

## **Constitution of Marldon Community Choir**

Adopted by the Committee on 20th November 2019

### **1. Name**

The name of the organisation shall be Marldon Community Choir hereinafter referred to as the Choir.

### **2. Objects**

The objects of the Choir are to be a community choir which is open to all in the Marldon area, meeting in order to share the experience and enjoyment of singing and performing together and to promote public education in, and appreciation of, the art of music in all its aspects by any means the Committee sees fit, including through the presentation of public concerts.

### **3. Membership**

i) Membership of the Choir shall be open to any person over 16 years old interested in furthering the objects of the Choir, and who has agreed to pay the subscription at the appropriate rate or rates as shall be determined by the Committee. ii) Every member shall have one vote. iii) 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.

### **4. Officers and Committee**

The management of the Choir shall be in the hands of a Committee consisting of the following Officers i) Chairperson, ii) Treasurer, iii) Secretary and no more than five other members: the Officers and the other Committee members shall be elected by and out of the Choir's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election.

### **5. Musical Director**

A Musical Director or Musical Directors shall be appointed by the Committee upon such terms and conditions (including remuneration) as the Committee may from time to time decide. The Musical Director will hold full Musical Director responsibilities and may be co-opted onto the Committee for the purposes of organisation; but will hold no general voting rights. The Musical Director, or person nominated by the Musical Director, shall always be present to conduct the choir at public performances.

### **6. Management**

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

## **7. Powers**

In furtherance of the objects but not otherwise the Committee may exercise the following powers: i) power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law; ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use; iii) power subject to any consents required by law to borrow money and to charge all or part of the property of the Choir with repayment of the money so borrowed;

iv) power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects; v) power to co-operate with other organisations operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them; vi) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects; vii) power to appoint and constitute such advisory committees as the Committee may think fit; viii) power to do all such other lawful things as are necessary for the achievement of the objects.

## **8. Meetings and Proceedings of the Committee**

i) The committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the chairman, or by any 2 members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given. ii) The chairperson shall act as chairperson at meetings of the committee. If the chairperson is absent from any meeting, the members of the committee present shall choose one of their number to be chairperson before any other business is transacted. iii) There shall be a quorum when at least one third of the number of members of the committee for the time-being, or three members of the committee (whichever is the greater), are present at a meeting. iv) Every matter shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chairperson of the meeting shall have a second or 'casting' vote. v) The committee shall keep minutes of the proceedings at meetings of the committee and any subcommittee, and shall ensure that these are stored safely, and that they are available for inspection as required. vi) The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution. vii) The committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

## **9. Equal Opportunities**

No individual shall be excluded from membership of the Choir or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

## **10. Finance**

i) The financial year shall end on August 31st ii) A banking account shall be opened in the name of the Choir and cheques shall be signed by any two Officers. iii) The Choir shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public. iv) The income and property of the Choir whencesoever derived shall be applied solely towards promoting the objects of the Choir as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Choir except in payment of legitimate expenses incurred on behalf of the Choir.

## **11. Annual General Meeting**

Within 6 months of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least 21 days' notice in writing shall be given to all members. The committee shall present to each AGM the report and accounts of the Choir for the preceding year.

Nominations for election to the committee must be made by members of the Choir in writing and must be in the hands of the secretary of the committee at least 14 days before the AGM. Should nominations exceed vacancies, an election shall be held.

## **12. Special (Extraordinary) General Meeting**

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 21 days' notice in writing must be given to members, may be called for by the Committee or upon written request to the Secretary signed by at least 10 members of the Choir. The notice must state the business to be discussed.

## **13. Procedure at General Meetings**

The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting of the Choir. There shall be a quorum when at least 30% of the members of the Choir at the time or 10 members, whichever is the greater, are present at any general meeting.

## **14. Accounts**

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

## **15. Alterations to the Constitution**

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members .

## 16. Dissolution

In the event of the Choir being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Choir.

This constitution was adopted on the date mentioned above by the persons whose signatures appear below:

Name

**Signature**

[illegible]