

# Choir D Constitution

**Date:**

**1 Name**

Choir D (to be known as “the choir”)

**2 Aim**

To run a community choir on natural voice principles in a friendly supportive setting that is accessible to all irrespective of musical experience.

**3 Membership**

- Membership of the choir is open to any individual age 16 or over who supports the aim of the choir and how it operates on completion of the membership form and payment of a termly subscription.
- Musical experience is not a condition of membership and the choir will not audition prospective members.
- For the purposes of voting, a member of the choir is eligible to vote if he/she has been a paid-up member for at least one term since the previous AGM.
- Membership numbers may have a maximum applied at the discretion of the Musical Director.

**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 (“MD”).
- Prospective members may attend a taster at any time during the term but may only join at the beginning of term no later than the second session. Names of those wishing to join will be held on a list until the next term.

**5 Performance**

- Harmony 303 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 Musical Director or any member of the choir. The Musical Director shall have the final say on performances which will depend on availability and other commitments.
- Members of other choirs led by the Musical Director may be invited to join with performances as appropriate, at the MD’s discretion.

**6 Committee**

- The day-to day running of the choir will be carried out by an elected committee consisting of Secretary, Treasurer, Membership Secretary and up to 7 other members. Chair and Vice Chair to be elected by the committee members from within their body. Maximum period of office for the Chair is 3 years.
- The committee shall be responsible for the appointment of the Musical Director and the operational arrangements of the choir. Musical Director’s payments to be reviewed annually at the first meeting following the AGM and changes will apply from the start of the singing year (ie autumn term).
- A committee position may be deputised with the prior agreement of the committee. Annual election of committee members will take place at the AGM.
- The committee will endeavour to provide continuity of singing activities in the event of the Musical Director being unable to do so.

(See Appendix 1)

## **7 Meetings**

- The committee shall meet at a minimum of once per term, plus the AGM.
- Minutes of the meetings will be available to all members and the Musical Director.
- The Musical Director may attend all committee meetings but has no voting rights.
- The quorum for General Meetings including the AGM will be 10 members or one quarter of the membership.

(See Appendix 2)

## **8 AGM**

- An AGM will be held at the end of the singing year (June/July), at which accounts will be presented to members. A minimum of 21 days notice will be given before the AGM at which the committee and officers will be elected by majority vote.

## **9 Musical Director**

- The Musical Director is responsible for repertoire, structure, pace, focus and content of rehearsals and performances. The Musical Director 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.

## **10 Fees and funding**

- 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 may, by arrangement, be paid in two instalments.

## **11 Expenses**

- The committee is responsible for payment of the Musical Director's fees and agreed expenses.
- Other expenses such as photocopying, stationery etc to be reimbursed on request and on receipt of details or invoice, with receipts as appropriate.

## **12 Bank Account**

- The treasurer will operate and maintain the bank/building society account in the name of the choir. All cheques to have 2 signatures and at least 3 signatories will be able to sign cheques.
- A copy of the choir's most recent bank statements will be available to any member on request.

## **13 Changes to the constitution**

- Changes to the constitution, election of committee members and agreement to close the organisation may only be made at the AGM or at a special general meeting to which all members are invited. Twenty-one days written notice must be made to all members before such a meeting.

## **14 Winding Up**

- The choir can only be wound up by a vote at the AGM or general meeting in accordance with 13 above. The balance of the assets will be given to a charity/charities..

**Signed.....(Secretary)**

**Date.....**

### Definition of key responsibilities

#### **Chairperson shall be responsible for, and may delegate where appropriate:**

- Planning and running of committee meetings
- Ensuring that the committee achieves its purpose in running the affairs of the choir
- Being the official representative of the committee and where relevant, the choir, and liaising with the Musical Director and others as appropriate
- Publicity, marketing and promotion of the choir
- Organising the arrangements for performances and events
- Organising occasional workshops in the community to widen membership of the choir
- Organising workshops by visiting workshop leaders
- With the MD assisting with recording members' availability for specific performances
- Preparing and distributing written articles, information, events as appropriate

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

- Maintaining a written record of meetings, and circulation of minutes of AGM to all members, and of committee meetings to committee members within 2 weeks of meetings
- Consulting with members, committee and Musical Director for matters to include in meeting agenda
- Circulation of agenda to all members at least 2 days prior to any meeting
- Choir correspondence

#### **Treasurer shall be responsible for:**

- Maintaining written records of accounts and assets
- Providing updates as required and for committee meetings
- Preparing a detailed annual statement of account for consideration at the AGM
- Managing the banking and withdrawal of money
- With the Membership Secretary, managing the collection and payments of money during choir rehearsals events
- Managing the payment of essential travel expenses incurred by choir members
- Paying the Musical Director at least half-termly but no more frequently than monthly
- Hall bookings for regular weekly choir meetings

#### **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
- With the Treasurer managing the collection and payments of money and attendance records during choir rehearsals and events

### Definition of meeting framework

#### Regular Meeting Agenda

- Consideration of former minutes and actions
- Membership
- Events
- Financial Statement
- Publicity
- Songs and Music (MD)
- AOB

#### AGM Meeting Agenda

- Former AGM minutes & matters arising
- Chair's report
- Treasurer's report
- Musical Director's report
- Election of committee members and Officers – Chairperson, Secretary, Treasurer, Membership Secretary
- AOB (to be advised at least 3 days before the meeting)