

LOVENY MALE VOICE CHOIR

CONSTITUTION

PART 1

1) NAME

The choir shall be known as Loveny Male Voice Choir.

2) ADDRESS

The address of the choir will be The Village Hall, St. Neot, Liskeard, PL14 6RG or at such address as the choir at a general meeting decides.

3) OBJECTS

The objects of the choir shall be: -

- a)** to promote, improve, develop and maintain public education and appreciation of the art and science of male choral music in all its aspects by the presentation of public choral concerts and in such other ways as the choir through its Committee shall determine from time to time.
- b)** to assist and further such charitable institutions and charitable purposes as the said committee shall determine in furtherance of the said objects but not further or otherwise, the choir, through its committee, shall have the following powers: -
 - i) to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription and otherwise provided that the choir shall not undertake permanent trading activities in raising funds for its objects.
 - ii) 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.
 - iii) to do all such other things as shall further the objects of the choir.

4) APPLICATION OF INCOME AND ASSETS

The income and assets of the charity shall be applied solely towards the promotion of the objects.

5) BENEFITS AND PAYMENTS TO MEMBERS

Reasonable expenses e.g. stationery, printing, postage, transporting equipment, where appropriate will be paid subject to approval by the committee.

6) DISSOLUTION

The dissolution of the choir may be effected only by the resolution passed by a three fourths majority of the members of the choir present in person or proxy, at a special General Meeting convened for that purpose and of which notice has been served on every member of the choir at his last known address in the United Kingdom.

If a motion to dissolve the choir is carried out by the said majority, the choir's surplus funds, assets and property (if any) shall not be distributed among the membership but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the choir and, if and in so far as effect cannot be given to this provision, then to some other charitable purpose.

7) ALTERATION OF RULES

These rules, other than the objects, dissolution and this rule, may be varied, deleted or added to by a resolution passed by a three fourths majority of the members of the choir present in person or by proxy at a special General Meeting convened for that purpose and of which notice has been served upon every member of the choir at his last known email address or postal address in the United Kingdom; provided that no variations, deletions or additions shall be made at any time to this Constitution so as to cause the choir to cease to be a charity in law.

PART 2 RULES

8) MEMBERSHIP

a) Membership is open to any male singers who have given proof of commitment, ability to sing, satisfy the financial entry requirement and have received the approval of at least two thirds of the members present and voting.

b) NEW MEMBERS

- i) an initial section placing test solely based on vocal range will be carried out by the Musical Director taking the candidate through several vocal exercises to ascertain their voiced range and to ensure correct placing within the choir. This process will happen prior to their first formal rehearsal.
- ii) will receive a welcome pack outlining expectations, a brief history of Loveny and a set of current music. Each candidate will be given audition material which will include 'Cornwall my Home' and they will be expected to learn their own harmony line.
- iii) will be buddied up with a confident current member of the choir for support, who will act as an established pair of ears.
- iv) after 6 weeks of rehearsals (preferable continuous) the candidate will attend a 15 minute formal audition where they will deliver the learned harmony line. All formal auditions will take place in a closed practice room with the candidates being informed immediately after the audition. There will be three potential outcomes from audition: successful, review after 3 more weeks practice or unsuccessful. No reason need be given to any applicant in the event of rejection.
- v) applicants who meet the requirements may then be elected to full membership by a majority of two thirds of members present and voting.
- vi) no person shall be admitted to the membership until, having been elected, he has paid the Treasurer his subscription pro-rata for the remaining membership year.
- vii) applicants shall not be permitted to sing with the choir at any public concert until the above conditions i) to vi) have been observed and additionally that the Musical Director is satisfied as to an applicant's standard performance and the basic uniform has been issued.

c) MEMBERSHIP FEES

- i) each member shall pay an annual subscription. The amount of such fees can be varied from time to time on the recommendation of the committee and approved at the Annual General Meeting (AGM).
- ii) The annual subscription becomes payable on 1st April. Any member whose subscription has not been paid within three months of the due date shall be written to by the Chairman, and from that date shall not be entitled to any of the

privileges of the choir including the right to vote at any meeting. The committee may terminate the membership of any member whose payment is then not received within 28 days.

