

CONSTITUTION OF THE ALRESFORD COMMUNITY CHOIR

Name

1. The name of the Society shall be the ALRESFORD COMMUNITY CHOIR hereinafter referred to as 'the Choir'.

Objects

2. The objects of the Choir shall be:

2.1. the bringing together of people of all ages and backgrounds to promote, advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the Committee see fit, including through the development of singing and music skills and the presentation of public concerts and recitals;

2.2. to further such charitable purpose or purposes as the Committee in their absolute discretion shall think fit but in particular through the making of grants and donations.

Membership

3.1. Membership of the Choir shall be open to any person interested in furthering the objects of the Choir. Musical experience is not a condition of membership, and the Choir will not audition prospective members.

3.2. The membership year will run from September of each year. Prospective new members may join the Choir at such other dates during the year as the Committee shall decide as being in the best interests of furthering the objects of the Choir. This will usually, but may not exclusively, coincide with the start of the autumn, spring and summer academic terms.

3.3. Prospective members will join the choir by completing a subscription form and paying the subscription fee.

3.4. The Committee will decide the subscription rate or rates before the beginning of each membership year. The subscription rates will be based on keeping costs as low as possible for members, offering lower rates for low income or unwaged members.

3.5. The Treasurer, Membership Secretary or other nominated Officer of the Committee will keep a full record of all members and subscriptions paid.

3.6. Only members who have paid their subscriptions will be allowed to vote at the AGM or other General Meeting. Every member shall have one vote.

3.7. 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.

4.1 The management of the choir shall be in the hands of a committee of, normally, five people (The Committee) but subject to a minimum of three people consisting of the following officers: -

Chair (Honorary)

Treasurer (Honorary)

Membership Secretary (Honorary)

All committee members shall be members of the choir.

4.2 The Honorary 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 for two years and shall be eligible for re-election at the next following Annual General Meeting for the sake of continuity. The Committee are the Charity Trustees.

Management

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

Powers

6. In furtherance of the objects but not otherwise the Committee may exercise the following powers:

6.1. 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;

6.2. 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;

6.3. 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;

6.4. power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and super-annuation for staff and their dependents;

6.5. power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

6.6. power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

6.7. power to appoint and constitute such advisory committees as the Committee may think fit;

6.8. power to do all such other lawful things as are necessary for the achievement of the objects.

Meetings and Proceedings of the Committee

7.1. The Committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the Chair, or by any 3 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.

7.2. The Chair shall act as chairman at meetings of the Committee. If the Chair is absent from any meeting, the members of the Committee present shall choose one of their number to be chairman before any other business is transacted.

7.3. There shall be a quorum when at least one half 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.

7.4. 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 chairman of the meeting shall have a second or 'casting' vote.

7.5. The Committee shall keep minutes of the proceedings at meetings of the Committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

7.6. 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.

7.7. The Committee may appoint one or more sub-committees, consisting of one or more members of the Committee together with other members of the Choir and any other persons, 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.

Equal Opportunities

8. 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.

Finance

9.1. The financial year of the Choir shall end on 31 August.

9.2. A banking account shall be opened in the name of the Choir and cheques shall be signed by any two of the Officers.

9.3. 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.

9.4. The income and property of the Choir, however derived and from whatever source, shall be applied solely towards promoting the objects of the Choir as set out 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.

Annual General Meeting

10.1. Within six 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 shall be given to all members using the Choir's website.

10.2. The Committee shall present to each AGM the report and accounts of the Choir for the preceding year.

10.3. Nominations for election to the Committee must be made by members of the society in writing and must be in the hands of the Secretary of the Committee at least 2 days before the AGM.

10.4. Should nominations exceed vacancies, an election shall be held.

Special (Extraordinary) General Meeting

11. 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 ten members of the Choir. The notice must state the business to be discussed.

Procedure at General Meetings

12.1. An Officer or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Choir.

12.2. There shall be a quorum when at least 10% of the members of the Choir at the time or 10 members, whichever is the greater, are present at any general meeting.

Accounts

13. 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.

Alterations to the Constitution

14.1. 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 and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Choir ceasing to be a charity.

14.2. No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 9.4. (distribution of assets), or clause 15 (dissolution), without the prior written consent of the Charity Commission.

14.3. The Committee shall send the Charity Commission a copy of any amendment made under this clause.

Dissolution

15. 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.