



Congleton Choral Society Constitution

Key details

- Version: **8**
- Approved by Annual General Meeting on: **01/10/2018**

Title

The name of the Society shall be the Congleton Choral Society, hereinafter referred to as the Society.

Objects

The objects of the Society shall be to educate the public in the arts and sciences, and in particular the art and science of music, in the presentation of concerts and other activities.

Membership

The members of the Society shall be those persons who pay the annual subscription at the appropriate rate or rates as shall be determined by the Executive Committee, the subscription being payable at the beginning of each financial year or by regular standing order throughout the year. In the case of performing members they shall not be under the age of 16 years and shall provide such evidence of musical ability as the Music Director may require.

Trustees and other officers

Trustees

The Trustees of the Society shall consist of the following honorary members

- a) Chairman, Vice Chairman, Treasurer, Secretary, Librarian, Concert Manager, Wardrobe Officer, Publicity Officer and Membership Secretary, who shall be elected by the members at the Annual General Meeting and shall hold office for one year but shall be eligible for re-election
- b) Four section representatives, each representing one of the four voice sections (Soprano, Alto, Tenor, Bass) of the choir, who shall each be elected by the

members of their section at the Annual General Meeting and shall hold office for one year but shall be eligible for re-election

Any vacancy occurring shall be filled by the Executive Committee (see Paragraph 5) and persons so co-opted shall hold office until the next Annual General Meeting when they shall retire, but shall be eligible for re-election.

Other officers

The other officers of the Society shall consist of the following appointees: Music Director, Accompanist and Front of House Manager. These officers shall be appointed by the Executive Committee and shall remain in office until their resignations are accepted or their appointments are terminated. Their appointments may only be terminated by a two-thirds majority of the Executive Committee.

Management

The Management of the Society and the business affairs thereof shall be conducted by the Executive Committee consisting of the Society's trustees. The Executive Committee shall have the powers to co-opt other members of the Society. Any member so co-opted shall be a trustee of the Society.

The Executive committee shall meet at such time as may be deemed necessary for the conduct of the business of the Society with a minimum of four meetings per annum, and shall be summoned by the Secretary at the instance of the Chairman or Music Director or Treasurer.

At all meetings of the Executive Committee six members shall constitute a quorum. The Chairman, whom failing the Vice Chairman, whom failing a member of the Committee nominated at the meeting, shall be Chairman. In the event of an equality of votes, the Chairman shall have a second or casting vote. The President may be invited to meetings of the Choir and the Committee, and may be counted as one of the quorum. He or she may also take part in the deliberations of any meeting but shall not vote on any resolution proposed.

Plenary powers

The Executive Committee in addition shall have, save as herein otherwise provided, plenary powers in the management of the business of the Society and may delegate any of its powers or duties to a sub-committee or sub-committees.

Finance

- a) The financial year shall end on 31st August
- b) A bank account shall be opened in the name of the Society and cheques shall be signed by any two of the following officers of the society: the Chairman, the Secretary, the Treasurer and others as nominated by the Treasurer.

- c) The Society may receive donations, grant in aid and financial guarantees, and tickets for any or all of its concerts and other events may be offered for sale to the public.
- d) The income and property of the Society wheresoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no proportion 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.
- e) In the event of the winding-up or dissolution of the Society any remaining assets after all liabilities have been discharged shall not be paid or transferred to any member or members of the Society but shall be transferred to a charitable organisation whose objects are similar to those of the Society and whose rules preclude the distribution of income and assets among its members.

General meeting

Within eleven weeks of the end of each financial year the members shall be summoned to the Annual General Meeting of which at least fourteen days' notice in writing shall have been given.

The Executive Committee may summon a Special General Meeting when they think proper and shall do so, if requested by a requisition to do so, signed by no less than 25 percent of the members.

At General Meetings, one third of the membership personally present shall constitute a quorum.

Amendments

The Constitution may be amended by a two-thirds majority of the members present at the Annual or Special General Meeting provided that fourteen days' notice of the proposed amendment shall have been given in writing and provided also that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.

Powers and responsibilities of the officers of the society

President

The President is the titular head of the Society and is appointed by the Executive Committee.

He or she may, at the request of the Chairman, preside at any official meeting of the choir.

The Chairman

The Chairman shall take the Chair at all Committee Meetings, General meetings and the Annual General Meeting, except that he may defer the Chair to the President when he/she is present.

Vice Chairman

In the absence of the Chairman, the Vice Chairman shall take the Chair at all Committee Meetings, General meetings and the Annual General meeting, except that he may defer the Chair to the President when he/she is present.

Secretary

- a) The Secretary shall be responsible for conducting the correspondence of the Society and maintaining a record thereof.
- b) It shall be the duty of the Secretary to maintain the Minute Book of all general Meetings of the Society, to summon meetings of the Executive Committee and the members, and to keep minutes of the Executive Committee Meetings.

Treasurer

The Treasurer shall be responsible for recording the financial operations of the Society and shall prepare and submit to the Society:

- a) within four weeks after a concert, an estimate of the income and expenditure incurred relating to that concert
- b) at the Annual General Meeting a statement of the financial transactions, the receipts and expenditure and the balance sheet of the Society (including profit and loss accounts of each concert), which shall be audited, or examined to the extent required by legislation, or, if there is no such requirement, scrutinised by a person who is independent of the Committee

Music Director

The Music Director shall be responsible for the conduct of all choir practices and public performances of the Society, including the preparation of programmes and together with the Executive Committee be responsible for the choice of music.

