

ALTON COMMUNITY CHOIR CONSTITUTION

1. Title

The Association is unincorporated and shall be called the Alton Community Choir (hereinafter referred to as "the Association").

2. Objects

The objects of the Association shall be:

- To promote the members' enjoyment of singing
- To develop a musical style that reflects the interests and wishes of the Musical Director and the members.
- To promote, develop and perform songs including, but not restricted to, those connected with Hampshire for the pleasure of themselves and others.
- To participate in and support local community events
- Through performance, to support local charitable activities and to donate money to charitable causes nominated and agreed by the members.
- Anything incidental or conducive to the attainment of the above objects.

3. Membership and Subscription

- 3.1. Membership of the Association will be open to all over the age of 18 and not be subject to auditioning.
- 3.2. Total membership of the Association shall be limited to sixty-five.
- 3.3. When the total membership has reached this limit the Committee shall maintain a waiting list in order of date of application.
- 3.4. The members of the Association shall be defined by those who pay the subscription at the agreed rate.
- 3.5. To be entitled to vote at Annual General Meetings and Extraordinary General Meetings the subscription of members must be fully paid up to date
- 3.6. The subscription may be paid by monthly Standing Order or by cheque as a single sum annually or as otherwise agreed with the Treasurer.
- 3.7. The subscription shall be agreed at the Annual General Meeting and any change to the subscription shall apply from the 1st January following the Meeting
- 3.8. Membership lapses if the subscription is over-due by more than half a term.
- 3.9. At the discretion of the Committee, members who are consistently absent from rehearsals will be contacted and asked to relinquish their membership to make way for the next applicant on the waiting list.

4. Committee

4.1. Election & Term

- 4.1.1. The Association shall be managed by a Committee consisting of up to six elected Committee members and the Musical Director. The elected members shall include a Chair, a Secretary, a Treasurer.
- 4.1.2. Committee members shall be members of the Association and shall be elected at the Association's Annual General Meeting (AGM) to serve for a period of two years and may be re-

elected to a maximum of six years in post. Members shall be nominated and seconded for each post prior to election.

- 4.1.3. Committee members can be dismissed at an EGM by a two-thirds majority vote in favour of a formal Resolution by Association members present.

4.2. Responsibilities of the Committee

- 4.2.1. The financial probity of the Association.
- 4.2.2. The preparation of the Annual Accounts of the Association and presentation of these to the members at the next AGM.
- 4.2.3. The setting of subscription rates and submitting these for approval at the next AGM
- 4.2.4. Calling an AGM within three months of the end of the previous financial year
- 4.2.5. Contracting the services of a suitable Musical Director (MD).
- 4.2.6. Negotiating the remuneration of the appointed MD and any other contractors.
- 4.2.7. The purchase of insurance to cover Association members participating in association activities and Public Liability.
- 4.2.8. The appointment of working parties including co-opting members to organise specific Association events and activities under its overall direction.
- 4.2.9. Communicating regularly to the membership through meeting minutes and electronic messages to keep the membership fully informed of decisions, plans and events.
- 4.2.10. Maintenance and management of the membership waiting list.

4.3. Committee Meetings

- 4.3.1. The Committee shall meet as required by the needs of the Association, with a minimum of one meeting each term. The dates of Committee Meetings shall be made available in advance to the members of the Association.
- 4.3.2. A Committee meeting is only quorate if a minimum of four of its members are present. If fewer than four members are present, the meeting shall be rescheduled until a quorum can be present.
- 4.3.3. Committee decisions shall be formally proposed and seconded and shall be taken by simple majority vote. In the event of a tied vote, the Chair has an additional casting vote.
- 4.3.4. Every Committee meeting shall be properly minuted and such minutes shall be made available to all members of the Association within 14 days of the meeting.
- 4.3.5. If the Chair is absent at a Committee meeting, the members present shall elect a Chair for that meeting only.
- 4.3.6. Members of the Association, through contact with any member of the Committee may ask the Committee to consider any suggestion or question relevant to the Objects.

5. Calendar & Events

The calendar for the Association will follow the pattern of terms and holidays of the Hampshire School Year.

The Association will meet to sing on one evening each week in term time.

5.1. Events

- 5.1.1. Any Association member may suggest events suitable for Association participation. Suggestions may be given to the MD or any committee member.

- 5.1.2. The Committee including the MD will consider all suggestions and proposals for events and decide to decline or to accept for recommendation to the membership.
- 5.1.3. Where the Association's only involvement in the event is performance, the Committee may decide to participate on the basis of informal consultation with the membership.
- 5.1.4. If the Association's participation in an event involves organisational and/or financial responsibility then the Committee shall obtain formal agreement from a majority of the total membership before proceeding. For this type of event:
 - The Committee is responsible for the organisation through the appointment of appropriate working parties made up of a suitable number of members.
 - The Committee may engage and make such payments as may be necessary for the remuneration of musicians, singers, tutors, music leaders and technicians for any events organised by the Association in furtherance of its objects.
 - Any remuneration for the MD, deputies and such persons above shall be agreed prior to the event and may only be paid to the individuals engaged and never to any third party.

