

# BROMYARD CHORAL SOCIETY

Registered Charity Number 507020 Affiliated to Making Music (the National Federation of Music Societies)

Patron: The Mayor of Bromyard and Winslow

## CONSTITUTION – incorporating amendments to 8<sup>th</sup> January 2013

1. **Name of the Charity.** The name of the Charity shall be Bromyard Choral Society (The Society).
2. **Object of the Society.** The object of the Society shall be to advance the education of the public in the art of music with special reference to choral and vocal music. To facilitate the achievement of such object, the Society may arrange and present:
  - i. Public performances of choral and vocal music, which may also include items of instrumental music, readings etc.
  - ii. Classes in vocal and choral techniques.
  - iii. Open competitions for singing and composition of choral and vocal music.
  - iv. Public meetings to facilitate the exchange of information and views with other organisations and persons concerned with the composition, interpretation, presentation, teaching or publication of choral or vocal music.
  - v. Advice to performers, teachers, students or other members of the public on any matter concerned with the improvement of standards of composition or performance of choral or vocal music.
  - vi. Social and other events for the purpose of raising funds to enable the Society to pursue its object.

The Society may also do such other lawful things as are necessary or desirable for the attainment of the object.

3. **Membership of the Society.** Membership of the Society shall be open without restriction to any member of the public who is interested in furthering the objects of the society. Membership shall become effective on payment of the first year's annual subscription. The Committee shall have the right, notwithstanding, if there is good and sufficient evidence, to decline a request for membership from, or to require the resignation of any person whose membership would be likely to bring the Society into disrepute.
4. **Admission of Non-members.** The concerts of the Society shall be open to members of the public (not being members of the Society) on payment of such fee or admission charge as the Society shall determine from time to time. When the Society is performing by invitation or under the auspices of another organisation, the procedure to be applied will be agreed with representatives of that organisation.
5. **Categories of Membership.** There shall be two categories of membership, Full Members and Associate Members. Full members will be eligible, if they so wish, to participate in the full range of activities of the Society, subject to the provision of such evidence of musical ability as the Committee may specify from time to time, to hold office and to vote at General Meetings. Only those performing members who have attended at least 75% of rehearsals will be eligible to sing in a concert. However this may be waived at the discretion of the conductor. Associate Members may attend General Meetings but not vote unless they are elected to hold office. They may also apply at any time to transfer to full Membership or, on payment of a single life subscription, to become Life Associate Members.
6. **Subscriptions.** Each member, except Life Associate Members, shall pay a minimum annual subscription of such an amount as shall be determined at a General Meeting of the Society. This subscription shall fall due on the date of the Annual General Meeting. Any new member joining after 1st January in any year shall pay a reduced subscription of such amount, as the Society shall determine for the period up to the next annual subscription date. Persons who are under the age of 18 years, or who are full-time students, may be admitted to membership of the Society on payment of such reduced rate as the Society may determine. Any member so accepted shall pay the full annual subscription for the year in which he or she attains the age of 18 or ceases to be a full-time student.
7. **Non-payment of Subscriptions.** Any member whose subscription has not been paid within six months of the date on which it fell due shall cease to be a member of the Society. Upon payment of all arrears, any such member may be reinstated at the discretion of the Committee.
8. **The Committee.** The business of the Society shall be managed by a Committee, which shall consist of:
  - The Chairman
  - The Vice-Chairman/Chairman-Elect
  - The Hon Secretary
  - The Hon Treasurer
  - The Associate Conductor(s)
  - The Publicity Officer

Concert Secretary  
The Librarian  
The Social Secretary  
The Representative of the Associate Members  
One representative for each vocal part (soprano, contralto, tenor and bass) unless already represented by one of the foregoing officers.

The Committee may fill any vacancy occurring during the year by electing another member of the Society to act until the original holder would have been due to retire. As the Society is a registered Charity, all members of the Committee, whether officers or elected members, will be Trustees of the Charity and should be provided with a copy of the leaflet Duties and Responsibilities of Trustees published by the Charity Commissioners. One third of the members of the Committee shall constitute a quorum at any meeting.

The Committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the chairman, or by any 2 members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.

Every matter shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or "casting" vote.

The Committee may co-opt any member to join the Committee notwithstanding that the member has not been formally elected at the Annual General Meeting.

The Committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

The Committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

The members of the Society shall at an Annual General Meeting elect one of their number to act as Chairman for the coming two years and another to act as Vice-Chairman/Chairman-Elect to follow the Chairman in that office. The Chairman shall retire on the election of his/her successor and shall not be eligible for re-election as Chairman for the space of two years.

The members may also elect an Honorary President who need not be a member of the Society and will not be a member of the Committee unless holding one of the offices listed above.. The Hon President will normally hold office for three years.

All the other officers and members will be elected for an initial period of one year but may, if they are willing, be re-elected annually at the Annual General Meeting.

An Honorary Auditor or Independent Examiner, who must not be a member of the Committee and should preferably not be a member of the society, shall be appointed at each Annual General Meeting.

9. **Principal Conductor.** The Society may appoint a professional or semi professional Principal Conductor and pay such fees and expenses as may seem appropriate.

10. **General Meetings.** A General Meeting of the Society shall be held in September of each year to receive and approve the audited accounts, to elect officers and members of the Committee, to determine the rates of subscription for the forthcoming year and to conduct such other business as may be appropriate for the effective management of the Society. The members shall be given at least 14 days' notice of the meeting. One third of the Full Members shall constitute a quorum. The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting of the Society.

An Extraordinary General Meeting may be called at the request to the Chairman of six or more paid up Full Members: 21 days' notice of the meeting shall be given.

11. **Equal Opportunities.** No individual shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

12. **Finance.** The Hon Treasurer shall maintain a bank account in the Society's name. The Committee shall appoint four signatories: every cheque or other financial authorisation must be signed by two of the signatories. Financial year to end June 30<sup>th</sup>.

13. **Honorary Life Members.** Suitable persons may be nominated to the Annual General Meeting for election without term as Vice-Presidents or Honorary Life Members; such honorary members may be elected to hold office or serve on the Committee.
14. **Income and Property.** The income and property of the Society shall be applied solely to the promotion of the object of the Society as defined in paragraph 2 and no payment or transfer of any part of such income or property shall be made for the benefit of any member of the Society, provided that nothing shall prohibit any payment in good faith by the Society of reasonable and proper remuneration of any member of the Society, not being a member of the Committee, for any services rendered to the Society, or of out-of-pocket expenses to any of its officers.
15. **Dissolution.** If, upon the winding up or dissolution of the Society, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to nor distributed among the members of the Society but shall be given or transferred to some other charitable institution having similar objects to the object of the Society.
16. **Amendment of the Constitution.** These rules shall not be altered nor added to except by resolution at a General Meeting, of which 14 days' notice shall have been given to the members and no alteration shall be made which would cause the Society to cease to be a Charity at law.

No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 14 (distribution of assets) or clause 15 (dissolution), without the prior written consent of the charity commission.

The Committee shall send the Charity Commission a copy of any amendment made under this clause.

Any member of the Society is entitled to receive a copy of these rules on request. Adopted at a General Meeting of the Society on 8<sup>th</sup> January 2013