

Arnside Choral Society Constitution

1.0 NAME & STATUS

- 1.0.1 The Society shall be known as Arnside Choral Society, hereinafter referred to as the Society. The Society is a not-for-profit organisation with Registered Charity No 1049848.

2.0 PURPOSE

- 2.0.1 The object of the Society shall be the study and practice of choral music in order to foster public knowledge and appreciation of such music by means of public performance.

3.0 MEMBERSHIP

- 3.0.1 Membership of the Society is open to any person in sympathy with the Society's purpose, on payment of the current membership subscription.
- 3.0.2 Members shall observe the code of conduct as laid down in the Arnside Choral Society Members' Handbook.

3.1.0 Subscriptions

- 3.1.1 An annual subscription shall be fixed by the members at the Annual General Meeting and shall be payable to the Treasurer at the beginning of each season. Those who are in arrears of payment of their subscription for more than four weeks shall not have their names added to the membership roll.
- 3.1.2 Those joining the Society after the first concert in any season shall, on acceptance, pay a pro rata of the annual subscription for the remaining season.
- 3.1.3 The Committee may, for suitable cause, waive part or all of the annual subscription of any Society member.

3.2.0 Rehearsals and Concerts

- 3.2.1 The musical direction of the Society shall be the responsibility of the Conductor and/or the Musical Director in consultation with the Committee.
- 3.2.2 Rehearsals shall take place regularly on dates and at places to be specified by the Committee.
- 3.2.3 Concert dates shall be published well in advance to enable members to commit to attending performances.
- 3.2.4 Any member unable to attend a rehearsal shall inform the relevant Section Representative or any Honorary Officer of the Committee at the earliest opportunity.
- 3.2.5 Singing members are expected to participate in all concerts unless unavoidably prevented from doing so, in which case they should notify the relevant Section Representative or any

Honorary Officer of the Committee. Members who, in the opinion of the Conductor/Musical Director, have not satisfactorily rehearsed for a concert shall not be permitted to sing in that concert.

- 3.2.6 Persons who are not members of the Society may attend any rehearsal, but may take part in a performance only with the express permission of the Conductor/Musical Director, in consultation with the Committee. (Permission shall be granted only in exceptional circumstances.)
- 3.2.7 The Committee, in consultation with the Conductor/Musical Director, may at any time approach non-members of the Society to assist with performances.
- 3.2.8 Absence from the final two rehearsals prior to a performance shall preclude a member from taking part in the performance, except in exceptional circumstances agreed by the Conductor/Musical Director and the relevant Section Representative.

3.3.0 *Concert Dress*

Members are required to conform to the dress code laid down by the Committee for performances.

3.4.0 *Music*

- 3.4.1 All music which is purchased by the Society shall remain the property of the Society.
- 3.4.2 Members shall be held individually responsible for any music loaned for rehearsal, whether by the Society or by a library service, and shall be held accountable for any loss or damage, however incurred.
- 3.4.3 Members shall be responsible for the return of such music in good condition and within a deadline set by the Society's Librarian.

3.5.0 *Termination of Membership*

- 3.5.1 A member may resign by written notice to the Secretary. If a member feels that their resignation is as a result of the conduct of the Society as a whole, or of an individual, then the matter shall be referred to the Committee for resolution where possible.
- 3.5.2 The Committee shall reserve the right to terminate a membership if it considers such action to be in the best interests of the Society. Members shall have a right of appeal of termination of membership and the appeal process shall be laid down in the Members' Handbook.

4.0 MEETINGS

4.1.0 *Annual General Meeting*

- 4.1.1 An Annual General Meeting (AGM) of the Society shall be held each year at the earliest opportunity following its final concert of the season, on a date to be fixed by the Committee, when a statement of the Society's financial transactions and position, made up to the date of the AGM, shall be submitted to the members for approval. The Secretary shall give at least three weeks' notice to all members of such a meeting.