The examination of all applicants for membership as choristers and the re-examination from time to time of such choristers shall be undertaken by the Music Director.

The Music Director is also responsible for the Choir seating arrangements as shall be necessary to obtain the optimum balance of vocal sound.

Accompanist

The Accompanist, whom failing a Deputy shall play at all rehearsals of the Society and at such concerts given by the Society as may be agreed upon by the Music

Director. In addition, in the absence of the Music Director, the Accompanist shall take charge of the Choir.

Librarian

The Librarian shall be responsible for the music belonging to the Society or hired from a library and it shall be his/her duty to see that all music issued to the members is returned to his/her custody at the close of each session.

Membership Secretary

The Membership Secretary shall be responsible for all matters concerning the maintenance of the well-being of the choir, with the assistance of the Section Representatives.

The responsibilities of the Membership Secretary are

- a) To maintain a list of the names and addresses of all Society members
- b) To maintain a register of attendance
- c) (In conjunction with the Music Director) to conduct any necessary correspondence as may be determined (over such matters as attendance etc.)
- d) (In conjunction with the Music Director) to produce a seating plan for concerts
- e) to co-ordinate the work of the Section Representatives

Concert Manager

The Concert Manager shall be responsible for all activities associated with the staging of the Society's concerts.

Front of House Manager

The Front of House Manager shall be responsible for all activities associated with the Society's concerts which concern the welfare of the public and the Society's guests.

Publicity Officer

The Publicity Officer shall be responsible for all public relations activities associated with the Society generally and with the publicity of the Society's concerts in particular.

Wardrobe Officer

The Wardrobe Officer shall be responsible for ensuring the members of the choir are suitably costumed for public concerts. This may include sourcing and distributing items of clothing or other accessories.

Other full members of the executive committee

Section representative

The responsibilities of the Section Representatives for a section are:

- a) To represent the section on the Executive Committee
- b) To work with the Membership Secretary in maintaining the general welfare of the section
- c) To assist the Officers of the Society in carrying out their responsibilities in respect of the section

Standing sub-committee

Concert planning sub-committee

The Concert Planning Sub-Committee shall comprise the Music Director, Chairman, Concert Manager, Treasurer, Publicity Officer, Front of House Manager and Secretary with powers to co-opt.

The Concert Planning Sub-Committee shall be responsible for the detailed planning of the Society's concerts according to the programme and policy agreed by the Executive Committee.

Associate members

Any person who subscribes to the objectives of the society and is able to assist the Society in a practical manner, may apply to become an Associate Member. The Executive Committee shall have the powers to elect such members as it may chose.

Associate Members shall not usually pay any subscription and shall have:

- a) the right to attend the Annual General Meeting in a non-voting capacity
- b) the right to attend all social functions arranged by the Society

It is anticipated that Associate Members would seek to promote the aims and objectives of the Society according to their several means.

Vice presidents

The Vice Presidents are the patrons of the Society. Any person who subscribes to the objectives of the Society may apply to become a Vice President.

The Executive Committee shall have the powers to elect such Vice Presidents as it may choose.

Vice Presidents, on payment of an annual subscription as determined by the Executive Committee, shall have the right:

- a) To attend the Annual General Meeting in a non-voting capacity.
- b) To attend all social functions arranged by the society.
- c) To receive two free tickets for each concert presented by the Society.

It is anticipated that Vice Presidents would seek to promote the aims and objectives of the Society according to their several means.

The Executive Committee shall also have the power to elect as Honorary Vice President such persons who, in their view, deserve recognition for their outstanding contribution to the Society. Honorary Vice Presidents shall hold the title for life and shall have the same rights as Vice Presidents without the payment of any subscriptions.

Version History

Version	Date	Reasons
1	22/02/2002	Original – scanned in from older typed document
2	23/02/2002	To incorporate changes following review by committee 22/02/2002
3	23/02/2002	To incorporate the changes passed at the AGM in 1997 and in 2000
4	23/02/2002	To remove references to 'the federal representative' as agreed by committee 22/02/2002
5	06/05/2002	Following a review by the committee on 05/05/2002. 'Public Relations Officer' renamed 'Publicity Officer'. Various typing errors removed. End of Financial Year date corrected.
6	05/01/2003	Following agreement at the AGM on 28 October 2002 – to clarify the roles of the Membership secretary and the Sectional Representatives
7	19/10/2015	Proposed changes: rename Musical Director as <i>Music Director</i> . Section 3. Add to 'the subscription being payable at the beginning of each financial year' or by <i>regular standing order throughout the year</i> . Stage Manager renamed <i>Concert Facilitator</i> and House Manager renamed <i>Front of House Manager</i> . Section 7. Cheques shall be signed: remove <i>Music Director</i> add <i>and others as nominated by the Treasurer</i> .
8	05/10/2018	Following agreement at the AGM on 1 October 2018 – to clarify status of Executive Committee members as trustees of the Society; to make Front of House Manager an appointed officer; to remove appointed officers (Music Director, Accompanist and Front of House Manager) from Executive committee; to name 'Concert Facilitator' as 'Concert Manager'; to add Wardrobe Officer as an officer and trustee of the society. Addenda removed and document reformatted.