



# THE CHICHESTER SINGERS

## CONSTITUTION - September 2007

### **1 TITLE**

The name of the Society shall be The Chichester Singers, hereinafter referred to as the Choir.

### **2 AIMS**

The aims of the Choir shall be the study and practice of choral music and the public performance of such music.

### **3 MEMBERSHIP**

The Members of the Choir shall be those who pay the annual subscription at the appropriate rates as shall be determined by the Committee, all subscriptions being payable in advance.

Membership of the Choir shall also be subject to a satisfactory audition by an auditioning panel, whose decision is final. Auditions for new Members will be held each term, usually after the third rehearsal. Re-auditioning of Members shall take place every three years, in order of rotation of voice parts.

Members shall provide copies of the music selected for study and rehearsal.

### **4 OFFICERS AND COMMITTEE**

The management of the Choir shall be in the hands of a Committee consisting of the following Officers: Chairman, Hon. Secretary and Hon. Treasurer, together with not fewer than five and not more than seven Committee Members, to be elected by and out of the Choir Members at the Annual General Meeting.

The Chairman, Hon. Secretary and Hon. Treasurer shall be elected by the Members at the Annual General Meeting and they shall remain in office until the end of the third Annual General Meeting next following their appointment. If an Officer, for whatever reason, does not complete the three-year term, a successor shall be elected for the remainder of the term of three years.

An Officer may be re-elected subsequently for one further period of three years, after which time he/she shall not hold the same office, nor remain as a Committee Member, for at least one year. Each period of three years shall start so that there is a vacancy for one Officer to be filled each year. If, at the end of his/her term, a replacement for an Officer cannot be found, he/she may be co-opted to the post until a new Officer is elected.

Members of the Committee shall be elected to remain in office until the end of the third Annual General Meeting next following their appointment, after which time they shall cease to be on the Committee for at least one year, unless they are elected as an Officer.

The Choir's Musical Director and *Making Music* representative shall automatically be ex-officio members of the Committee and shall not have the power to vote.

## **5 MANAGEMENT**

The Trustees of the Choir shall be the elected officers and members of the Committee.

All arrangements for concerts and other events, together with the control of finance, shall be in the hands of the Committee.

Meetings of the Committee shall be called by the Honorary Secretary giving at least seven days notice of the meeting. All decisions taken at such meetings shall be effective, provided that the meeting is quorate.

A quorum of five elected Officers and Committee Members is required for each decision taken by the Committee.

Notices for all meetings shall include an Agenda of the principal items to be discussed.

If decisions are made at *ad hoc* meetings of the Committee called at notice shorter than seven days, and without a formal Agenda, then those decisions shall be subject to ratification at the next duly convened meeting.

The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (i) the individual concerned if a member of the Committee and (ii) any member of the Committee making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

## **6 SUBSCRIPTIONS**

The annual subscription shall be reviewed annually by the Committee. Subscriptions are payable by 30<sup>th</sup> September, after which date those who have not paid will cease to be members. Members joining during the year will pay their subscriptions pro rata.

## **7 ATTENDANCE**

Each Choir Member is expected to attend all rehearsals in order to maintain high standards of performance. In the case of unavoidable absence, Members missing a significant number of rehearsals will participate in the concert only at the discretion of the Musical Director.

## **8 FINANCE**

- a) One or more banking accounts shall be opened in the name of the Choir and cheques shall be signed by any two of the Officers.
- b) The Choir may receive donations, grants in aid or financial guarantees and shall have power to issue tickets for its concerts.
- c) The income and property of the Choir shall be applied solely towards the Aims of the Choir. No portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or by payments of a professional fee to any Member of the Choir, except in payment of legitimate expenses incurred on behalf of the Choir.
- d) The Choir's money may not be applied, in any circumstances, for a purpose which is not charitable.
- e) On the winding up of the Choir, any remaining assets shall be handed over to a charitable association having similar Aims.

## **9 ACCOUNTS**

- a) The financial year shall end on the thirty first day of July each year.
- b) The Hon. Treasurer shall keep detailed accounts of the Choir's finances.
- c) The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the Committee, and then submitted to the Members at the Annual General Meeting.

## **10 ANNUAL GENERAL MEETING**

- a) The Annual General Meeting shall take place during the autumn term.
- b) Members shall be invited to an Annual General Meeting on at least fourteen days' notice being given by the Committee, for the purpose of receiving a report from the Committee, receiving and adopting the examined accounts, the appointment of an independent examiner for the following year, elections to fill any vacancies for officers and Committee members, and any other relevant business placed on the agenda by the Committee or by written request from a Member of which six days' notice

shall have been given to the Hon. Secretary.

- c) A quorum for the Annual General Meeting shall be thirty-five Members of the Choir.

## **11 EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting, of which at least fourteen days' notice in writing must be given to members, may be called for by the Committee **or** upon written request to the Hon. Secretary, signed by at least twelve Members of the Choir.

The notice of the Extraordinary General Meeting shall include an agenda specifying the items to be discussed at the meeting.

A quorum for any Extraordinary General Meeting shall be seventy Members of the Choir.

## **12 AMENDMENTS TO THE CONSTITUTION**

The constitution may be amended by a two-thirds majority of the Members present at any Annual or Extraordinary General Meeting, subject to a minimum of seventy Members being present, provided that fourteen days' notice of the proposed amendment has been given to all Members and provided that nothing therein contained shall authorise any amendment which shall have the effect of the Choir ceasing to be a charity. If accepted, the amendment will take immediate effect.

September 2007