4.1.2 Management of the Society shall be vested in the Honorary Officers and members of the Committee. The Committee shall be appointed at the AGM and must comprise the following Honorary Officers:

Chairperson, Vice-Chair, Secretary and Treasurer,

and shall also comprise the following Committee members:

four members (each representing a section of the Society),

Publicity Officer, Librarian(s) and ex-officio Conductor and/or Musical Director.

4.1.3 The Committee shall have powers of co-option.

4.1.4 Each Honorary Officer and Committee member shall be elected annually, but may be re-elected should s/he wish to be nominated for re-election.

4.1.5 Arrangements for the proper conduct of the elections shall be the responsibility of the retiring Committee.

4.2.0 *Special General Meetings*

4.2.1 A Special General Meeting shall be called whenever the Committee deems it necessary, or on a written request being presented to the Secretary stating the matter to be discussed, signed by at least twenty-five per cent of the membership. The Special General Meeting shall be held within thirty days of receipt of such request. The Secretary must give at least seven days' notice to all members of such a meeting.

4.3.0 *Committee Meetings*

4.3.1 The Committee shall hold regular meetings to conduct the business of the Society, normally four times per year or when the need arises.

4.3.2 The Secretary shall give at least seven days' notice to all Committee members of such a meeting.

4.3.3 Meetings shall be conducted by the Chairperson or Vice-Chair. Motions which are proposed and seconded shall be voted on by a show of hands.

4.3.4 A quorum shall be no fewer than five Committee members, including two Honorary Officers.

4.3.5 Written minutes must be kept of all meetings and be available to the members of the Society on request (subject to issues of confidentiality). Approved Minutes must be signed and dated by the Chairperson or Vice-Chair and kept in a Minute Book.

5.0 CONDUCTOR/MUSICAL DIRECTOR

5.0.1 The Committee shall appoint a person or persons to be the Conductor/Musical Director of the Society, for a remuneration to be agreed by the Committee. Such appointment shall be renewable on an annual basis at the end of the concert season. A term's notice shall be given by either party to terminate this appointment.

5.0.2 The Conductor/Musical Director shall, ex officio, be a member of the Committee but shall have no voting rights.

6.0 ACCOMPANIST

6.0.1 The Committee shall be responsible for the appointment of an Accompanist who shall be remunerated by a sum agreed by the Committee. A term’s notice shall be given by either party to terminate this appointment.

7.0 FINANCE

7.0.1 Financial matters are the responsibility of the Treasurer who must maintain suitable bank accounts and financial records for the maintenance of the Society’s funds.

7.0.2 Access to any account and cheques payable from these accounts must be on the signatures of the Treasurer, and either the Chairperson or the Secretary.

7.0.3 All fees paid to the Conductor/Musical Director, Accompanist and performers shall be agreed by the Committee.

7.0.4 Entrance fees for concerts, hire of venues, and publicity expenditure shall be agreed by the Committee.

7.0.5 Claims for reasonable and proper out-of-pocket expenses incurred by members of the Committee shall be met from the Society’s funds with the agreement of the Committee, on receipt of suitable documentation where possible.

8.0 CONSTITUTION

8.0.1 The Rules of the Society shall be altered only at the Annual General Meeting or a Special General Meeting duly called.

8.0.2 No alteration shall be made to the Rules that would cause the Society at any time to cease to be a charity at law and no alterations shall be made to Rule 2, Rule 9, or to this rule (Rule 8) without prior written approval of the Charity Commission.

9.0 DISSOLUTION

9.0.1 If, upon winding up or dissolution of the Society, there remains any property whatsoever after the satisfaction of all its debts and liabilities, the same shall not be distributed among the members of the Society, but shall be given or transferred to some Charitable Institution or Institutions having objects similar to the objects of the Society. Such Institution or Institutions to be determined by members of the Society at or before the time of dissolution and in so far as effect cannot be given to such provision then to some charitable object.

Any matters which arise and which are not covered by this Constitution shall be referred to the Committee for discussion.

DATED:

REVIEW DUE: