



## **New Mill Male Voice Choir Rules and Constitution**

### **1-The Choir**

1a. The choir shall be called New Mill Male Voice Choir (hereinafter called the choir)

1b It shall be non-political and non-sectarian

### **2-Charitable Status**

2 a **Object** : The object of the choir 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 and to assist and support such charitable institutions or purposes as the Committee shall from time to time determine.

2 b **Registration**;-The Choir is a Registered Charity, number 1107731.

#### **2 c Trustees**

Trustees shall be those persons who are appointed for the time being as officers or members to the governing body of the choir herein referred to as the Committee

### **3- Officers**

3-a. The Officers of the choir shall consist of members elected to the Committee and other members appointed to the Committee. The standing roles are: Chairman, Vice Chairman , Secretary , Treasurer . If appointed, a President would also be an Officer of the choir.

### **4-Committee**

4 a. Management of the choir shall be conducted by a Committee consisting of a maximum of twelve Officers

4 b The Committee shall have the power to invite other members of the choir as they consider necessary, to Committee meetings but without voting rights.

4 c. The Committee shall have the power to appoint members of the choir to vacancies on the Committee.

4 d. Six Officers shall form a quorum at a Committee

4 e. The Musical Director and Accompanist shall be appointed by the Committee and may be invited to attend meetings, but without voting rights.

4 f The Committee will normally meet once a month, and with a minimum eight times each year, but may wish to meet more often (as is necessary) to deal with the business of the choir.

4 g. Any Officer failing to attend three consecutive meetings shall cease to be a member of that Committee unless he gives a satisfactory reason for his absence.

4 h. Decisions will be made by consensus whenever possible. Voting at Committee meetings shall be by simple majority. Where there is an equality of votes the Chairman of the meeting shall have a casting vote in addition to his own vote.

4 i. The business of the Committee shall follow a written agenda and be recorded by the Secretary, or in his absence one nominated by the Committee. The minutes will be displayed on the web site and/or noticeboard.

### **5-Election of Committee Officers**

5a. Officers shall be elected initially for a term of two years. All Officers will be expected to take a lead role in a specific area of choir activities e.g. Social and Community, Concerts, Music , Projects .

5b. Nominations for election of Officers to fill the annual vacancies shall be invited by the Secretary at least 14 days prior to the annual general meeting. Each nomination must be proposed and seconded by a choir member and nominations should be received in writing or e mail by the Secretary at least 48 hours prior to the time of the meeting.

5c. Nominations received after that time will only be accepted if insufficient nominations for the vacancies have been previously received.



5d. The election, except where clause 10d applies shall be conducted by ballot, the papers being given to each member attending the Annual General Meeting, at which the members so elected will be declared. Each member shall have the number of votes equal to the number of vacancies, but is not obliged to register the whole of them. He may not give more than one vote to any one candidate. If Officer positions are not contested, a member may propose a vote for acceptance on a block basis.

5e. The Officers shall assume office after a handover period of one month following the Annual General Meeting, and shall proceed as soon as convenient to the confirmation and/or appointment of those sub-committees as they deem necessary.

## 6-Membership

6a. Candidates wishing to join the choir shall apply by letter or in person at a rehearsal and by making themselves known to a choir Officer. The section leader will ensure that a data form is completed and submitted to the Secretary.

6b. A member shall be a person approved by the Musical Director after a voice test and duly admitted into membership by the Officers at a meeting of the Committee .

6c. Pro- rata subscription shall become due on election. A choir uniform and music, which shall remain the property of the choir, will then be issued upon receipt of a nominal deposit. A choir introductory booklet will also be provided, a copy of which is updated from time to time and is available on the website.

6d. Members are expected to attend as many rehearsals as possible, particularly leading up to concerts. Concert readiness will be at the discretion of the section leader in consultation with the Musical Director.

6e. Former members wishing to rejoin shall make application to the Secretary and may be required to take a further voice test.

6f Former members wishing to maintain contact for news of concerts and choir events will be invited to join Friends of New Mill Choir. Members wishing to maintain subscriptions, but not to attend regular rehearsals or concert appearances will be placed on a list of Inactive Members

6g. Membership fees are due on election. Should a member become over three months in arrears without good reason acceptable to the Committee, he shall not perform at concerts or other public functions until the arrears are removed. Should the arrears extend to six months then he shall cease to be a member of the choir. Uniform and music shall be returned and the initial deposit will be refunded.

6 h. Students who are in full time education are exempt from the annual subscription.

## 7-Choir Discipline

7. For good and sufficient reason the membership of any individual may be suspended or terminated by the decision of the committee **provided** that the individual shall have the right to be heard by the said committee before the decision is made final.

## 8-Finance

8a. Suitable bank account(s) shall be maintained in the name of the choir. Signatories to the account shall be the Treasurer, Chairman and Secretary. Cheques must be signed by two authorized signatories.

8 b. Day to day responsibility for maintaining the financial records of the choir shall rest with the Treasurer and will include:

- (i) keeping the cash book(s) regularly balanced and reconciled.
- (ii) filing and retaining supporting receipts and vouchers for income and expenditure
- (iii) dealing with collecting and banking of monies.