d) CONTACT DETAILS

- i) each member must keep the Secretary informed of his contact details.

e) UNIFORM

- i) all members of the choir will be issued with a uniform consisting of a jacket, trousers and tie (to be known as the basic uniform). In addition, the members will be required to pay the Uniforms Officer for an initial issue of a shirt and jumper. Subsequent replacement of, or alterations to the basic uniform will be dealt with in accordance with the choir uniform policy in force at the time. The basic uniform remains the property of the choir and must be returned to the choir in a clean condition on termination of membership for whatever reason.

f) MUSIC

- i) Choristers will be responsible for the safe keeping of music issued to them or provided by electronic copy for home printing. Music must be returned when directed by the Musical Director, or in the event of the chorister ceasing to be a member of the choir for whatever reason.
- ii) Music remains the property of the choir and will not be made available to any outside agency.

g) ATTENDANCE

- i) all members are expected to attend practices and concerts whenever possible.
- ii) where a member has not attended practice for a period of one month without prior notification, his Section Representative shall visit him, or speak to him by telephone and determine the reason of absence. Should it prove necessary, the committee may consider the matter further.

9) CONDUCT

If, in the opinion of the committee, any member's conduct has been injurious to the reputation of the choir, the Chairman will inform the member in writing detailing the complaint. The chorister will be asked to answer the complaint before a sub-committee appointed by the committee, who will report back to the committee. The decision of the committee must be confirmed by the Chairman to the member in writing as soon as possible.

The chorister has the right to appeal against the decision to the full membership of the choir.

10) GENERAL MEETINGS

- a)** An AGM shall be held between the 1st and 31st March in every year. Notice of the AGM shall be given as provided in Rule 11.
- b)** A General Meeting may be called at any time by the committee and must be called if requested by any ten eligible members in writing addressed to the Secretary. Notice shall be given as provided in Rule 11.
- c)** At any General Meeting every member shall be entitled to be present and have one vote on every issue raised. A quorum at any General Meeting shall be at least 50% of the total membership.
- d)** The committee may recommend the making of new rules, and the variation or revocation of existing rules not consistent with these rules for the regulation of the internal affairs of the choir, and the conduct of its members. Any recommendations are subject to ratification by at least three fourths of the members present and voting.

11) NOTICE

All notices of AGM and General Meetings shall be communicated by email and given verbally on practice nights giving at least 14 days clear notice.

12) GOVERNANCE

- a)** The affairs of the choir, in all matters not in these rules reserved for the choir in General Meeting, shall be managed by the committee.
- b)** All members of the committee shall act in an honorary capacity.
- c)** The committee shall consist of a: -
 - i)** Chairman, Vice Chairman, Secretary, Treasurer and Concert Secretary who will be known as the Officers of the choir and will be registered as the Trustees of the choir with the Charity Commission.
 - ii)** Website/Media Editor and four elected representatives (one from each section of the Choir) and will be registered as the Trustees of the choir with the Charity Commission.
- d)** The members of the committee shall be elected annually at the AGM, they shall go out of office each year but shall be eligible for re-election.
- e)** Four members, at least one of whom shall be an Officer of the choir, shall constitute a quorum.
- f)** The committee may co-opt members as necessary, but they will not have a vote at committee meetings.

- g) The committee must ensure that a Safeguarding Officer is appointed, and this appointment is reviewed on an annual basis at the AGM. The Safeguarding Policy will be displayed on the choir website.
- h) The committee must ensure that a Data Protection Officer is appointed, and this appointment is reviewed on an annual basis at the AGM. The Privacy Policy will be displayed on the choir website.
- i) The committee may appoint such special or standing committees as may be deemed necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the committee as soon as possible. No expenditure shall be incurred by such special or standing committee on behalf of the charity except in accordance with a budget previously agreed by the committee.

