

# OUR CHOIR CONSTITUTION.

## NAME

The name of the organisation is Carleton Community Chorus, referred to as 'the choir' in this constitution.

## AIMS

- To run a community choir accessible to the community of Carleton and the residents of the wider community.
- To raise money for local 'Good causes'.
- To promote community cohesion and well-being of participants through the enjoyment of singing.
- To support music activities for children and local schools.

## VALUES

The choir is a not for profit organisation which is not aligned to any political party or religious denomination.

The committee and the choir performances reflect the commitment of the choir to issues relevant to the local, wider and national community, which are concerned with equality, humanity and respect and which celebrate the rich diversity of our local and national community. The elected committee and its contracted Chairperson will conduct business in ways, which reflect and are consistent with these values. The choir should perform concerts without charging fees – donations only.

## OBJECTIVES and POWER

- To offer performances at community events including St Martin & St Hilda's church (Practise venue.)
- To book/hire premises and undertake any other actions to further the work of the choir.
- To carry out activities of the choir without discriminating against any individual on any grounds, including race, religion, age, sexual orientation, physical or mental ability, and with respect for all members.
- To make payments from time to time to individuals for their services to further the aims and values of the choir.
- Ex gratia payment requires a simple majority and can only be voted at an AGM, extraordinary meeting or choir rehearsal.

## MEMBERSHIP and SUBSCRIPTIONS

- Membership is open to any individual over the age of 18. Musical experience is not necessary and auditions will not take place.
- The Secretary and Safeguarding officers of the committee will keep a full record of all members by asking them to complete an initial registration form.
- Members who attend the choir will be asked to contribute a fixed, weekly donation fee for each session they attend. Donations are requested to help fulfil the aims of the choir and are not mandatory. Members will be requested to purchase music used for rehearsal / performances.
- The committee will decide the weekly donation at the beginning of each year.

## MEETINGS

- The Secretary will keep the membership informed of the committee's activities and circulate relevant information accordingly.
- Any proposed changes to the constitution or proposal to wind up the choir will be made known at a rehearsal and emailed to members at least 14 days before the meeting at which the proposal is to be discussed. Proposed changes will need to be voted for by 51% of the choir to be passed. Any other matters will be put to the vote at any meeting/rehearsal and decided by a simple majority of those present and eligible to vote, unless there has been a proposal to have a secret ballot.
- The Chair will have the casting vote wherever there is a tied vote.
- The AGM will be held in the summer term of each year. The Secretary or a/another committee member will ensure all choir members have written notice of the meeting and will be announced at rehearsals no less than 14 days before it is due.
- The business of the AGM will have standing items; these will include:
  - Election of Officers.
  - Treasurer's Financial report
  - Safeguarding Officer's update
  - Publicity / Press Officer's update
  - Musical Director's reportReports from other officers as needed.
- Rehearsals and the AGM will be held on the premises St Martin & St Hilda's Church or, as far as possible, in venues which provide access to all.

- g. A written notice of any extraordinary General Meeting and agenda will be announced at rehearsals and emailed to all members no less than 7 days before the date of the meeting.
- h. The quorum for all General meetings including the AGM will be 12 members or 10% of the membership, whichever is greater.
- i. Committee meetings can be called by the Chair or at least 2 committee members.

**COMMITTEE MEETINGS and OFFICERS**

- a. A separate document details the Choir’s official roles and their accompanying responsibilities. It clearly states which Officers form the core of the Committee. The other roles will be ex-officio members. Up to two co-opted members will also be able to attend Committee meetings.
- b. All Committee members will be elected at the AGM. Where committee members have not been elected at the AGM, voting can take place during allocated time at the weekly rehearsal. All committee members will be nominated and seconded before moving to a vote.
- c. Any member of the choir can volunteer to serve as a committee member, and all members will be expected to help with the running of the choir from time to time.
- d. All members of the committee will retire at each AGM. Any individual will be eligible for re- election.
- e. The committee can co-opt any member as a full committee member to fill an officer vacancy until the next AGM.
- f. The committee can establish working groups and sub-committees to deal with specific aspects of the running of the choir. Any working group must consist of at least three members. Any proposals made by the working group shall be subject to approval by the committee.
- g. The quorum for all Committee meetings will be 4 members or 50% of the membership, whichever is greater. Individuals who perform more than one role will however only have one vote.
- h. The committee, or any working group, can invite any non-member with special expertise to attend committee or working groups meetings but they may not have voting rights.
- i. In the event of a committee or choir member having any kind of problem or issue, they can speak to any of the committee members.

**FINANCE**

- a. The choir will have a bank account in its name, which will be maintained by the elected officers. All monies will be paid into that account.
- b. Any income and property of the group shall be applied solely towards promoting the objectives and aims of the group. The division of profits or assets among group members is prohibited’
- c. No committee member will derive any financial benefit from the group other than the payment of reasonable expenses.
- d. Any committee member who carries out an activity agreed by the committee will not be liable for any debts and will be reimbursed from the choir funds.
- e. Any activity not agreed by the committee may not be reimbursed.
- f. The choir’s financial year will run from 1st August to 31 July.
- g. Each AGM will receive a financial statement for the year.

**CHANGES to the CONSTITUTION**

- a. Changes to the constitution can be made by the AGM or extraordinary general meeting called specifically for the purpose. No changes can be made to the stated winding up procedure.
- b. Any member of the choir can propose and second a change to any other part of the constitution by writing to the Secretary and Chairperson, at least 7 days before the meeting at which the proposal is to be discussed.

**WINDING UP**

- a. The choir can only be wound up by a vote at a general meeting.
- b. In the event of Carleton Community Music being wound up, any assets remaining after the payment of debts and liabilities will be transferred to a not-for-profit institution or institutions with similar musical objectives. No remaining assets will be distributed to members.

**This constitution was agreed and adopted by Carleton Community Chorus**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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