

# BLACKHEATH CHOIR CONSTITUTION

## **1. Title**

The name of the choir shall be "Blackheath Choir" hereinafter referred to as the Choir.

## **2. Object**

The object of the Choir shall be to promote, improve, develop and maintain public education in and appreciation of the art and science of choral music in all its aspects by the presentation of choral concerts and by such other ways as the Choir through its Committee shall determine from time to time.

## **3. Membership**

The members of the Choir shall be those who pay the annual subscription at the appropriate rate, all subscriptions being payable in advance.

## **4. Committee**

- (a) The management of the Choir shall be in the hands of a Committee consisting of the Chairperson, Secretary, Treasurer, one member representing each of the four vocal parts (soprano, alto, tenor, bass), and the Making Music Representative (who may be either one of the aforesaid seven persons or an additional member). The Committee may co-opt further members at its discretion to serve for a period expiring at the next Annual General Meeting provided that co-opted members shall always form the minority of the members of the Committee. The Music Director may attend all Committee meetings ex-officio.
- (b) The Committee shall be elected by and out of the Choir's members at the Annual General Meeting and shall serve for a period expiring at the next Annual General Meeting. No vocal part member shall serve for more than three consecutive years. Vocal part members shall be elected by the appropriate vocal sections of the Choir.
- (c) The Chairperson and Secretary shall ensure regular and orderly meetings of the Committee. The Treasurer shall keep account of the finances of the Choir. The Making Music Representative shall represent the Choir in dealings with and at meetings of Making Music.
- (d) The quorum for a Committee meeting shall be five.

## **5. Management**

All the arrangements for the concerts and other events and the control of finance shall be in the hands of the Committee. The Music Director alone will be responsible for musical direction and policy but any commitment or expenditure so arising will require the prior approval of the Committee. All members will be notified of the current policy on rehearsal and concert arrangements.

## **6. Finance**

- (a) The financial year shall end on August 31<sup>st</sup>.
- (b) A banking account shall be opened in the name of the Choir and cheques shall be signed by any two of the Chairperson, Secretary or Treasurer.
- (c) The Choir may receive donations, grants in aid and financial guarantees, and tickets for any or all of its concerts and other events shall be offered for sale to the public.
- (d) Subscriptions and ticket selling arrangements shall be set each year at the Annual General Meeting. All members will be notified of the current subscription and arrangements for selling tickets.
- (e) The income and property of the Choir whencesoever derived shall be applied solely towards promoting the objects of the Choir as set forth above 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.

## **7. Dissolution**

In the event of the Choir 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 Choir.

## **8. General Meetings**

- (a) An Annual General Meeting shall be held before May 31<sup>st</sup> each year. At least fourteen days written notice of the Annual General Meeting shall be given or posted to each member stating time, place and business to be conducted thereat. Nominations for election to the Committee shall be submitted in writing to the Secretary accompanied by the written consent of the nominee.
- (b) An Extraordinary General Meeting shall be called either by the Committee or at the request of ten members of the Choir by notice in writing to the

Secretary stating the purpose of such meeting. A meeting so requested shall be held within twenty one days of the request. At least seven days written notice of an Extraordinary General Meeting shall be given or posted to each member stating time, place and business to be conducted thereat.

- (c) The quorum for a General Meeting shall be three or one third of the total membership whichever is the greater.
- (d) Resolutions shall be decided by a simple majority of those present and voting, except for amendments of the constitution (see 10 below);
- (e) Minutes of all General Meetings shall be made available to all members.

#### **9. Audited Accounts**

The financial accounts shall be audited and submitted to the members at the Annual General Meeting.

#### **10 Amendments to the Constitution**

Alteration of this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or an Extraordinary General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the Choir at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed, provided that no alteration shall be made to Clause 2 (Objects), Clause 7 (Dissolution) or this Clause without the prior approval in writing of the Charity Commissioners or other authority having charitable jurisdiction and no alteration shall be made which would have the effect of the Choir ceasing to be a Charity in law.