

## CONSTITUTION

**TITLE:** Sleaford Choral 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, by the presentation of concerts and other activities.

**MEMBERSHIP:**

1. The members of the Society shall be those persons who pay the annual subscription at the appropriate rate or rates, as determined by the Council, such subscription being payable in advance, and who (in the case of performing members) provide such evidence of musical ability as the Council may require.
2. Performing members of the Society will endeavour wherever possible, to achieve at least a 75% attendance at rehearsals for a given production.

**APPOINTMENT OF MUSICAL DIRECTOR:**

This appointment shall be the responsibility of the Council and the position of Musical Director shall be reviewed at appropriate intervals by the Council.

**OTHER APPOINTMENTS:**

From time to time as required, Council may appoint persons for the purpose of providing services deemed necessary for the continuance of the Society, for which reasonable costs or expenses may be met. Such persons shall not be members of the Society and are not eligible to be members of Council, but may attend Council meetings, and may take part in the discussions of the Council's business though without a vote. Any appointments made under this clause of the Constitution shall be reviewed at appropriate intervals by the Council.

**COUNCIL:**

The management of the Society shall be in the hands of a Council consisting of:

- a. five Officers of the Society, these being a Chairperson, an Honorary Secretary, an Honorary Treasurer, a Members' Services Officer, and one other;
- b. the Musical Director (provided he or she receives no remuneration for his or her services); and
- c. up to ten other members to fulfil roles determined by the Council, subject to the proviso that Council membership shall not exceed twenty percent of the Society's members.

During such time as the Musical Director shall be entitled to receive remuneration for his or her services as Musical Director, the Musical Director shall cease to be eligible to be a member of the Council but may attend Council meetings, and may take part in the discussions of the Council's business though without a vote.

The Officers and the other Council members (except the Musical Director) shall be elected by and out of the Society's members at the Annual General Meeting; they shall hold office for one year and be eligible for re-election.

**QUORUM**

The quorum for meetings of the Council shall be 60% (sixty percent) of the elected Council members, and for meetings of the Officers shall be three persons.

**MANAGEMENT:**

The broad range and scope of the Society's activities shall be determined by the Council, which shall meet at least once annually. Detailed arrangements for concerts and other events, and the control of Finance shall be in the hands of the Officers.

Specific functions and responsibilities of Council members are as listed in Appendix 1 to this Constitution.

The Officers may co-opt up to two members of the Council as additional Officers, such co-options to expire at the succeeding Annual General Meeting.

## **FINANCE:**

- a) The financial year shall end on 31<sup>st</sup> August.
- b) A banking account shall be opened in the name of the Society, and cheques shall be signed by any TWO Officers of the Society. When an Officer of the Society is making an internet banking payment, it must be approved by ONE other Officer of the Society, up to a value of £300.
- c) The Society may receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events may be offered for sale to the public.
- d) The income and the property of the Society, however derived, shall be applied solely towards promoting the objects of the Society as set forth above and no portion of it 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 six weeks of the end of the financial year, the members shall be summoned to an Annual General Meeting of which at least fourteen days' notice shall have been given.

## **CHECKED ACCOUNTS:**

The financial accounts shall be checked by a person approved by the Council (who shall not be a member of the Council).

The checked accounts shall be available for inspection by the members not less than seven days before the date arranged for the Annual General Meeting, at which meeting the accounts shall be submitted to the members for approval.

## **AMENDMENTS:**

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

## **EXTRAORDINARY GENERAL MEETING:**

An Extraordinary General Meeting of the Society will be arranged on receipt of a petition from at least TEN paid-up members, and held within fourteen days of the presentation of such a petition.

## **APPENDIX 1 to the Constitution of Sleaford Choral Society**

The Council referred to in the Constitution comprises persons whose responsibilities include those listed below, together with such other responsibilities as shall, from time to time, require to be fulfilled:

* Chairperson	Deputy Musical Director
* Honorary Secretary	Music Officer
* Honorary Treasurer	Soprano Representative
* Membership Services Officer	Contralto Representative
** Musical Director	Tenor Representative
** Rehearsal Accompanist	Bass Representative
Publicity Officer	

\* *These are the Officers of the Society.*

\*\* *Ex-officio, if remunerated.*