13) COMMITTEE MEMBERS

The committee members shall always act in accordance with the Constitution and rules of the choir.

a) **CHAIRMAN** shall:

- i) take the Chair at all AGM, general and committee meetings.
- ii) be an authorised signatory of the choir regarding the choir's Form of Mandate.
- iii) inform the Secretary when meetings of the choir or committee are required and, with the Secretary, decide on the agenda.
- iv) be registered as a Trustee of the choir with the Charity Commission.

b) **VICE CHAIRMAN** shall:

- i) deputise for the Chairman in his absence and assume full responsibility of the Chairman on such occasions.
- ii) be registered as a Trustee of the choir with the Charity Commission.

c) **SECRETARY** shall:

- i) be an authorised signatory of the choir regarding the choir's Form of Mandate.
- ii) summon and attend all AGM and general meetings of the choir and prepare appropriate agendas in conjunction with the Chairman, taking minutes of such meetings.
- iii) be registered as a Trustee of the choir with the Charity Commission.
- iv) maintain records and lists of members and their contact details as per current government Data Protection rules and regulations and the choir's Privacy Policy.

- v) be responsible for the administration and correspondence of the choir including any updates and returns to the Charity Commission.
- vi) have all correspondence for the choir members go through him to be forwarded to the relevant members who need the information.

d) TREASURER shall:

- i) be an authorised signatory of the choir regarding the Choir's Form of Mandate.
- ii) be responsible for receiving all money due to the choir and for banking and safe custody of those items.
- iii) be responsible for the prompt payment of all accounts and keeping accurate records to enable him to present every AGM, or at any other time on reasonable notice, a report and statement concerning the finances of the choir.
- iv) be registered as a Trustee of the choir with the Charity Commission.
- v) liaise with the Secretary concerning the returns to the Charity Commission.
- vi) be responsible for ensuring that the choir is adequately covered for Public Liability, Employers Liability, Trustee Indemnity, and all assets are insured.

e) CONCERT SECRETARY shall:

- i) be responsible for completing the arrangements for all concerts (in collaboration with the Chairman and Musical Director) and arranging transport if necessary.
- ii) be registered as a Trustee of the choir with the Charity Commission.

f) WEBSITE/MEDIA EDITOR shall:

- i) be responsible for promoting and reflecting the choir and its charitable activities on Social Media platforms in collaboration with the Chairman and the committee. Ensuring that all content regarding the choir and its activities meets with data protection requirements.
- ii) ensure that the members area password is changed every 6 months.
- iii) be registered as a Trustee of the choir with the Charity Commission.

g) SECTION REPRESENTATIVES shall:

- i) attend committee meetings to enable them to bring forward matters, for consideration and report back to their sections any information of a non-confidential nature that is necessary for the good of the choir in general.
- ii) maintain a register of attendance and check on anyone whose attendance seems irregular.
- iii) be registered as a Trustee of the choir with the Charity Commission.

14) EXCLUSION OF LIABILITY

Neither the choir nor any Officer thereof shall be liable to any member or guest of a member for any loss or damage to any property occurring from whatever cause in or about the choir premises; nor for any injury any member or guest whilst on or entering or leaving the choir premises.

15) PRESIDENT / VICE PRESIDENT

The choir may, at its AGM, elect a President and a Vice President who shall not be involved in the management of the choir but may attend and speak, but not vote, at committee meetings.

16) MUSICAL TEAM

a) MUSICAL DIRECTOR shall:

- i) be appointed by the choir at the AGM or at any General Meeting convened for that purpose.
- ii) Have duties consisting of: - conducting at all concerts, supervising practice sessions, testing the abilities of new members [as per Rules 8b(i), 8b(iv) and 8b(vii)], collaborating with the Chairman and Concert Secretary regarding venues and consulting with them about the content of concerts.
- iii) be remunerated by negotiation with the Officers of the committee.
- iv) be invited to committee meetings when items of a musical nature are to be discussed but not have a vote.

b) ASSISTANT MUSICAL DIRECTOR shall:

- i) deputise for the Musical Director in their absence.

c) ACCOMPANIST shall:

- i) be appointed by the choir at the AGM or at any General Meeting convened for that purpose.
- ii) provide musical accompaniment by playing a piano or keyboard at practice sessions or concerts.
- iii) be remunerated by negotiation with the Officers of the committee.

d) DEPUTY ACCOMPANIST shall:

- i) deputise for the Accompanist in their absence.