



## **SPRINGFIELD SINGERS CONSTITUTION.**

Accepted 16.04.19

1. The Choir will be called the Springfield Singers, hereinafter referred to as the Choir.
2. The choir will meet on a weekly basis in a suitable room; holidays to be agreed throughout the year.
3. The objectives of the choir will be
  - 3.1 to sing and give pleasure to members and others through the presentation of public concerts;
  - 3.2 to increase members' musical knowledge.
4. Membership.
  - 4.1 As a Female Voice Choir, membership is open to all those with enthusiasm for music and singing.
  - 4.2 Members are expected to attend weekly practices and to notify the musical director or the secretary if a member is not able to attend.
  - 4.3 If a member fails to attend or pay subscription for a continuous period of 6 months without reasonable cause, their membership shall be deemed to have lapsed.
  - 4.4 No individual shall be excluded from membership of the Choir or de-barred from any official capacity on the Committee on the grounds of race, colour, age, religion, sexual orientation, disability or political affiliation.
5. The Annual General Meeting.
  - 5.1 Within 3 months of the end of each financial year the members will be invited to an Annual General Meeting of which at least 14 days' notice in writing shall be given to all members.
  - 5.2 The committee will present reports and independently audited accounts of the choir for the preceding year.
  - 5.3 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 7 days before the AGM. Should nominations exceed vacancies, an election shall be held.
6. Extraordinary General Meeting.
  - 6.1 May be called by any 2 members of the Committee or with written requests to the Secretary signed by at least 7 members of the choir.
  - 6.2 Not less than 4 days' notice should be given to the other members of the committee.
  - 6.3 The notice must state the business to be discussed.





7. Procedure at General Meetings.

7.1 The secretary or other person specially appointed by the committee will keep a full record of proceedings at every general meeting of the choir.

7.2 A quorum at committee meetings will be 3 members and at the AGM 1/3<sup>rd</sup> of the membership.

8. Meetings and Proceedings of the Committee.

8.1 The committee will hold at least 2 ordinary meetings each year.

8.2 The chair will chair the meetings of the committee. If the chair is absent from any meeting, the members of the committee present will choose one of their number to be chair before any their business is transacted.

8.3 Every matter will 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 will have a second or 'casting' vote.

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

8.5 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.

8.6 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.

8.7 Every member shall have one vote.

9. Officers and the Committee will be elected annually at the AGM. These will be Chair, Secretary, Treasurer, Assistant Treasurer, Librarian, Publicity Officer, Springfield Junior Singers and further Committee Members as required.

10. The arrangements for all concerts and other events, plus the control of finance shall be in the hands of the Committee.

11. The choir will appoint a musical director and a pianist. Any fees / expenses to be paid to appointed staff will be reviewed annually by the committee.



## 12. Finance.

12.1 Subscriptions will be agreed annually at the AGM and paid monthly.

12.2 The financial year will end on 28<sup>th</sup> February (or in a leap year 29<sup>th</sup> February).

12.3 A banking account shall be opened in the name of the Choir. Two members of the committee must authorise all payments by cheque, plus all bank mandate that allows online bank payments.

12.4 The Choir will receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events will be offered for sale to the public

12.5 With the exception of occasional charitable donations agreed by members, the income and property, the income and property of the Choir will be applied solely towards promoting the Choir and to legitimate expenses incurred on behalf of the Choir.

12.6 In the event of the choir disbanding, the disposal of all assets will be to another choir or Charity to be decided by the committee.

## 13. Alterations to the Constitution.

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that 14 days' notice of the proposed alteration has been sent in writing to all members.

14. The committee will arrange adequate and appropriate insurance.

15. A uniform will be decided upon by the committee in consultation with the members.

16. Any other groups set from within or by the Choir (for example, Springfield Junior Singers) will operate under this constitution.