- (iv) ensuring any claims for reimbursed expenditure are backed up with supporting vouchers where appropriate and are duly authorized.
  - (v) reporting to the Committee by way of a monthly written report.
  - (vi) ensuring adequate insurance policies are in place covering the choirs day to day operations.
  - (vii) liaising with the Inland Revenue for reclaim of Income Tax on Gift Aid contributions (including members subscriptions) and filing the appropriate returns.
- 8 c. Membership subscriptions shall be paid by quarterly standing order. Any proposed increase in subscriptions shall be recommended by the Committee and be determined by the members at the Annual General Meeting.
- 8 d. The financial year end of the choir shall be determined by the Committee. The Treasurer shall prepare period/year end accounts as appropriate comprising a Receipts and Payments Account; cash and bank control accounts; a schedule of Concert income and expenditure and supporting notes as appropriate.
- 8e. The annual accounts shall be subject to an Independent Examination by an appropriately qualified person.

## **9-Music**

- 9a.** All music is the property of the Choir and must not be sold, loaned or copied without sanction from the Committee. No music may be borrowed by a member for any purpose without permission from the Librarian.
- 9b.** The choice of music and programme selection for concerts shall be in the hands of the Musical Director, and music sub-committee.

## **10-Meetings**

### **10a. Annual General Meeting**

- (i) Shall be convened by a notice posted on the choir notice board and/or the website at least 14 clear days prior to the meeting. 50% of the fully paid active members shall form a quorum.
- (ii) Members qualifying to vote at AGM (or EGM) must be fully paid up prior to notice of the meeting, Members must be present to cast a vote.
- (iii) Copies of accounts shall be posted on the choir notice board and/or the website at least 14 days prior to the meeting and available to individuals on request.
- (iv) The AGM shall be chaired by the Chairman, or in his absence another Officer, elected at the meeting.
- (v) The agenda for the AGM shall be:
  - Chairman's opening remarks
  - Apologies for absence
  - Minutes of the last AGM
  - Chairman's report, Secretary's report, Treasurer's report & accounts presentation
  - Musical Director's report
  - Other reports as appropriate
  - Election of Officers
  - Any amendments to Rules & Constitution
  - Any other business
  - Chairman to close meeting
- (vi) The rules of the choir shall only be altered at the AGM or an EGM duly called; no alteration shall be made to- the rules that would cause the choir at any time to cease to be a charity at law and no alteration shall be made to Rule 2a or Rule 12b or this rule without the prior written approval of the Charity Commission. Notice of any proposed addition, alteration, or amendment shall be posted on the notice board and/or the website 14 days prior to such a meeting. A two thirds majority vote is required to alter any part of the Rules and Constitution.



### **10b. Extraordinary General Meetings**

Extraordinary General Meetings (EGM) may be called at any time by the Committee or on a requisition signed by at least 15% of the fully paid members of the choir. Such requisition must be given to the Secretary in writing and must state the object of the proposed meeting which must be called within 30 days of receipt of such notice from the Committee or member.

The agenda of an EGM must only contain a single topic.

The conduct of an EGM will be:

- (i) the Chairman will be in the chair or in his absence another Officer.
- (ii) the Secretary will read the notice convening the meeting and the subject of the meeting.
- (iii) the subject of the meeting having been resolved, appropriate action will be taken by the Committee.
- (iv) the meeting will be closed by the Chairman of the meeting.
- (v) any EGM shall be deemed quorate if at the appointed hour 50% of the fully paid active members are present.

### **10c. Committees**

- (i) the Chairman shall preside at all committee meetings unless another Officer is deputed on his behalf.
- (ii) the Chairman of the meeting or his Deputy at any general, Committee meeting or sub-committee meeting of the choir, where there is an equality of votes, shall have a casting vote in addition to his own vote.

### **10d. Exceptional Circumstances**

In exceptional circumstances where physical meetings cannot be held the following procedures shall be implemented:

- (i) All meetings shall be convened using video conferencing such as Zoom.
- (ii) Voting in such meetings shall be by video conference polling or by a show of hands

## **11-Visitors**

**11 a.** Members may, unless the Committee rules otherwise, personally introduce friends as visitors or prospective members of the choir.

**11 b.** The name and address of each visitor shall be recorded together with the name of the member introducing him.

**11 c.** No visitor shall be introduced under this rule who has been rejected as a member or expelled or struck off as a defaulter.

## **12-Dissolution**

**12 a.** If the Committee decide that it is necessary or advisable to wind up or dissolve the choir, they shall call a meeting of all members of the choir of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a 2/3 majority of those present and voting, the Committee shall have the power to realise any assets held by or on behalf of the choir.

**12 b.** If, upon the winding up or dissolution of the Choir, 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 Choir but shall be given or transferred to some Charitable Institution or institutions having objects similar to the objects of the Choir. Such institution or institutions to be determined by the Members of the Choir at or before the time of dissolution and insofar as effect cannot be given to such provision then to some other charitable object.

## **13-Constitution**

A copy of these Rules and Constitution shall be made available to each Member on the website

**END**