

X CHOIR

CONSTITUTION

1. TITLE

The name of the Choir shall be X 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.

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 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. Concessionary fees will apply as agreed by the Committee.

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.

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.

Membership numbers may have a maximum applied at the discretion of the Choir Leader.

4. CHOIR LEADER shall:

- ⤴ Be responsible for repertoire, structure, pace, focus and content of rehearsals and performances. The Choir Leader 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.
- ⤴ Liaise with the Committee via the Chairperson.
- ⤴ Report to the AGM
- ⤴ Be an ex-officio member of the Committee.
- ⤴ Receive a fee for work carried out. The rate to be reviewed annually.

5. OFFICERS/COMMITTEE

The day-to-day running of the Choir will be carried out by an elected committee consisting of Secretary, Treasurer, and up to 7 other elected members plus the Choir Leader in ex-officio capacity. Roles may be combined if thought necessary. A Chairperson will be elected by the Committee members from within their body and this position should be available for re-election every 3 years.

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 liaise with the Choir Leader and others as appropriate.

Secretary shall:

- ⤴ Be responsible for circulating agenda, accompanying documents and Minutes of Committee Meetings and AGM to the membership, Committee and Choir Leader, as appropriate.
- ⤴ Consult with members, Committee and Choir Leader for matters to include in meeting

agenda.

- ⤴ Be responsible for 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 good order of Choir finances and maintain an up-to-date account of all financial transactions.
- ⤴ 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.
- ⤴ Advise the Committee and membership on expenditure of the budget.
- ⤴ Prepare an annual statement of revenue and expenditure to be presented at the Annual General Meeting (AGM).
- ⤴ Be responsible for Hall bookings for regular weekly Choir meetings as necessary.

6. OTHER MEMBERS OF THE COMMITTEE may volunteer or be co-opted to take on the following roles:

Membership shall:

- ⤴ Be responsible for the administration of all matters relating to subscriptions and membership, which includes keeping full name, address and contact details of all members.
- ⤴ With the Treasurer, manage the collection and payments of money during Choir rehearsals and events and keep records of who has paid each term.

Publicity shall:

- ⤴ Be responsible for publicising the Choir, its performances and other events.
- ⤴ Liaise with local media when necessary.

Minutes shall:

- ⤴ Record Minutes of Meetings (Committee and AGM) and forward these to the Secretary for distribution.
- ⤴ Act as back-up emailer to receive and distribute communications from and to Choir members in the event of the Secretary being unavailable or unable to do this.

Events/Social shall:

- ⤴ With the Choir Leader, assist with recording members' availability for specific performances.
- ⤴ Liaise with representative of any intended event or 'gig'.
- ⤴ Organize and book any necessary transport.
- ⤴ Organize and book any necessary venue.
- ⤴ 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.

Website shall:

- ⤴ Update the Choir website on a regular basis and liaise with the website manager as necessary.

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. Specific duties may be delegated to any other appropriate Committee member but only with the approval of the Secretary and Treasurer. An Officer who delegates duties still holds the responsibility for ensuring they are carried out appropriately.

7. ELECTION OF OFFICERS

The Treasurer, Secretary and other Committee members shall be elected annually 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.

8. MEETINGS

Committee meetings shall be held at least once a term plus the AGM.

At the AGM the Choir Leader shall present a report of Choir activities for the previous year and the Treasurer shall present a statement of accounts.

The quorum for the AGM shall be ten members or $\frac{1}{4}$ 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 $\frac{1}{4}$ 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.

9. 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.

10. 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 statement will be available to any member on request.

11. 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. Twenty one days written notice must be made to all members before such a meeting. At least 3 members should be involved in the proposition and the proposal should be carried by $\frac{2}{3}$ of the membership present. No changes may be made to the Aims or Winding Up sections of the Constitution.

12. WINDING UP

The Choir can only be wound up by a vote at the AGM or an EGM in accordance with 11 above.

The balance of the assets will be given to a charity agreed by the members.

Signed:.....Choir Leader

Dated:.....

Signed:.....Officer

Dated:.....

Signed:.....Officer

Dated:.....