6. Musical Director

- 6.1. The Musical Director (MD) is a full member of the Committee except that the MD may not vote on financial matters.
- 6.2. The MD will run the weekly meetings and conduct/direct at events attended or organised by the Association. If he/she is unable to attend a scheduled meeting or event the MD will arrange for suitable leader/ tutor to attend in his/her place.
- 6.3. The MD may consult the membership informally, at practices, on the choice of songs but shall be responsible for and shall make all musical decisions on behalf of the Association providing that these decisions act in the interest of the Association and support its objectives.
- 6.4. When performance events are being considered the MD will assess the nature of the event, the venue and the make up of the voices available for public performance and advise on suitability and viability.
- 6.5. The position of MD may be terminated with three month's written notice by the Committee following an Extra-ordinary General Meeting at which such action has been approved by the Association members.
- 6.6. The MD may terminate his or her position with three month's written notice.

7. Finance

- 7.1. The financial year shall end on August 31st
- 7.2. A bank account shall be maintained in the name of the Association and all banking transactions shall be authorised by the Treasurer in accordance with Committee decisions.
- 7.3. The Association may receive subscriptions, donations, grants in aid and financial guarantees. It may also sell tickets for any or all of its performances and hold raffles.
- 7.4. The income and property of the Association shall be applied solely towards promoting the objects of the Association and no portion of it shall be paid or transferred either directly or indirectly to any member or members of the Association except in payment of legitimate expenses incurred on behalf of the Association and approved by the Committee.
- 7.5. In the event of the Association 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 Association.

8. General Meetings

- 8.1. Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs), when called, shall be held at a time normally scheduled as part of a practice evening in term time.
- 8.2. Notice of meetings, proposals and information for meetings shall be given in writing or by e-mail.
- 8.3. The quorum for AGMs and EGMs shall be half the number of paid up members of the Association. If the meeting is not quorate the Committee shall re-schedule and shall give all members a minimum of 7 days' notice of the new date and time.

8.4. Annual General Meetings

- 8.4.1. The Committee shall give Association members a minimum of 28 days' notice of the AGM.
- 8.4.2. The Committee shall invite nominations for the election of officers and committee members. Nominations, proposed and seconded, must be received by the Secretary a minimum of 14 days before the AGM.
- 8.4.3. The Committee shall propose the subscription rate for the following year.
- 8.4.4. The Committee shall propose the amount of funds available for charitable donations and invite nominations for appropriate charities. Nominations, proposed and seconded, must be received by the Secretary a minimum of 14 days before the AGM.
- 8.4.5. Matters for discussion and/or resolution shall be included in the business of the AGM if a proposal supported by a minimum of 5 members is received by the Secretary a minimum of 14 days before the AGM
- 8.4.6. The Agenda including details of proposals and nominations shall be distributed or made readily available to members 7 days before the AGM.
- 8.4.7. Resolutions at AGMs require a simple majority of the members present

8.5. Extra-ordinary General Meetings

- 8.5.1. An EGM may be called by the Committee subject to a minimum of 14 days' and a maximum of 28 days' notice being given to Association members.
- 8.5.2. An EGM may be requested in writing to the Committee by a minimum of ten members of the Association. Within 7 days of the receipt of such a request the Committee shall arrange and give notice of an EGM.
- 8.5.3. Agenda items to be considered at EGMs must be notified to Association members in writing at the same time as the notice is given for the meeting. Relevant papers to be tabled at the EGM must be distributed at the same time as the Notice.
- 8.5.4. Resolutions at EGMs require a two-thirds majority of the members present

9. Complaints and dispute resolution

- 9.1. Allegations and complaints against any member of the Association must be made to the Committee Chairman in writing and be signed by the Complainant together with any supporting evidence including witness statements. If the allegation or complaint is against the Chairman, the evidence must be provided to the Secretary.
- 9.2. The Chairman (or Secretary) will then appoint an independent assistant from the membership of the Association and together they will investigate the allegations. The investigation will be fully documented and be placed before the Committee to decide any actions to be taken. A decision to dismiss a member from the Association will be put to an EGM for approval.

- 9.3. A dispute between members or between members and the MD will require each party to present his or her case in writing to the Chairman who will then resolve the matter as outlined in 9.2 above.
- 9.4. Membership of the Association can be terminated due to serious misconduct by a two-thirds majority vote of the members present at an Extra-ordinary General Meeting.

In the context of this Constitution, serious misconduct can be defined as:

- Misuse of Association funds.
- Inappropriate behaviour towards another member of the Association or when representing the Association.
- Verbal, written or electronic abuse - including unsubstantiated allegations - against any member of the Association.

10. Annual accounts

The financial accounts shall be reviewed by a suitable person independent of the Association and distributed to the members at least 7 days before the Annual General Meeting.

11. Amendments

This constitution may be amended by a two-thirds majority of the members present at an Annual or Extra-ordinary General Meeting.

As approved and adopted at the Extraordinary General Meeting on 10th October 2013