

CONSTITUTION of SINGERS INSPIRED

1. Name

The name of the choir is Singers Inspired.

2. Objectives

The objectives of the Choir shall be:

- To maintain a community choir within the Rural and Fenland area around Downham Market
- To encourage and facilitate personal creativity through the shared experience of singing together
- To share and enrich wider community life through public performance.

3. Membership

a) Membership of the Choir shall be open to anyone, who is interested in furthering the objectives of the Choir, and who has paid the annual subscription at the appropriate rate or rates as shall be determined by the Committee, all subscriptions being payable in advance.

b) Membership will be restricted to a maximum of 60 people.

c) The Membership Secretary will hold the list of members and will make this available to the Secretary for administrative purposes.

d) A copy of the constitution will always be available at choir sessions.

e) Anyone under the age of 16 wishing to join the choir must be accompanied by an adult.

4. Officers and Committee

a) The Choir shall be managed by a Management Committee, elected annually by ballot at the Annual General Meeting.

b) The membership of the Management Committee shall be:-

- The Chair, Vice Chair, Treasurer, Secretary, Membership Secretary
- 2 members representing the general membership.
- c) Membership of the committee should be limited to a term of 3 years. After a break of 1 year ex committee members shall be eligible to stand again.

d) The Musical Director shall have a standing invitation to attend committee meetings.

e) The Management Committee shall have powers to co-opt additional members who, in their opinion, are able to render special service.

5. Meetings and Proceedings of the Committee

a) The Committee shall hold at least 3 ordinary meetings each year. A special meeting may be called at any time by the Chair, or by any 2 members of the Committee.

- b) There shall be a quorum when at least 4 of the members of the Committee are present.
- c) All members of the Choir may be present at ordinary Committee Meetings but will not be allowed to vote.
- d) Members will be informed of the dates, times and venues of meetings either through the minutes of the previous minutes (if a date has been fixed) or by announcement at choir.
- e) Agendas for meetings will be sent to committee members at least one week before the said meeting. Items for A.O.B. must be submitted to the Chair or Secretary, on or before, the choir session prior to the meeting.
- f) 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 Chair of the meeting shall have a second or casting vote.
- g) 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. Copies of minutes will be sent to committee members and choir members via email. Hard copies will be made available, at choir practice, to members without email facilities. It will be the responsibility of those members to collect them from the table.
- h) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
- i) 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 subcommittee: provided that all actions and proceedings of any such sub-committee shall be fully and promptly reported to the Committee. The sub-committee may co-opt one or two members of the choir to join them.
- j) No activity shall be undertaken in the name of the Choir without prior agreement from the Committee.

6. The Annual General Meeting + Procedures.

- a) The Annual General Meeting of the Choir shall be held once each year, not more than 15 months after holding the preceding AGM. At least 21 clear days' notice shall be given to the members of the Choir
- b) The meeting shall be held during the second half of a choir practice.
- c) The business at the AGM shall include the election of officers as set out in Section 4, the appointment of an auditor, the consideration of an Annual Report and the presentation of audited accounts.
- d) Nominations for election to the Committee must be made by members of the Choir in writing and must be in the hands of the Secretary of the Committee at least seven days before the AGM. Should nominations exceed vacancies, an election shall be held.
- e) Any business to be conducted at the AGM should be submitted to the Secretary in writing no less than 14 days prior to the date of the meeting.

f) There shall be a quorum when at least 51% of the members of the Choir are present.

g) All members of the Choir, including Committee Members, shall have one vote at a General Meeting, with the Chair having the casting vote.

h) The Secretary shall take minutes of the meeting. Copies of minutes will be sent to choir members via email. Hard copies will be made available, at choir practice, to members without email facilities. It will be the responsibility of those members to collect them from the table.

7. Special (Extraordinary) General Meeting

a) An Extraordinary General Meeting may be called for by the Committee or, upon a written request signed by at least ten members of the Choir. The notice must state the business to be discussed. At least 21 days' notice in writing must be given to members. The meeting shall be held during the second half of a choir practice or where this is impractical, at a time and place agreed by the committee.

b) There shall be a quorum when at least 51% of the members of the choir are present.

c) The Secretary shall take minutes of the meeting. Copies of minutes will be sent to choir members via email. Hard copies will be made available, at choir practice, to members without email facilities. It will be the responsibility of those members to collect them from the table.

