of nominated candidates will be circulated at least one week prior to the AGM.
- Candidates may nominate themselves for a position and they may vote for themselves. All nominations should be seconded.
- Members may vote once per position and the candidate with the highest number of votes shall duly be elected.
- Members of the Choir are eligible to vote if they have been a paid-up member for at least one term since the previous AGM.
- Email or written votes may be accepted from members who cannot attend the AGM if received by the Secretary before the start of the meeting.

## **9 Meetings and AGM**

- Minutes will be available to all members (website or on demand) and the MD.
- Committee meetings shall be held at least once a term plus the AGM.
- An AGM will be held at the end of the singing year (July if possible)
- At the AGM the Chair and MD shall each present a report of activities for the previous year and the Treasurer shall present a statement of accounts.
- The quorum for the AGM shall be ten members or one quarter of the membership, whichever is the greatest. Failure to achieve quorum shall mean that the meeting has no constitutional competence.
- Extraordinary General Meetings (EGM's) may be called in the same way as an AGM. The quorum for such meetings shall be ten members or one quarter of the membership, whichever is the greatest.
- All members may attend and speak at AGM's or EGM's and may propose a motion or vote at such a meeting.

## **10 Complaints**

- Any complaints about the running or operations of the choir should be brought to the attention of the Secretary who will present the issue to the committee at its next meeting.

## **11. Bank Account**

- The Treasurer will operate and maintain the bank/building society account in the name of the choir. All cheques to have two signatures and at least three signatories will be able to sign cheques.
- A copy of the Choir's most recent bank statement will be available to any member on request.

## **12. Changes to the Constitution**

- Changes to the constitution and agreement to close the choir may only be made at the AGM or at an EGM to which all members are invited. 21 days written notice must be made to all members before such a meeting. At least three members should be involved in the proposition and the proposal should be carried by 66% of the membership present.
- No changes may be made to the Aims or Winding Up sections of the Constitution.

**13. Winding Up**

- The Choir can only be wound up by a vote at the AGM or an EGM in accordance with 12 above. The balance of the assets following the payment of any outstanding fees/bills will be given to a charity agreed by the members.

**Signed:.....Musical Director**

**Dated:.....**

**Signed:.....Officer**

**Dated:.....**

**Signed:.....Officer**

**Dated:.....**

## **APPENDIX**

### **Definition of key responsibilities**

#### **Chairperson shall:**

- Be responsible for the planning and running of Committee meetings.
- Ensure that the Committee achieves its purpose in running the affairs of the Choir.
- Be the official representative of the Committee and the choir in the area, and liaise with the Musical Director and others as appropriate.

#### **Secretary shall:**

- Maintain a written record of meetings, and be responsible for circulating agenda, accompanying documents and minutes of committee meetings and AGM to the membership, committee and Musical Director, as appropriate
- Consult with members, Committee and Musical Director for matters to include in meeting agenda.
- Be responsible for the Choir correspondence and general administration, including forwarding emails from Committee members.
- Receive any official complaints about the running or operations of the Choir and raise these with Officers at the next Committee meeting.

#### **Treasurer shall:**

- Maintain the Choir finances in good order and maintain an up-to-date account of all financial transactions, as a written record
- Manage the banking and withdrawal of money.
- With the Membership Secretary, manage the collection and payments of money during choir rehearsals and events.
- Manage the payment of essential travel expenses incurred by choir members for attending performances and by the choir leader as required.
- Pay the Musical Director fees at the rates agreed by the committee, at least half-termly but no more frequently than monthly.
- At each meeting and as required, advising the committee on the budget, and providing the committee with summary interim accounts (ie basic income and expenditure).
- Prepare an annual statement of revenue and expenditure to be presented at the Annual General Meeting (AGM).

#### **Membership Secretary shall be responsible for:**

- The administration of all matters relating to membership, which includes keeping full name, address and contact details of all members, current & past, updating mailing lists, sending out choir communications (including those prepared by others) including website log-in
- Ensuring compliance with any relevant data protection legislation in relation to choir membership details and advising the committee of any requirements in this regard.
- With the Treasurer and venue coordinator managing the collection and payments of money and attendance records during choir rehearsals and events
- With the Musical Director assist with recording members' availability for specific performances

#### **Musical Director shall:**

- Be responsible for repertoire, structure, pace, focus and content of rehearsals and performances. The MD will therefore plan and lead rehearsals, conduct performances and decide and manage the repertoire, where possible from time to time seeking and taking into account wishes of the membership.
- Be an ex-officio member of the Committee and may, but is not required to, attend meetings as convenient; report to the AGM; will liaise with the committee via the Chairperson or Sec.
- Receive fees for work carried out ie rehearsals, performances, recording songs and parts. The rate to be reviewed annually at the first meeting following the AGM. May receive a discretionary bonus paid termly depending on the size of the choir.

## **Additional roles where allocated (jobs may be taken by other officers)**

### **Publicity Officer shall:**

- Be responsible for publicising the Choir, its performances and other events by means of fliers, posters, articles, press releases, e-mails, in the local press, parish magazines, libraries, shops, venues and events as appropriate.
- Liaise with local media when necessary.

### **Minute Secretary** (where different from Secretary) shall:

- Record minutes of meetings (committee and AGM) and forward these to the Secretary for distribution.
- Act as back-up e-mailer to receive and distribute communications from and to choir members in the event of the Secretary being unavailable or unable to do this.

### **Events Coordinator shall:**

- Liaise with representative of any intended event or 'gig'.
- Organise and book any necessary transport or organise other choir members to do this
- Liaise with the Venue coordinator as appropriate
- Consult with Membership Secretary regarding choir members involvement and attendance at an event.
- Co-ordinate events and participation of choir members in working groups for such events. For example provision of food, decoration of venue.

### **Venue coordinator shall:**

- Book and be responsible for the venues and associated arrangements for rehearsals and performances, liaising with the MD, Events Coordinator, committee and venues as appropriate.
- Check relevant insurance is in place
- Arrive at the start of sessions/performances to help set up, where necessary engaging extra help to do this.
- Assist with registration at the start of the session and particularly at the start of term

### **Website coordinator shall:**

- Update the choir website on a regular basis (excluding songs and music) and liaise with the website manager, MD and committee as necessary.