

## **OUR CHOIR CONSTITUTION.**

### **NAME**

Carleton Community Music comprises a community choir and band. This constitution is for Carleton Community Chorus only, subsequently referred to as 'the choir' in this document.

### **AIMS & VALUES**

To run an inclusive community choir that is accessible to the residents of Carleton and the wider community, and through the enjoyment of singing, promote community cohesion and the well-being of all participants. The choir has its own Safeguarding policy which is available alongside this document on [www.CarletonCommunityMusic.org.uk](http://www.CarletonCommunityMusic.org.uk)

The choir is not aligned to any political party or religious denomination, and is mindful of operating sustainably. It is run as a 'not for profit' organisation, and as such does not charge for any of our concerts. Donations may be collected and used to support the running of the choir and/or given to local causes.

### **REHEARSALS & PERFORMANCES**

The choir rehearsals are every Tuesday from 7:00pm to 8:30pm during the school term at St Martin's & St Hilda's Church, Fleetwood Road South, Carleton, FY6 7NU. In the event of this venue being unavailable then arrangements will be made to relocate or alter timings.

If a change has to be made then the Secretary will inform members by email.

All music will be provided by the librarian, funded from donations.

### **MEMBERSHIP**

Membership is open to adults (18+) who share the aims and values of the choir. There are no auditions. New members will be provided with a 'New Member Pack' which includes all the current music required.

For health & safety and data protection (GDPR), new members, and annually all members, need to complete a member data sheet.

Member donations fund the aims and values of the choir. Members are asked to pay a weekly donation fee for each rehearsal that they attend. The committee reviews and sets this fee annually. There may be events or circumstances where additional fees are requested.

When a member leaves any music provided by the choir should be returned to the librarian.

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.

### **COMMITTEE**

A separate document (also on the choir website) details the official roles and responsibilities that comprise the Committee. It also details non-committee roles that too play an important part in the running of the choir.

All committee members are expected to promote the aims and values of the choir. If a committee member is not doing this then if at least 75% of the committee agree, the member will be asked to stand down.

### **MEETINGS**

The voting at all meetings is via a simple majority, and unless stated otherwise, in the event of a tie the Chair will have the casting vote.

The committee shall hold at least one ordinary meeting per term. These meetings can be called by the Chair or at least 2 committee members. The quorum for all Committee meetings will be at least 51% of the voting membership. Individuals who perform more than one role will only have one vote.

Non-voting members may be invited to attend any meeting but they may not have voting rights. Minutes of the main meetings will be taken and held on the group directory for members to request sight of should they wish.

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 3 members. Any proposals made by the working group shall be subject to approval by the main committee.

### **THE ANNUAL GENERAL MEETING (AGM)**

The AGM will be held in the summer term of each year whenever possible. The Secretary will distribute the documentation to all members at least 14 days before the meeting.

The AGM will include reports from the Chair, Treasurer and Musical Director, followed by the election of Committee members.

All currently elected committee members will retire at the AGM, but will be eligible for re-election. The committee can co-opt any member as a full committee member to fill an officer vacancy until the next AGM.

All committee members being elected must have been nominated (self-nomination is permitted) and seconded by another member who can not nominate/second anyone else for that post - this process is private. In the event of two or more people standing for the same post then a secret ballot will be held. If there is a tie then the Chair will have the casting vote. If it is the Chair's position that has a tie, then the Musical Director will decide.

### **EXTRAORDINARY GENERAL MEETING**

The Committee may decide that an Extraordinary meeting is required. In this case members will be notified at least 7 days before the meeting.

The quorum for all General meetings is 25% of the active membership. A member becomes inactive when they have not attended a rehearsal for 12 or more consecutive weeks. All members are eligible to vote.

### **FINANCE**

The choir will have a bank account in its name, maintained by the elected officers.

No member of the committee or choir shall derive any financial benefit from the group. Payment will be made for occasional deputies as conductor or accompanist.

Evidence of reasonable expenses incurred on behalf of and/or benefitted by the choir, will be paid. Any activity not agreed by the committee may not be reimbursed.

New items not normally purchased will require a simple majority vote at any general meeting or a choir rehearsal.

The choir's financial year will run from the day after the AGM to the next AGM.

### **CHANGES to the CONSTITUTION**

Changes to the constitution can be made at the AGM or an extraordinary general meeting. Members will be sent details of the proposed changes at least 14 days before the meeting and at least 51% of the choir members need to be present to vote for the changes.

No changes can be made to the stated winding up procedure.

### **WINDING UP**

- a. The choir can only be wound up by a vote at a general meeting.
- b. In the event of Carleton Community Chorus 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**

**Name:** Diane Porter (Secretary)

**Signature:** *Diane Porter*

**Date:** 16 July 2024