

OKEHAMPTON CHORAL SOCIETY

CONSTITUTION

1. **Name** The name of the Society shall be the **Okehampton Choral Society**

2. **Purpose.** The purpose of the Society shall be to provide in Okehampton the means for amateur singers to meet regularly in friendship for the purpose of developing their musical skills, and thereby of learning, and enjoying, and practicing, and performing before an audience, a wide repertoire of music. The Society shall have no religious or political affiliations. The repertoire of Music may include secular or sacred compositions, traditional or modern.

3. **Address** The postal address of the Society shall be the address of the Secretary for the time being, or such other address as the Committee shall from time to time appoint.

4. **Members**
 - a) The Members of the Society shall consist of all those who have completed a Registration Form and who have paid the subscription due for the current term. It shall be the responsibility of the Secretary to ensure a new member receives a copy of this Constitution.
 - b) Membership is open to all who wish to join. There shall be no discrimination in respect of Age, Gender, Race, Religion or Nationality. There shall be no discrimination against members with physical or mental disabilities.
 - c) Members are required always to consider the needs of other Members who may need help to share the enjoyment of making music.
 - d) No prospective Member shall be required to audition before he or she is admitted to the Society, nor shall any existing Member be required to audition in order to retain his or her membership.

5. **Guest Singers** Prospective Members who have not yet become full Members and casual visitors shall be welcome, as guests, to join in or to observe any practice of the Society, to a maximum of 6 practices. If a Guest Member wishes to borrow music from the Society for the purposes of a practice, then either he or she must provide appropriate contact details to the Librarian, or a Member must take full responsibility for the safekeeping and return of such music.

6. **Carers** Any person having responsibility for the wellbeing or the transport of a Member shall be welcome to observe practices, or to sing, or to sit with and assist that Member.

7. **Committee**
 - a) The administration of the Society shall be by Committee composed of the Officers and Committee elected by the Members at the Annual General Meeting. Each Officer and Committee member shall take office immediately upon election and shall serve until the election of new officers and Committee at the next Annual General Meeting.
 - b) If any Officer or Committee member shall resign before the next Annual General Meeting, the remaining members of the Committee shall have power to replace him or her from amongst themselves, and/or by co-option of a Member. Every such alteration to the personnel or responsibilities of the Committee shall be reported to the Members at the first opportunity. The Chairman, Treasurer, Secretary and Librarian shall never hold more than one office simultaneously.

- c) The Committee to be elected at the Annual General Meeting to serve with the Officers shall be a minimum of four Members. There shall be no maximum. The Committee may at any time co-opt additional members to help with specific tasks or with general duties.
- d) Between the Officers and Committee there should be at least one representative each from the Soprano, Alto, Tenor and Bass sections of the Members.
- e) The Committee shall meet at least once in each term. Due Notice of meetings shall be circulated by the Secretary to all Committee members to include, where practicable, an Agenda of the business to be discussed. The Secretary shall circulate the Minutes of every such meeting to all Committee members.
- f) A committee meeting of which due notice has been given to members shall be deemed quorate when attended by 4 Committee members, one of whom must be an Officer.
- g) On any matter where the Officers and Committee Members present are equally divided, the Chairman, or whoever is conducting the meeting in the absence of the Chairman, shall have the casting vote.

8 Music Director A Music Director shall be appointed by the Committee. The terms of engagement shall be negotiated and agreed by the Committee on behalf of the Members.

- a) The Music Director shall have sole responsibility for the choice of music to be sung in practices and in performances, the conduct of the practices, and the selection and engagement of soloists and musicians for public performances, **Provided That** the Music Director shall not, without the prior consent of the Treasurer, commit the Society to spend more than £500.
- b) Unless the terms of appointment state otherwise, the Music Director shall continue to serve until such appointment is terminated on either side by Notice. Such Notice shall be not less than three calendar months.
- c) The Music Director shall, on appointment, be invited to attend meetings of the Committee and General Meetings of the Society, and to participate in discussions, but shall not be entitled to vote as a member.

