

Midhurst Community Choir Constitution

1 Name

The name of the group shall be Midhurst Community Choir (the Choir).

2 Aims and Objectives

The aims and objectives of the Choir shall be the bringing together of a diverse group of people who are united in their desire to sing and in doing so help to build a stronger, more cohesive community.

3 Membership

3.1 Membership is open to any person over the statutory school leaving age without discrimination on grounds of gender, ethnicity, nationality, disability, sexual orientation, religion, beliefs or ability.

3.2 Full membership is renewable at the beginning of each term by payment of the relevant subscription.

3.3 Associate membership (for those uncertain about their availability) is available on payment of a weekly sum payable on the night.

3.4 Entitlement to perform will be dependent upon the level of attendance at weekly rehearsals.

3.5 Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further rehearsals or to resign from the choir if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a colleague/friend, before a final decision is made.

3.6 It is a condition of membership that members agree to abide by the Choir's constitution.

4 Management

4.1 *Management Committee:*

4.1.1 The Choir is managed by a Committee that is responsible and accountable for all activities undertaken on behalf of the Choir and its affairs. The Committee comprises four officers (that is the Chair, Treasurer, Secretary, Music Director) All members of the Committee have a vote when a vote is required

4.1.2 Additional members can be co-opted by the elected Committee to serve. Members proposed for co-option should be approached by the Chairman regarding their willingness to serve and invited to the next Committee meeting. Co-opted members are allowed to vote as a member of the Committee.

4.1.3 The Committee shall have the power to appoint any sub-committee, as considered necessary, the terms of reference of which shall be agreed by the Committee and whose membership shall include at least one member of the Committee.

4.1.4 The Auditor shall not be a member of the Committee or any sub-committee.

4.2 *Roles and Responsibilities:*

4.2.1 The Chair is charged with providing leadership and direction to the Committee. The Chair works to optimise the relationship between the Committee and other members and outside bodies and works to help the Choir achieve its objective. The Chair can agree general working practices and policies regarding the interaction with third parties in order to maintain good working relationships with third parties and other organisations.

4.2.2 All Committee members are individually committed to upholding the values and objectives of the choir, regularly attending committee meetings and giving adequate time and energy to their duties. They are required to act with integrity and avoid conflict of interests. If such conflicts of interest arise, they must be declared. As Committee members, they will make decisions as a collective group and hold joint responsibility for decisions and actions taken by the Committee,

even in their absence. They are responsible for ensuring that all decisions are taken in the best interests of the choir and that their role is carried out effectively and without prejudice.

- 4.3 **Powers:** In furtherance of the objectives, but not otherwise, the Committee may exercise the power to: -
 - 4.3.1 Invite and receive contributions, subscriptions and raise funds where appropriate, to finance the work of the choir, and to open bank accounts to manage such funds.
 - 4.3.2 Work with groups of a similar nature and exchange with them information, advice and knowledge.
 - 4.3.3 Publicise and promote the work of the Choir and organise meetings, events and workshops.
 - 4.3.4 Recommend the membership subscription rate for discussion and approval, set the price of tickets, refreshment charges, special group charges and any other occasional or recurring charges necessary to the prudent financial management of the Choir.
 - 4.3.5 Take any other lawful action necessary to achieve the objectives of the Choir.

5 Meetings

- 5.1 **The Committee** will meet at least three times a year to discuss actions, monitor progress to date, and to consider future developments.
- 5.2 All meetings will be minuted and the agreed minutes of the meetings.
- 5.3 Voting will be by show of hands, or exceptionally by secret ballot at the discretion of the Chair, on a simple majority with the Chair, or designated deputy in the absence of the Chair, holding a casting vote in addition to their personal vote.
- 5.4 The Chair or a designated deputy in the absence of the Chair will chair all meetings.

6 Finance and Assets

- 6.1 **Income & Expenditure:**
 - 6.1.1 Choir funds and assets must be managed by the Committee through the Treasurer.
 - 6.1.2 The funds of the Choir shall be applied solely to the stated objectives, except that the Committee may at their discretion make a donation to charity.
 - 6.1.3 Bank accounts shall be opened in the name of the Choir, as approved by the Committee, and any cheques relating to the bank accounts shall be signed by at least two unrelated Officers.
 - 6.1.4 Online banking may be carried out by the Treasurer on behalf of the Choir within the limits set by the Committee.
 - 6.1.5 The Choir's accounting year will run from January 1st to 31st December.
 - 6.1.6 The Treasurer is accountable for ensuring funds are used only as directed by the Committee and in line with the Constitution.
 - 6.1.7 The Choir will maintain reasonable Public Liability Insurance Cover, as advised by the Treasurer and decided by the Committee annually. The insurance policy will be shown on the members' area of the Choir website.
 - 6.1.8 No member of the Choir may incur expenditure over £100 in the name of the Society, or enter into any engagement on behalf of the Society which may incur expenditure over £100, without prior approval of the Treasurer and one other officer.
- 6.2 **Assets:** Choir property may only be used by members or other organisations outside of the Choir with the consent of an Officer of the Committee. Loss or damage to such property not covered by the Society's insurance including any excess will be the responsibility of the member who *or the organisation that* has borrowed the property.

7 Musical Director, Conductor and Pianists

- 7.1 The Committee may engage the services of a professional conductor if the financial liability which may be incurred can be met.

- 7.2 The Committee shall engage the services of one or two pianists, for rehearsals and concerts.
- 7.3 The Music Director has responsibility for the overall musical direction taking into account the budgetary and physical constraints of production. They are involved in all stages of the process from the selection of music, rehearsals, through to performance. Together with the Chair they make the final creative decisions. The Music Director will be supported by the Committee in relation to the production of any performance.
- 7.4 Directors agree to carry out their duties in line with this constitution and any policy or procedures agreed by the Committee.

8 Dissolution of the Group

- 8.1 If a meeting, by simple majority, decides that it is necessary to close down the group a Special Meeting may be called to do so. The sole business of this meeting will be to dissolve the group.
- 8.2 If after the discharge of all the Choir's liabilities there are funds remaining, these funds and any other assets shall be donated to a local charitable organisation.

9 Safety Issues

- 9.1 The Committee will endeavour to ensure that the Choir complies with the Health and Safety requirements of any venues used by the Choir.
- 9.2 The Committee will endeavour to ensure the safety and protection of the junior and vulnerable members of the choir by following the Safeguarding Policy.
- 9.3 Choir activities are undertaken at members and/or visitors own risk, and members and visitors are required to exercise responsibility for their own health and safety.
- 9.4 The Choir is not responsible for any loss or damage to the personal property of members and/or visitors.

10 Constitution

- 10.1 The Committee will review the Constitution annually and alterations or additions shall be presented at a meeting convened for that purpose, and approved by a simple majority of members present at such a meeting.
- 10.2 Any such agreed changes will be recorded in an amended Constitution.
- 10.3 Any question concerning the interpretation of this Constitution, or any matter not provided for within the Constitution, the decision of the Committee shall be final.