

HUNTINGDON MALE VOICE CHOIR
CONSTITUTION

THE CHOIR

1. The Choir shall be called "The Huntingdon Male Voice Choir."
2. It shall be non-political, non-sectarian.

OBJECT

- 3A. The object of the Choir shall be the study and practice of choral music for the enjoyment of the members, and in order to foster public knowledge and appreciation of such music by means of public performance.
- 3B. The other object of the Choir is to assist and support such charitable institutions or purposes as the committee shall from time to time determine.

OFFICERS

4. Officers of the Choir shall consist of: Chairman, Secretary and Treasurer.

COMMITTEE

5. The management of the Choir shall be conducted by a "Committee" consisting of the Chairman, Secretary, Treasurer, Musical Director, Librarian, Membership Secretary, Events Organiser, Publicity Secretary and any other members the Committee may wish from time to time to co-opt, either as a full committee member or to serve on designated sub-committees.

ELECTION OF OFFICERS AND COMMITTEE

6. The Officers and Committee of the Choir shall be elected by a majority of the Members voting, by ballot if necessary, at the Annual General Meeting which shall be held annually in July, or at a Special General Meeting. Two weeks notice shall be given of the meeting and nominations for office shall close one week before the meeting. The office of Chairman shall be held for a period of three years.
7. The Committee shall meet at times when business warrants. A quorum shall be formed by four members including either the Chairman or the Secretary. The Committee shall produce minutes of meetings to serve as a record of conclusions reached, decisions taken and agreed. Excepting

certain day to day routine management decisions taken by the officers of the choir, and occasions when the Choir as a whole formally votes at AGM or at Special General Meetings, the committee shall be the sole body for approving plans and business decisions on behalf of the choir. All decisions taken by the committee shall be recorded in minutes of meetings, or in supplementary notes when decisions are taken ex-committee, and be the basis for agreed action.

MEMBERSHIP

8. A member shall be a person approved by the Musical Director, after audition and duly ratified by the Committee.
9. Former members wishing to rejoin shall make application to the Secretary and may be required to take a further audition.
10. Members are expected to maintain a frequent and regular attendance record at concerts and choir practices and in particular, where possible an exemplary attendance at practices immediately before concerts.
11. Choir Discipline. For good and sufficient reason the membership of any individual may be terminated by the decision of the Committee, provided that the individual shall have the right to be heard by the Committee before the decision is finalised.
12. The Committee or any member of the Choir may propose Patrons or Life Members of the Choir, subject to a vote by the Choir at AGM or Special General Meeting.

FINANCE

13. The Membership subscription rate shall be determined at the Annual General Meeting. Members shall pay such subscriptions as the committee may propose and which are ratified by the Choir at AGM or a Special General Meeting.
14. The Financial Year of the Choir shall terminate on 31 May. The financial position of the choir shall be regularly reviewed by the Committee and appropriate budgeting practices adopted. Budgeting and the control of expenditure shall be done in accordance with the committee's written financial rules.
15. Suitable bank accounts shall be maintained in the name of the Choir and operated under the signatures of either the Treasurer or, if circumstances dictate, the Secretary.
16. Reasonable out of pocket expenses, incurred by members on the authorised business of the Choir will be reimbursed at the discretion of the Committee and Treasurer.

17. As matters are discussed and votes taken in committee, any member of the committee with a personal pecuniary interest in an issue under consideration shall withdraw and not vote.
18. It is the committee's duty to scrutinise all proposals for their financial implications and to approve all choir expenditure before commitments are entered into. Retrospective approval should only be granted in exceptional circumstances.

MUSIC AND CHOIR PROPERTY

19. All music is to remain the property of the Choir, and must not be sold or loaned without the sanction of the Committee. No music may be borrowed for any purpose without permission from the Librarian.
20. The choice of music shall be in the hands of the Musical Director. Programme selection for concerts shall be in the hands of the Musical Director.
21. An inventory of Choir property shall be maintained, listing items owned and their custodian.
22. The electronic piano owned by the Choir is not to be used for any other purpose than for accompanying the Choir, unless express permission is obtained from the Committee. Adequate insurance cover is to be maintained to cover the full cost of replacement of music and equipment, and renewed annually.

GENERAL

23. A Special General Meeting may be called with 14 days notice at the request of at least 15 members.
24. The Constitution of the Choir shall only be altered at the Annual General Meeting or a Special General Meeting, duly called.
25. If, upon winding up or dissolution of the Choir, there remains any property whatsoever, after satisfaction of all its debts and liabilities, the same shall not be distributed among the Members of the Choir but shall be given to some charitable institution or institutions having objects similar to those of the Choir. Such institution or institutions are to be determined by the Members of the Choir at or before the time of dissolution, and in so far as effect cannot be given to such provision, then to some charitable object.
26. A copy of these rules shall be given to each Member.

Constitution agreed at AGM July 2014