

# Carshalton Choral Society Constitution

## 1. TITLE

The Society shall be named "Carshalton Choral Society".

## 2. OBJECTS

- a. Shall be the study and practice of Choral Music to foster the public knowledge and appreciation of such music by means of public performances.
- b. To assist and support such charitable institutions or purposes as the Committee shall from time to time determine.

## 3. CHARITABLE STATUS

The Society shall be registered and managed as a charitable institution.

## 4. MEMBERSHIP

Membership shall comprise

- a. Ordinary Members.
- b. Life Members and Associate Members who satisfy the requirements of Paragraph 6 below.
- c. Each Member shall be entitled to receive a copy of the Constitution and of any amendments made thereto.

## 5. ORDINARY MEMBERS

All Ordinary Members

- a. Shall pay such subscription as may be determined by the Committee. The subscription may be gift aided.
- b. Are expected to be regular in attendance at rehearsals and at concerts,
- c. Shall provide themselves with copies of music required, or purchase or hire copies from the Librarian.
- d. Are strongly encouraged to sell as many tickets as they can for each concert, payment of which shall be made in advance of the concert.

## 6. LIFE AND ASSOCIATE MEMBERS

- a. Life Members are elected by the Society on the recommendation of the Committee. They are not required to pay any subscription to the Society, but shall receive such concert tickets as the Committee may determine. They shall receive notice of and may attend and vote at any General Meeting.
- b. Associate Members shall pay an annual subscription to the Society, the minimum amount to be determined by the Committee. They shall receive such concert tickets as the Committee may determine and the subscription may therefore not be gift aided. They shall receive notice of and may attend any General Meeting, but shall not be entitled to vote.

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## 7. RESIGNATION OF MEMBERSHIP

- a. A Member may resign at any time by giving written notice to the Secretary.
- b. Subject to a simple majority vote the Committee may at any time seek to terminate the membership of a Member if that is considered to be in the best interests of the Society, and the reason is made clear to the Member concerned in writing. The Member shall have the right to be heard by the Committee before the decision is made final.
- c. On resigning, a Member shall pay any outstanding subscriptions and other charges (e.g. for the purchase or hire of music and learning aids), and shall return any hired music or learning aids to the Society.

## 8. HONORARY PRESIDENT, VICE-PRESIDENTS AND PATRONS

The Society may appoint an honorary President, Vice-Presidents and Patrons.

## 9. OFFICERS

- a. The Officers of the Society, all of whom shall be honorary, shall comprise a Chairman, a Secretary, a Treasurer, a Librarian, a Membership Secretary, a Publicity Officer and a Concert Officer.
- b. Such Officers shall be elected at the Annual General Meeting, and shall retire annually, but shall be eligible for re-election.
- c. Should a vacancy occur among the Officers during the year, the Committee shall have the power to appoint a Member to fill the vacancy until such appointment is confirmed, or otherwise, at the next Annual General Meeting.

## 10. COMMITTEE

- a. The management of the Society shall be vested in a Committee comprising the Officers specified in paragraph 9, together with up to four Ordinary Members elected at the Annual General Meeting, the actual number being at the discretion of the Committee. No Ordinary Member shall be eligible for election to the Committee for more than two consecutive years.
- b. Subject to a simple majority vote in Committee, persistent unreasonable or offensive behaviour on the part of any Officer or Ordinary Member will be drawn to their attention in writing. If the problem persists and if it was felt to be in the best interests of the Society, the Committee, by a further simple majority vote, shall have the power to terminate that Member's position on the Committee.
- c. Should a vacancy occur among such Ordinary Members during the year, the Committee shall have the power to appoint a Member to fill the vacancy until the next Annual General Meeting.
- d. The Musical Director and Deputy Musical Director shall be ex-officio members of the Committee and invited to attend and speak at meetings but shall have no voting rights.
- e. A total of six Officers and Ordinary Members present at a Committee meeting shall form a quorum.
- f. The duties of the Committee shall include the oversight of the Society's funds, the making of arrangements for concerts, rehearsals and other events, the choosing of music and the promulgation of such decisions as are deemed necessary for the orderly conduct of concerts and rehearsals.

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- g. The Committee shall appoint as its Representative to the National Federation of Music Societies (Making Music) a Member of the Society, who in accordance with the membership rules of the Federation shall be entitled to attend and speak at Committee meetings. As this Member is not subject to annual re-election he/she shall have no voting rights.
- h. No Member shall be elected, co-opted or appointed to the Committee under paragraphs 9 or 10 without the Member's prior agreement to the submission of his or her name.
- i. The Committee may co-opt other Members of the Society (with their agreement) for specific purposes. Co-opted Members shall be entitled to attend and speak at Committee meetings, but shall have no voting rights. Co-opted Members shall serve until the next Annual General Meeting and may be re-appointed by the incoming Committee thereafter.

