

Hadleigh Community Choir Constitution

1. The Choir

1.1. Hadleigh Community Choir is a not-for-profit Voluntary Association.

1.2. It shall be non-political and non-sectarian.

2. Aims

2.1. The aims of the Choir shall be:

2.1.1. to foster enjoyment of choral singing;

2.1.2. to support members in becoming more confident singers and developing their voices to a performance standard;

2.1.3. to entertain and support community groups and charities through public performances.

3. Membership

3.1. There are two classes of membership – Probationary Members and Full Members.

3.2. All new members enter as probationers for a minimum period of six attendances after which the Musical Team (Musical Director, Accompanist and Assistant Musical Director) will assess whether or not they become Full Members.

4. Officers

4.1. The Officers of the Choir shall comprise Chairman, Treasurer and Secretary who will be appointed at the Annual General Meeting and shall be ex-officio members of all Choir Committees.

5. Committee

5.1. Management of the Choir shall be conducted by a Committee consisting of the Officers and the: Concert Manager, Publicity & Marketing Manager, Membership Manager, Front of House Manager, Librarian and Section Leaders. The Musical Director, Assistant Musical Director and Accompanist can attend meetings but they cannot count towards a quorum nor be voting members as they receive fees.

5.2. The Committee shall meet on a minimum of four occasions during the year and additionally as and when required. The minutes of each meeting shall be made available to all members of the Choir as soon as they are signed as a true record.

- 5.3. A quorum shall be formed by half the full Committee including any two of the following: Chairman, Secretary and Treasurer. In the absence of the Chairman, the meeting will be chaired by a member of the Committee agreed by those attending on the occasion.
- 5.4. The appointment of the Musical Director, Accompanist and Assistant Musical Director (the Musical Team) shall be made by the full Committee.

6. Election of Officers and Committee

- 6.1. The Officers and Committee of the Choir (excluding Section Leaders, see 6.2) shall be elected by a majority of the Full Members voting, by a ballot if necessary, at the Annual General Meeting which shall be held in January each year or at a properly called Special General Meeting (see 8.1). Two weeks' notice minimum shall be given of the meeting and nominations for office shall close one week before the meeting.
- 6.2. The Section Leaders shall be elected by the majority of their section members voting, by ballot if necessary, as and when required, at any time in the year.
- 6.3. The Committee shall have the power to co-opt to fill any vacancy occurring in their number during the year
- 6.4. Choir members can be co-opted temporarily to carry out other roles or functions which may be necessary from time to time, but they would not be voting members of the Committee.

7. Finance

- 7.1. All members attending weekly rehearsals will pay a rehearsal subscription to cover the fees of the Musical Director, Assistant Musical Director, Accompanist and venue hire. This will be reviewed annually by the Committee prior to and then confirmed at the Annual General Meeting.
- 7.2. Full members will also pay an annual Membership fee which will be reviewed annually by the Committee prior to and then confirmed at the Annual general Meeting.
- 7.3. The professional fees and payment arrangements for the Musical Director, Assistant Musical Director and Accompanist will be negotiated and established between these fee recipients and the Officers of the Choir (Chairman, Treasurer and Secretary) and will be reviewed and revised when deemed appropriate or at least annually.
- 7.4. The financial position of the Choir shall be monitored regularly by the Committee.
- 7.5. An independent auditor shall be appointed at the Annual General Meeting.
- 7.6. The Financial Year of the Choir shall terminate on 31st December and audited year end accounts for the expiring year will be presented to the Membership at the following Annual General Meeting.
- 7.7. Reasonable and legitimate out-of-pocket expenses incurred by members on authorised business of the Choir will be reimbursed at the discretion of the Committee.

8. General

- 8.1. A Special General Meeting may be called with 14 days' notice by the Committee or at the request of at least 50% of the current Full Membership.
- 8.2. The Constitution of the Choir shall only be altered at the Annual General Meeting or a Special General Meeting. No alteration shall be made to the Constitution that would cause the Choir to cease to be a not-for-profit Voluntary Association.
- 8.3. If, upon the winding up or the dissolution of the Choir, there remains ANY property whatsoever after the satisfaction of all its debts and liabilities, the same shall be given or transferred to some local charitable institution or institutions having aims in line with those previously supported by the Choir, such institution or institutions to be determined by the Committee at or before the time of dissolution and in so far as effect cannot be given to such provision then to some agreed local charity.
- 8.4. A copy of this Constitution shall be given to each member.

Approved by the Choir Committee on 16th June 2015

