

Heathfield Choral Society

CONSTITUTION



HEATHFIELD CHORAL SOCIETY

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1. TITLE

The name of the Society shall be the **HEATHFIELD CHORAL SOCIETY** hereinafter referred to as the Society

2. OBJECT

The object of the Society shall be to educate the public in the arts and sciences and in particular the art and science of choral music.

In furtherance of the above object but not further or otherwise the Society through its Committee shall have the following powers:

- a) to organise and provide or to assist in the organisation and provision of a regular programme of concerts, recitals and similar activities;
- b) to co-operate and work with, including the sharing of expenses, any body or organisation itself being a charity or public authority or having the support of a public authority;
- c) to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise provided that the Society shall not undertake trading activities in raising funds for its charitable object;
- d) subject to such consents as may be required by law to purchase, take or lease or in exchange hire or otherwise acquire any moveable or immovable property and rights or privileges the acquisition of which the Society shall from time to time think necessary for the promotion of its object and to construct, maintain and to improve, furnish, equip and alter any buildings or erections necessary for the work of the Society;

- e) subject to such consents as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Society;
- f) to borrow money or enter into other contracts on behalf of the Society and subject to such consents as may be required by law charge all or any of the property of the Society;
- g) to do all such other lawful things as shall further the object of the Society

3. MEMBERSHIP

- a) The members of the Society shall be those who pay the annual subscription at the appropriate rate or rates as shall be determined by the Committee. all subscriptions being payable in advance.
- b) Prospective members shall be invited to attend up to three rehearsals before committing themselves to membership. Non-members may be invited to sing in concerts with the agreement of both the Committee and the Conductor and may be requested to attend any necessary rehearsals just prior to the concert only.

4. OFFICERS AND COMMITTEE

a) Management

The management of the Society shall be in the hands of a Committee consisting of a Chairman, an Honorary Secretary, an Honorary Treasurer, the Federal Representative and not less than six and not more than nine other members; the Officers and the other Committee members (other than the Federal Representative) 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. The Federal Representative shall remain in office until replaced.

b) Nominations of Committee members

Nominations for members of the Committee must be made by members of the Society in writing and must be in the hands of the Secretary at least 7 days before the Annual General Meeting. Should nomi-

nations exceed vacancies election shall be by ballot at the meeting.

c) Honorary President and Vice President(s)

The Society shall have the power to appoint a President and up to two Vice-Presidents annually. The position of President shall be honorary and he/she may be asked to preside at the Annual General Meeting and any Extraordinary General Meeting and may be invited to attend Committee meetings. Neither the President nor the Vice President(s) need to be subscription-paying members of the Society; those positions being effectively honorary.

5. MANAGEMENT

All the arrangements for concerts and other events and the control of finance shall in the hands of the Committee. The Committee shall meet once in each month provided there is business to dispatch. Meetings of the Committee shall be summoned by the Chairman,

Among its other powers the Committee may;

- a) appoint Trustees from time to time for the purpose of holding any land and property of the Society. The Trustees of the Society may hold office for life or until discharged at their own request or by the Committee by resolution.
- b) coopt members for special assistance and fill any vacancies which may occur during the term of office of such coopted members but the persons or bodies so filling the vacancies shall retire at the Annual General Meeting next following his or their cooption and shall be eligible for re-election;
- c) determine any question as to the interpretation of this Constitution and such decision shall be final;
- d) determine the amount (if any) of any annual subscription to be paid by members of the Society;
- e) appoint a Musical Director, which appointment may be terminated by either the Committee or the appointee giving a sessions notice. Notice to be given by September 1st or January 1st as appropriate. The appointee to be known as 'Musical Director'.

A session will extend from:

1. 1st September to 31st December, and
2. 1st January to 31st August

Duties of Musical Director

- a) To draw up a programme of music for at least the forthcoming year,

and to obtain the approval of the Committee on the selection remuneration of orchestra, instrumentalists and soloists.

- b) To attend rehearsals and conduct each event.
- c) Remuneration shall be decided by the Committee on an annual basis in September.

6. FINANCE

- a) The financial year shall end on the 31st July.
- b) A banking 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 viz Chairman, Honorary Secretary, Honorary Treasurer.
- c) Tickets for any or all of the concerts of the Society shall be offered for sale to the public.
- d) The income and property of the Society whencesoever derived shall be applied solely towards promoting the object of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except on payment of legitimate expenses incurred on behalf of the Society.

7. DISSOLUTION

The Society may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting for the purpose of which 21 days notice shall have been given to the members, Such resolution may give instructions for the disposal of any assets held in the name of the Society provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Society but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects as the Society may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

8. GENERAL MEETING

- a) Within six weeks of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least fourteen days notice in writing shall be given.
- b) Rules of Procedure at all meetings

- i) Quorum - the quorum at a meeting of the Society shall be not less than one tenth of the membership and the quorum at meetings of the Committee shall be three members
- ii) Voting - all questions arising at any General or Committee meeting shall be decided by a simple majority of those present and entitled to vote. No person may exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests but in case of an equality of votes the Chairman of the meeting shall have a second or casting vote
- iii) Minutes - shall be kept by the Committee and all other Committees and the Secretary shall enter therein a record of all proceedings and resolutions.
- iv) Special General Meetings - the Committee may at any time at its discretion and the Secretary shall within 21 days of receiving a written request so to do signed by not less than one third of the members whether individual or representative and stating the business to be considered at the meeting, call a Special General Meeting of the Society.

9. AUDITED ACCOUNTS

The financial accounts shall be audited and submitted to the members at the Annual General Meeting.

10. AMENDMENTS

Alterations to this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or a Special General Meeting A Resolution for the alteration of the Constitution must be received by the Secretary of the Society at least 21 days before the meeting at which the Resolution is to be brought Forward At least 14 days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed. Provided that no alteration shall be made to Clause 2 (object) Clause 7 (dissolution) or this Clause until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained, anti no alteration shall be made which would have the effect of causing the Society to cease to be a charity in law