

THE CONSTITUTION

1. NAME

The name of the organisation is Petersfield Community Choir, called 'the Choir' in this Constitution.

2. AIM AND VALUES

- 2.1. The Choir has been established to learn and perform music to enjoy and share with others and to perform at community events and functions
- 2.2. The Choir shall be open to all, irrespective of musical experience.
- 2.3. The elected Committee and its contracted Directors will conduct its business in ways which reflect and are consistent with these aims and values.

3. REHEARSAL

- 3.1. The Choir rehearses weekly during school term time.
- 3.2. Alternative venues or major changes to rehearsal shall be put to the Committee for review and viable options will be put to a members vote.

4. OBJECTIVES AND POWERS

4.1. The committee:-

4.1.1. may employ Musical Directors; hire premises; receive monies; arrange concerts; co-operate with other voluntary organisations, community groups, statutory bodies and others; produce newsletters and articles, websites and other such material or activities as shall be deemed necessary to achieve the aims of the Choir.

4.1.2. will carry out the activities of the Choir without discriminating against any individual and with respect for all members.

5. ATTENDANCE AND PAYMENT

5.1. Attendance is open to any individual over the age of 16, without audition, who supports the aims of the Choir.

5.2. People can attend the first session for free and thereafter a weekly fee is payable either in advance for the whole term or on the night of each rehearsal. The weekly fee is currently £5 per week and may be changed at a general meeting by a members vote.

5.3. Any member wishing to pay in advance by term shall receive a discount equivalent to two weeks.

5.4. Singers become full members of the Choir and are entitled to vote and join in performances provided they have attended a majority of rehearsals in the relevant term.

5.5. In exceptional circumstances a singer may be asked to leave the Choir by a unanimous vote of the Committee (with the exception of (i) the individual concerned if a member of the Committee and (ii) any member of the Committee making or connected with the complaint against the individual). The individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

6. CHOIR MANAGEMENT

- 6.1. The Choir shall be the responsibility of the Musical Director and organising Committee. The Committee will ensure the Choir is managed in a democratic way, and all Committee members shall take collective responsibility for the decisions made at a meeting of the Committee or sub-committee.
- 6.2. The choice of music shall be made by the Musical Director, taking into account repertoire requests from singers and members.
- 6.3. Programme selection for concerts shall be in the hands of the Musical Director and the Committee.
- 6.4. The Musical Director shall be an honorary Committee Member with voting rights.
- 6.5. The Committee shall consist of:
 - 6.5.1. Chair
 - 6.5.2. Vice-Chair
 - 6.5.3. Secretary
 - 6.5.4. Membership Secretary
 - 6.5.5. Choir Representative
 - 6.5.6. Treasurer
 - 6.5.7. Publicity Officer
 - 6.5.8. Up to 5 but no less than 3 Committee members
- 6.6. All members will be encouraged to help with the running of the Choir from time to time.

7. MEETINGS

- 7.1. Committee meetings will be held no less than one a school term.
- 7.2. Committee meetings can be called at the request of the Chair or at least three Committee members. All Committee members will be notified at least 7 days before the meeting.
- 7.3. The quorum for a Committee meeting is four committee members. For a quorum to be achieved, at least two officers must be present.
- 7.4. The Annual General Meeting will be held in October each year. The Secretary, or other Committee member will ensure that all choir members have written notice of the meeting no less than fourteen days before it is due.
- 7.5. In the event of a tied vote at any meeting, the Chair of the meeting will have an additional casting vote.
- 7.6. Matters put to the vote at any meeting will be decided by a simple majority of those present and eligible to vote, unless stated otherwise by this Constitution.
- 7.7. Voting will usually be by a show of hands, unless a proposal to use a secret ballot is proposed, seconded and passed by the meeting.
- 7.8. The business of the AGM will include
 - 7.8.1. Election of Committee Members and Officers
 - 7.8.2. Financial report
 - 7.8.3. Other Officers Report
 - 7.8.4. Musical Director's report

7.9. Any formal proposals submitted to the Secretary in writing to be received at least 3 days before the meeting

7.10. The quorum for all General Meetings, including the AGM, will be fifteen members or one quarter of the current membership, whichever is the greater.

7.11. The Committee shall be elected by a majority of the members voting, by a ballot if necessary, at the Annual General Meeting.

7.12. Positions on the Committee can be held for 3 years without re-election, though committee members can resign at any time. Committee members can stand for a maximum of 2 consecutive terms, unless authorised by the Chair due to exceptional circumstances.

7.13. The Committee can co-opt any member as a full Committee member to fill an Officer vacancy on the Committee until the next AGM. Any such period of service will not count towards the maximum time as specified above.

7.14. An Extraordinary General Meeting can be called by the Committee or by a letter sent to the Secretary signed by 25% of the membership. An EGM shall be held following a 7 day notice to members.

8. DISTRIBUTION OF MINUTES

8.1. The Secretary will arrange for written record of all meetings to be kept, and will circulate minutes to all Committee members and the Musical Director.

8.2. The minutes of the AGMs will be available to all members by email; via the Choir website or by hard copy available at rehearsals.

9. CHANGING THE CONSTITUTION

9.1. Any proposed changes to the Constitution or proposal to wind up the Choir will be posted to all members at least 14 days before the meeting at which the proposal is to be discussed. Such proposals must be agreed by three-quarters of those present at the meeting and eligible to vote by way of a simple majority.

9.2. In the event of an officer or Committee member losing the confidence of the Committee or the membership, the matter will have been discussed with them, which may result in a verbal request to refrain from certain behaviour. For a more serious breach of the Constitution, or behaviour not in accordance with the values of the Choir, this will be put in writing. A second verbal request may also be followed by a written request. If no change in behaviour takes place, or the problems still persist, the Committee can take a vote of no confidence in that member and ask them to leave the Committee. Where the behaviour, or problems are such that there is no alternative but to act immediately, and there is not time for verbal or written requests, the Committee may convene an emergency meeting for the express purpose of determining whether or not a vote of no confidence should be taken, and the person be asked to leave the Committee. The decision will be recorded and minutes of the meeting will be open to all members except where personal matters are discussed. In the event of the vote not being unanimous, at least 75% of the vote will be required.

10. FINANCE

10.1. The Committee will open and maintain a bank account in the name of the Choir. All monies will be paid into the account.

- 10.2. No Committee member will derive any financial benefit from the group, other than the payment of reasonable expenses, which may include travelling and dependent care expenses, for them to take part in Committee activity, as agreed by Committee.
- 10.3. Any Committee member who carries out an activity agreed beforehand by the Committee, will not be personally liable for debts.
- 10.4. A copy of the Choir's most recent bank statements will be made available to any member on request.
- 10.5. The Choir's financial year will run from 1st September to 31st August.
- 10.6. Each AGM will receive a written financial statement for the preceding year, audited by a competent independent person chosen by the committee, but not a member of the Committee.
- 10.7. The income and property of the Choir shall be solely used to further the aims of the Choir, as set out in this Constitution. The Choir shall donate any surplus funds to a charity with local connections to the Petersfield area.

11. WINDING UP

- 11.1. The Choir can only be wound up by a vote at a General Meeting called in accordance with Section 7 above.
- 11.2. If the proposal to wind up the Choir is passed, and after settling all proper debts and obligations, including refund of grant to funding bodies, there are any assets remaining, these shall not be given to any member of the Choir. Instead they shall be transferred to another organisation agreed by the meeting which passes the resolution to wind up the Choir.

This Constitution was adopted by the Committee of Petersfield Community Choir on 21st August 2013