## 10A. SUB-COMMITTEES

- a. The Committee shall have the power to appoint Sub-committees for specific purposes to be stated at the time of the appointment.
- b. All Sub-committees shall be chaired by an elected member of the Committee. Other members of a Sub-committee may be drawn from the general membership of the Society.
- c. Sub-committees shall be responsible to and report their activities, decisions and/or recommendations (depending on their terms of reference) to the main Committee, and shall provide a copy of the minutes of their meetings (where appropriate) to the Secretary for retention.
- d. The Terms of Reference of a Sub-committee shall be agreed at the time of the appointment, together with its level of authority. Sub-committees may be empowered to make decisions on behalf of the full Committee, incur expenses etc or alternatively to report its recommendations back to the full Committee for approval.
- e. Where a Sub-committee is empowered to incur expenditure, a maximum amount must be agreed at the time of such authorisation. This may be revised at future meetings of the full Committee where necessary.
- f. Any Sub-committee may be dissolved by a resolution carried by a simple majority vote made by those present at the full Committee.

## 11. CHAIRMAN

At all General Meetings and Committee Meetings, the chair shall be taken by the Chairman elected at the Annual General Meeting. In the event of the Chairman's absence, those Members present shall appoint one of their number to act as Chairman at that meeting.

## 12. MUSICAL DIRECTOR AND DEPUTY MUSICAL DIRECTOR

- a. A Musical Director and Deputy Musical Director shall be appointed by the Society at a General Meeting on the recommendation of the Committee. Such appointments may be deemed honorary at the discretion of the Committee and shall be subject to confirmation at each subsequent Annual General Meeting.
- b. The office of Deputy Musical Director, may, however remain vacant at the discretion of the Committee.

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- c. The Musical Director may, at his/her discretion, limit performance at concerts to those who have attended at least an acceptable number of rehearsals.

## 13. GENERAL MEETINGS

- a. The Annual General Meeting shall be held within four months of the termination of the Financial year, on a date to be fixed by the Committee, to receive the Chairman's Annual Report, the Musical Director's Annual Report, the Treasurer's Annual Statement of Accounts, to elect the Officers under paragraph 9 and the Ordinary Committee members under paragraph 10, to appoint, or confirm the appointment of the Musical Director, the Deputy Musical Director if required, and the Auditor, and to transact any other relevant business.
- b. Other General Meetings shall be held at such times as the Committee may deem necessary, or by written request of not less than twenty Members entitled to vote, such request having stated the subject for discussion.
- c. Written notice of the General Meeting, together with a copy of the Agenda, shall be given to each Member at least fourteen days before the meeting (unless paragraph 14 applies).
- d. Twenty Members shall form a quorum at any General Meeting and a simple majority of those present and entitled to vote shall suffice for the passing of any resolution (unless paragraph 14 applies).

## 14. GENERAL MEETING FOR AMENDMENT OF THE CONSTITUTION OR FOR THE DISSOLUTION OF THE SOCIETY

Any General Meeting at which it is proposed to amend the Constitution or to dissolve the Society, shall be subject to no less than twenty-one days' written notice to all Members, and the proposed resolutions must be included in such notice. At the meeting, one half of the Members entitled to vote shall form a quorum, and the resolution to amend the Constitution or dissolve the Society, shall require at least a two-thirds majority of those Members present and entitled to vote.

## 15. FINANCE

- a. The Financial Year of the Society shall commence on August 1st.
- b. Banking accounts shall be maintained in the name of the Society, and all cheques shall be signed by any two of the following: the Treasurer, the Chairman, the Secretary, the Ticket /Assistant Secretary, and one other Committee member unanimously approved by the Committee.
- c. The Society may receive donations, grants-in-aid and financial guarantees, and tickets and programmes for any or all of the concerts and other events by the Society may be offered for sale to the public.
- d. The income and property of the Society, howsoever derived, shall be applied solely towards promoting the **OBJECTS** of the Society as set forth earlier, and no portion thereof shall be paid or transferred, either directly or indirectly, to any Member or Members of the Society, except in payment of legitimate expenses incurred on behalf of the Society.  
Prior approval of the Treasurer or Chairman is necessary before expenses are incurred in excess of a predetermined level set by the Committee.
- e. The Accounts for each year shall be subject to an independent audit or examination by an Auditor appointed at the previous Annual General Meeting.

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## 16. AMENDMENT OF CONSTITUTION

The Committee shall have the right to preclude any amendment to this Constitution which might cause the Society to cease to retain its charitable status.

## 17. DISSOLUTION

The Committee shall be the sole authority for proposing dissolution of the Society, and if it at any time it decides by a simple majority that it is necessary or desirable to propose such action, it shall call a General Meeting in accordance with paragraph 14 for that purpose. If the Committee's decision is confirmed at such a meeting, the Committee shall discharge any proper debts and liabilities, and transfer any remaining funds and assets to a charitable organisation having **OBJECTS** similar to those of the Society and whose Rules or Constitution preclude the distribution of income or assets amongst its Members.