

# **HONLEY LADIES CHOIR CONSTITUTION**

The Choir is Honley Ladies Choir.

The objectives of the Choir are:

To promote high-quality choral singing.

To give members satisfaction and enjoyment through musical achievement.

To foster a social and community spirit through music.

## **1. Rehearsals**

The Choir shall rehearse on Thursdays (with the exception of holidays) or on any other weekday evening as decided by the majority of voting members at an Annual General Meeting. Rehearsals will commence at 7.30 p.m. prompt and finish at 9p.m. Any notices and information will be given to the Choir by a committee member. The Musical Director, with the approval of the General Committee, may schedule extra rehearsals as deemed necessary.

## **2. Qualifications for Membership**

a) Acceptance as a full member is subject to a satisfactory voice test by the Musical Director on the applicant's third attendance.

b) New members will be advised of the date of their first official engagement with the Choir, which will allow sufficient time for the member to be provided with her uniform.

c) Members will be offered Life Membership of the choir at the discretion of the committee, having regard for their length of service and their contribution to the choir. (Amended 2010)

## **3. Obligations of Membership**

a) The acceptance of membership entails a commitment. Other than in exceptional circumstances members are expected to attend all rehearsals concerts and competitions.

b) A record of attendance will be kept. Any member unable to attend is asked to inform the membership secretary as a matter of courtesy to the Choir.

c) If any member is unable to attend 80% of rehearsals including the 2 prior to a concert or other engagement and the Musical Director considers the member insufficiently rehearsed, she will be asked not to take part. (Agreed 2012)

d) Each member is expected to observe a high standard of behaviour on all occasions.

## **4. Subscriptions**

A) Members are expected to pay the current annual subscription quarterly by Standing Order on the first day of the months: January, April, July and October or by arrangement with the Treasurer. (Agreed 2009) The amount of the subscription will be determined at the Annual General Meeting.

b) In the case of extended illness or other special circumstances, the Choir member should send a letter asking for leave of absence to the Secretary for discussion at the next General Committee Meeting. The General Committee has the right to decide that fees may be waived.

## 5. Choir Property

a) Uniforms, binders and music are at all times assets of the Choir. They are only ever on loan to members and must be kept in good condition.

b) Each new member is currently required to pay a deposit of £30 for their music and any apparel provided by the choir e.g. scarves etc. the amount variable annually and subject to being decided at the annual General Meeting. (Agreed 2009)

c) When a member leaves the Choir the deposit will be repaid subject to all items being returned in good condition. (Agreed 2009)

d) If a member is granted a sabbatical or is unable to attend rehearsals for more than 6 months her music and apparel should be returned and her deposit will be refunded. When the member returns to the Choir she should repay the deposit and her music and apparel will be returned. This requirement may be waived. (Agreed 2012)

## 6. Musical Content

a) In all matters concerning the music sung by the Choir the decision of the Musical Director is final.

b) Decisions regarding guest artists for concerts and other engagements will be made jointly by the General Committee and the Musical Director. No decision regarding engagement, conditions of engagement or fees paid to guest artists or comperes shall be made without the agreement of the General Committee.

## ADMINISTRATION OF THE CHOIR

### 7. Officers of the Choir

The officers of the Choir will be:

President - ex officio

Chairman

General Secretary

Treasurer

### 8. General Committee Members

The General Committee will consist of six members of the Choir proposed and seconded by Choir members and elected at the Annual General Meeting.

### 9. Terms and Conditions of Office

a) Officers and committee members will serve for the period between one Annual General Meeting and the next. They must then stand down or submit themselves for re-election for any office or as an ordinary member for the following period.

b) Election of officers and committee members will be by a simple majority of full voting members in attendance at an Annual General Meeting. Only candidates nominated and seconded by full voting

members of the Choir will be eligible for election. The closing date for nominations will be 14 days prior to the Annual General Meeting.

c) In the event of insufficient nominations, late nominations will be accepted at the Annual General Meeting.

#### **10. Entitlement to Vote**

a) Any person accepted as a full member and who is not in arrears in respect of subscriptions payable at the time will be entitled to vote at an Annual General Meeting or an Extraordinary General Meeting.

b) The President, Musical Director and the Deputy Musical Director/ Accompanist or any other person receiving fees or other remuneration for their services to the Choir will not be entitled to vote.

c) The above condition does not apply to officers of the Choir who receive a fixed fee in respect of expenses.

#### **11. General Committee Meetings**

a) General Committee Meetings will be held monthly. The venue will be as agreed by the members of the General Committee.

b) In order to facilitate the business of the Choir, General Committee Meetings require a quorum of five officers or members. If the Chairman is absent a person will be elected to chair the meeting by the members present, always ensuring that a quorum exists.

c) An officer of the choir may convene an Emergency Committee Meeting, which should be quorate, in order to deal with an emergency issue.

#### **Annual General Meetings**

a) An Annual General Meeting will be held within three months of the end of the financial year for the following purposes:

i) to approve the minutes of the previous Annual General Meeting.

ii) to receive a Chairman's report

iii) to receive a Treasurer's report and adopt the accounts.

iv) to receive a Secretary's report

v) to receive a Musical Director's report.

vi) to receive a President's report

vii) the dissolution of the administration by the President

viii) to appoint a President

ix) to elect officers for the ensuing year

x) to elect General Committee members for the ensuing year

xi) to elect Section Leaders for the ensuing year

xii) to appoint an Auditor if required.

xiii) to conduct any such business as may have been submitted by any member, who must have submitted the motion in writing to the Secretary at least fourteen days prior to the Annual General Meeting.

b) The General Committee shall convene the Annual General Meeting by giving notice to all members at

least one calendar month prior to the date of the meeting and issuing the minutes of the previous Annual General Meeting.

c) All full members of the Choir including the Chairman may vote at a meeting which they are entitled to attend. A motion shall be carried by a simple majority. Should the votes be equal the Chairman will have the casting vote.

d) All members of the Choir should endeavour to be present at the Annual General Meeting. Apologies for absence should be given to the Committee prior to the meeting.

e) Twelve members shall constitute a quorum for the purpose of the Annual General Meeting.

### 13. Extraordinary General Meetings

In exceptional circumstances an Extraordinary General Meeting may be requested in writing to the Chairman of the General Committee, by a quorum of twelve full voting members of the Choir. The Extraordinary General Meeting so requested will be held within two calendar months of receipt of the letter by the Chairman. The Choir members will be notified of the date and purpose of the Extraordinary General Meeting at least seven days prior to the meeting.

### 14. Finances of the Choir

a) Books of accounts will be kept by the Treasurer.

b) In the event of the Choir disbanding for any reason, any remaining monies shall be payable to a charity. The choice of charity will be determined by the General Committee in office at that time. Disbanding will mean that insufficient full members exist to constitute a quorum at an Annual General Meeting.

### 15. General

a) The General Committee shall have the power to make such decisions as they may deem necessary for the administration of the Choir and to appoint and dismiss all paid officials of the Choir.

b) All matters not provided for in the Constitution shall be decided by the General Committee.

c) Alterations to these rules can only be agreed at an Annual General Meeting or an Extraordinary General Meeting.

d) Any ideas and suggestions to be passed on to the Chairman prior to the next General Committee meeting.

October 2001.

Updated following AGM 2007

Updated following AGM 2009

Updated following AGM 2010

Updated following AGM 2012

Updated following AGM 2017