



## **CONSTITUTION**

### **1. Name**

The Choir shall be known as 'Local Vocals'

### **2. Objectives of the Choir**

The objectives of the Choir shall be:

- To advance, improve, develop and maintain public education in, and appreciation of music in all its aspects by any means the committee sees fit, including through the presentation of public concerts;
- To provide facilities which promote the practice or enjoyment of the art of music for recreation or other leisure time occupation and to make them available in the interests of social welfare to individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large with the object of improving conditions of life.

### **3. Committee and Choir Representatives**

The committee and choir representatives exist to ensure the choir is managed in a democratic way.

All committee members shall take collective responsibility for the decisions made at a meeting of the committee.

- Members of the committee are allowed to hold more than one position.
- There shall be a maximum of eight committee members and only at the AGM or an extraordinary meeting, can a new member be voted in.
- The committee shall have power to make and amend regulations for the general running of the Choir.
- Arrangements for concerts and other events and the control of finance shall be in the hands of the committee.

A committee member will cease to hold office if they:

- Cease to be a member of Choir
- Resign by giving written notice to the Choir
- After one written warning from the committee as a whole, continues to carry out their duties to an insufficient standard and/or does not address the issue raised by the committee
- Is absent without the permission of the committee from all their meetings for six months and the committee resolve that his or her office be vacated
- Are subject to a vote of confidence where the majority of choir members vote against the incumbent.
- If a committee position is vacated an election will be held amongst candidates from the choir at an extraordinary meeting called by the remaining members of the



committee. Nominations must be made in writing to the committee at least 7 days prior to the meeting.

- If a member of the committee takes a sabbatical from office, agreed by the other members of the committee, a temporary replacement may be appointed by the remaining members of the committee. For example, for maternity leave.

#### **4. Committee Powers**

In furtherance of the objects of the choir the committee may exercise the following powers:

- To raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- To employ such staff as are necessary for the proper pursuit of the objects (they shall not be members of the Committee except in the case of musical director)
- To cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of objects or of similar charitable purposes and to exchange information and advice with them
- To do all other such lawful things necessary for achievement of the objects

#### **5. Meetings and Proceedings of the Committee**

- Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question. If there is still no majority the Musical Director will decide.
- The secretary or other designated member of the committee shall keep minutes of the proceedings of the Committee and shall ensure that these are stored safely, and that they are available for inspection as required.
- The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this Constitution.

#### **6. Financial Control**

- The financial year shall run from Jan – Dec, ending on December 31<sup>st</sup>.
- All monies received shall be banked as soon as practicable after receipt.
- Two signatories, one who must be a member of the Committee and one being the treasurer, shall sign cheques.
- The income and property of the Choir shall be applied solely to the promotion of the objects of the Choir, and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Choir except in payment of legitimate expenses incurred on behalf of the Choir, and authorised by the Committee.
- No expenditure of over £100 shall be incurred without the full cost being made known to and approved in advance by the Committee.
- The Choir may receive donations, sponsorship, grants in aid and financial guarantees.
- The choir will pay an agreed sum to the musical director and pianist each month.
- Tickets for its concerts and other events may be offered for sale to the public.



- The committee will arrange a number of fundraising events during the year and members of the choir are expected to support as many of these events as possible.

## **7. Membership**

Membership of the Choir shall be open to any person who has reached 16 years of age and who is willing and able:

- To further the objects of the Choir
- To use his or her best endeavours to attend punctually at rehearsals
- To use his or her best endeavours to sell as many concert tickets as possible
- To pay membership fees in an amount and in a manner to be determined by the Committee, reviewed at AGM and is subject to change when necessary.
- The Committee shall have the power to terminate the membership of any individual in the instance that they do not meet the above criteria
- Members between the ages for 14 and 18 will be considered on conduct
- Members below the age of 14 must be accompanied by an adult
- The Musical Director may, in her sole discretion, exclude from singing in any concert any member who has not, in the Musical Director's opinion, attended an adequate number of rehearsals or has not, in any way, reached the standard required. The Musical Director will notify the Committee if such a decision is made.

## **8. Code of conduct**

All members of the Choir must conduct themselves in a professional manner at all times and follow the direction of the musical director.

All members of the Choir must respect any rules, regulations and restrictions regarding rehearsal or concert venues.

## **9. Equal Opportunities**

No individual shall be excluded from membership of the Choir or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

## **10. Medication issues**

Members required to take regular preventative medication (e.g. for epilepsy or diabetes) MUST inform the Musical Director and also must ensure that this medication is up to date and taken as necessary prior to stage performance. Anyone on medication is expected to take sufficient care of his or her own welfare.

## **11. Health and safety**

Members have a duty of care under health and safety law for themselves and others affected by their action. Members will always be notified of H&S issues at a performance venue. The choir cannot take responsibility for any injury, however caused. If a member has a health and safety issue with a venue then they must speak with the choir secretary and musical director or another member of the committee if they are unavailable. A health and safety matter must not be dealt with by a member of the choir.



## **12. Provision of Music**

Choir members will be provided with a copy of each piece of music. It is the members' responsibility to look after their music, bring it to rehearsals as needed and keep it safe should it be needed at a future date.

All music remains the property of Local Vocals and must be returned upon request.

## **13. Annual General Meetings**

- The Annual General Meeting (AGM) of the Choir shall be held as soon as possible after the end of the financial year and in any case not later than three months afterwards.
- Notice of the AGM shall normally be given via email not less than 14 days before the date of the Meeting, but the first notice may be given in writing.
- The Committee shall present to each AGM the report and accounts of the Choir for the preceding year.

## **14. Interpretation and Amendment**

The Committee, whose decision shall be final, shall determine any question arising as to the meaning of this Constitution or as to any matter not specifically provided for herein.

The Constitution may be amended by a two-thirds majority of members present at an Extraordinary Meeting provided that nothing in this clause shall authorise any amendment that shall have the effect of the Choir ceasing to be a not-for-profit organisation.

## **15. Complaints Procedure**

If any member of the choir would like to make a complaint relating to the choir or the committee they must email the choir secretary who will bring the matter before the committee.

When engaged in choir business no member shall take it upon herself to make any official complaint to the hiring organisation. If a member has a concern or grievance with the booking agent or venue then the member will write to the choir secretary who will bring the matter before the committee. The committee will take a decision and it will be their decision if a complaint will be forthcoming from the choir. Any member who officially complains to a booking agent, venue or hirer without going through the choir committee will be deemed to have brought the choir into disrepute.

## **16. Dissolution**

The Choir can only be dissolved by a vote at a General Meeting called in accordance with Section 5 above.

In the event of the Group being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Society.