8. Finance

a) The financial year shall end on Dec 31st

b) A banking account shall be opened in the name of the Choir and cheques shall be signed by any two of the nominated officers.

c) The income and property of the Choir however derived shall be applied solely towards promoting the objects of the Choir as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Choir except in payment of legitimate expenses incurred on behalf of the Choir.

d) Decisions involving extraordinary expenditure must be approved at committee meetings. Expenditure of a routine nature (flowers for presentations, programmes, stationery etc) must not exceed £20 without authorization and a receipt for these should be presented to the treasurer.

e) An inventory of items owned by the choir should be kept by the treasurer. This inventory is to be presented for annual audit with the accounts.

9. Accounts

a) The Management Committee shall keep proper accounts of all monies belonging to the Choir.

b) Neither the Committee as a whole, nor any member of the Committee, nor any ordinary member of the Choir shall have any power or authority to commit the Choir, nor its members, to any financial obligations in

excess of the funds actually held by the Choir.

c) The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

10. Alterations to the Constitution

Alterations to the constitution shall receive the assent of not less than two-thirds of Choir Members present and voting at a General Meeting. A resolution for the alteration of the Constitution shall be received by the Secretary of the Committee at least 21 clear days before the meeting at which the resolution is to be brought forward. At least 14 clear days' notice in writing of such a meeting shall be given by the secretary to Choir Members and shall include notice of the alterations proposed.

11 Dissolution

The Choir may at any time be dissolved by a resolution passed by two-thirds majority of those present and voting at a General Meeting of the Choir of which at least 21 clear days notice shall have been sent to all Members of the Choir and the Committee. Such resolutions may give instructions for the disposal of any assets held by or in the name of the choir, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall be given or transferred to a similar organization as determined by a majority vote at the General Meeting.

.....

This revised constitution was adopted by Singers Inspired at their AGM on February 2nd 2012.

Chairman

Secretary

Treasurer

Constitution of Singers Inspired: Appendix 1

Guidance on roles and responsibilities

1. Responsibilities of the Musical Director

- The Musical Director will train the Choir in rehearsal and will conduct the Choir in its concerts.
- The Musical Director with the assistance of the Committee will plan the music for a programme of concerts each year in such a way as to meet the stated aims of the choir.
- The Musical Director will work with the Choir in order to improve their performance.

2. Responsibilities of Committee Members

- Committee members will manage all non-musical aspects of the choir and its programme of concerts.
- They will support the musical director in his or her responsibilities.
- Committee members will welcome ideas from non-committee members for improving the Choir's musical, social and financial wellbeing and will consider these ideas with other committee members as appropriate.

3. Roles in the committee

The number of committee members will be no less than seven and will be agreed at the AGM of the Choir. The roles of the committee members are likely to include the following tasks:

The role of the Chair is:

- To liaise with the Musical Director on choir business and music.
- To lead the committee and to discuss suggestions from choir members.
- To ensure that choir members are informed of the activities and progress of the choir, and of the decisions of the committee
- To liaise with the Secretary over dates and bookings.
- To welcome new members
- To maintain contacts with other choirs/musicians in the area as required e.g. for joint concerts.

The role of the Deputy Chair is:

- To support the Chair
- To deputise as required for the Chair
- To welcome new members

The role of the Secretary is:

- To liaise with the Chair and the Musical Director in preparing an agenda for each meeting
- To take the minutes of committee meetings and the AGM.
- To circulate minutes to committee members
- To make bookings for the choir rehearsals as required.
- To make bookings for concert venues.
- To maintain a list of members' addresses, phone numbers and emails.
- To undertake correspondence as required
- To ensure that every member of the committee has a copy of the constitution and that it is included as an agenda item at the autumn committee meeting

The role of the Publicity Officer is:

- To promote the Singers Inspired's concerts and to support the recruitment of new members by:
- Designing, printing and distributing posters, flyers and tickets etc
 - Sending promotional and recruiting material to the local press and magazines.