9 Officers The following Officers shall be elected at the Annual General Meeting

Chairman
 Vice Chairman
 Treasurer
 Secretary
 Librarian

10 Annual General Meeting An Annual General Meeting shall be held during the Christmas term to conduct the following business:-

Apologies for absence
 To approve the Minutes of the previous Annual General Meeting
 To Receive the Report of the Music Director
 To receive the Report of the Chairman
 To receive and approve the Annual Accounts of the Society
 To elect Officers for the coming year
 To elect a Committee for the coming year
 Any other business

Copies of the Annual Accounts of the Society, the Minutes of the previous Annual General Meeting and the written reports of the Music Director and the Chairman shall be made available to members at least 7 days before the Annual General Meeting. The Secretary shall make the Agenda available to members at the same time.

- a) Any Member shall be eligible for election as an Officer or Committee member provided that his or her nomination has been signed by two Members as Proposer and Seconder.
- b) If, for any reason, the Members in General Meeting are unable to elect an Officer, the election of that Officer shall be deferred until the first choir practice after the expiry of 13 days. Until election of a successor, the Officer last holding that Office shall continue, or, if he or she is unable or unwilling to continue, the Vice Chairman shall take temporary responsibility for that office.
- c) If the Members in General Meeting shall fail to elect 4 Committee members to serve with the Officers, the existing Committee members (in accordance with **Article 7a**) shall continue in office until the vacancy(ies) are filled by co-option.

11 Extraordinary General Meeting

At the written request of not less than 10 members, the Secretary shall, within not less than 10 days nor more than 30 days, convene an Extraordinary General Meeting. Members shall be given at least 10 days' Notice of such meeting. If practicable, the Secretary shall also circulate the Motion to be discussed and an Agenda for consideration by the Members.

12 Subscriptions

Members shall pay an annual subscription towards the expenses of the Society. The amount of the subscription and any concessionary rates or other variations shall be decided by the Members at the Annual General Meeting. Any surplus of subscription income over annual expenditure shall never be returned to the membership but shall be held as a reserve against future expenditure.

13 Treasurer

The Treasurer shall be responsible for maintaining a record of the income and expenditure of the Society and shall at every committee meeting advise on the balances held at the bank and any anticipated expenses or receipts that may noticeably affect those balances.

- a) There shall be at least 3 authorised signatories on the Mandate for all bank accounts of the Society, one of whom shall be the Treasurer. The Mandate at the bank shall specify two signatures for any cheque or movement of funds in the accounts of the Society. The Treasurer shall be responsible for the chequebooks of the Society, but may delegate that responsibility to another signatory in the event of absence or illness.
- b) The Treasurer shall as soon as practicable after the end of the Summer term prepare the Annual Accounts of the Society and procure that they are scrutinised and certified as correct by an independent financial professional. Copies of the accounts so certified shall be circulated to all Members before the Annual General Meeting for formal approval.
- c) The Treasurer shall liaise with the Music Director with particular regard to the purchase of items of music, or equipment. The Treasurer shall also advise the Committee on the financial aspects of future concerts and the employment of soloists and musicians

14 Honorary Life President

If at any time the Society deems that a person has given exceptional service to the Society, the members may in General Meeting vote to appoint him or her an Honorary Life President Unless also a member of the Society, an Honorary Life President has no presence or duty within the Society but shall

be invited as a guest of honour to all concerts and social functions, and his or her name may appear on any publicity issued by the Society.

15 Legal Obligations

The Committee shall to the best of its ability procure that the Society fulfills its legal obligations with regard to insurances for public liability, and with regard to Copyright and Performance Rights.

16 Dissolution

The Members in General Meeting may dissolve the Society upon such terms as they see fit, **Provided That** after settlement of all debts and expenses, the assets (including any bank balances) shall not be distributed amongst the membership, but shall be passed to such other organisations in Okehampton whom Members believe best follow the **PURPOSE** of the Society as defined in **ARTICLE 2**

This Constitution was approved by the Society in General Meeting on 18th June 2018

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WE Sutton-Coulson
Chairman

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M Betambeau
Secretary