

THE CONSTITUTION OF BOUGHTON MONCHELSEA COMMUNITY CHOIR

1. The name of the Choir shall be BOUGHTON MONCHELSEA COMMUNITY CHOIR
2. The aims of the Choir shall be to promote singing together as a means of enjoyment, to boost the social life of participants and to entertain. The Choir recognises that singing releases endorphins which reduce stress and anxiety levels and contribute to a positive mental state.
3. To achieve these aims the Choir may:
 - a. Raise money
 - b. Open bank accounts
 - c. Take out insurance
 - d. Employ staff
 - e. Organise courses and events
 - f. Work with other Choirs and exchange information.
4. Membership of the Choir shall be open to:
 - (a) any person over sixteen who is interested in helping the Choir to achieve its aims, willing to abide by the rules of the Choir and willing to pay any subscription agreed by the Choir Committee.
 - (b) anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.
5. Management
 - (a) The Choir shall be administered by a Choir Committee elected at the Choir's Annual General Meeting (AGM).
 - (b) Members of the Choir Committee shall include: a Chairperson, a Treasurer, a Secretary and up to six other members who may undertake tasks such as Membership Secretary, Librarian and Bookings Secretary.
 - (c) The Choir Committee shall meet at least three times a year.
 - (d) The Chairperson shall Chair all meetings of the Choir.
 - (e) The quorum for Choir Committee meetings shall be five members.
 - (f) Voting at Choir Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
 - (h) The Choir Committee may appoint another member of the Choir as a Committee member to fill a vacancy provided the maximum number is not exceeded.
 - (i) The Musical Director and Accompanist may attend and speak at Choir Committee meetings but may not vote.
6. Duties of the Officers
 - (a) The duties of the Chairperson are to chair meetings of the Committee, represent the Choir at functions/meetings that the Choir has been invited to and act as spokesperson for the Choir when necessary.
 - (b) The duties of the Secretary are, (i) to take and keep minutes of meetings, (ii) prepare the agenda for meetings of the Committee in consultation with the Chairperson, (iii) deal with correspondence, (iv) collect and circulate any relevant information within the Choir and (v) maintain the membership list. The Secretary may delegate item (v) to another Committee Member.
 - (c) The duties of the Treasurer are to supervise the financial affairs of the Choir and keep proper accounts that show all monies collected and paid out by the Choir.

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7. Finance

- (a) The financial resources of the Choir shall be used only for the purposes of running and administering the Choir.
- (b) Any bank accounts opened for the Choir shall be in the name of the Choir.
- (c) Any cheques issued shall be signed by the Treasurer and one other nominated Committee Member.

8. Annual General Meeting

- (a) The Choir shall hold an Annual General Meeting (A.G.M.) no later than the month of June.
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be ten members.
- (c) The business of the A.G.M. shall include:
 - (i) receiving a report from the Chairperson on the Choir's activities over the year,
 - (ii) receiving a report from the Treasurer on the finances of the Choir,
 - (iii) electing a new Choir Committee and
 - (iv) considering any other matter as may be decided.
- (d) The Musical Director and Accompanist may attend and speak at an A.G.M. but may not vote.

9. Special General Meeting

- (a) A Special General Meeting (S.G.M.) may be called by the Choir Committee or by any six Choir members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.
- (b) The Musical Director and Accompanist may attend and speak at an S.G.M. but may not vote.

10. Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. Dissolution - The Choir may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given either to a Charity or Charities concerned with music or to any other Charity as agreed by a majority of members.


This constitution was adopted at a General Meeting of the Choir on

..... 26 JUNE 2023 [date]

Signed by:

Chairperson: 

Secretary: 

Treasurer: 

Other Committee members 

..... D. Boland