

# **TWYFORD SINGERS**

## **Constitution and Rules**

### **1. NAME**

The Society shall be called the TWYFORD SINGERS.

### **2. OBJECTS**

- a. The object of the Society shall be to promote, improve, develop and maintain public education in, and appreciation of, choral music by the presentation of public concerts and by such other ways as the Society through its Committee shall determine from time to time.
- b. In so far as the proceeds from any concert are not required to further the object of the Society, part or all of those proceeds may be donated for other charitable purposes at the discretion of the Committee.

### **3. MEMBERSHIP**

- a. Membership of the Society shall be open to any person interested in furthering the objects of the Society and who has paid the annual subscription at the appropriate rate. Every member shall have one vote.
- b. The Society's season shall start in September and continue during school term time. The annual subscription shall be paid either in its entirety in September or two instalments (one in September and one in January).
- c. Applicants for membership must satisfy the Musical Director as to reasonable musical ability and must agree to abide by the Society's rules.
- d. A register of attendance shall be kept. Should a member miss more than one rehearsal in the final five week period before a concert or performance, he or she may, at the discretion of the Musical Director, forfeit eligibility for appearance in the concert or performance.
- e. 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 said Committee before the decision is final.

### **4. OFFICERS & COMMITTEE**

- a. The Officers of the Society shall consist of the Chairman, Secretary, and Treasurer. The Officers are the Charity Trustees.
- b. Management of the Society shall be vested in a Committee consisting of Chairman, Secretary, Treasurer, and four other elected members. Other members may be co-opted as required to cover additional roles required in running the choir, as identified and agreed by the Committee.
- c. The Officers and the other Committee members shall be elected by and out of the Society's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election.
- d. The Musical Director shall be an ex-officio member of the Committee and invited to attend meetings but without voting rights.

### **5. MANAGEMENT**

- a. All arrangements for concerts and other events and the control of finance shall be in the hands of the Committee.
- b. The Committee shall keep minutes of the proceedings at meetings of the Committee and shall ensure that these are stored safely, and that they are available for inspection as required.

# TWYFORD SINGERS

## Constitution and Rules

- c. The Committee may from time to time make and alter Standing Orders for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No Standing Order may be made which is inconsistent with this constitution.
- d. The Committee may appoint sub-committees for the purpose of performing any function which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee. At least one member of a sub-committee shall be a member of the Committee. All acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.
- e. The Committee shall have the power to invite or engage guest artists for any performance as may be necessary upon the advice of the Musical Director.

### 6. MUSIC

- a. All music is the property of the Society and must not be sold or loaned without sanction from the Committee. No music may be borrowed by a member for any purpose without permission from the Librarian and at least one Officer of the Society.
- b. The Musical Director shall be responsible for the choice of music subject to the approval of the Committee.

### 7. FINANCE

- a. The financial year shall end on 30 April.
- b. A suitable bank account shall be maintained in the name of the Society and operated under the signatures of any two of the Chairman, Secretary, Treasurer and one other member authorised by the Committee.
- c. The Accounts shall be subjected to an Independent Financial review between the end of the Society's financial year and the date of the Annual General Meeting.
- d. The annual subscription shall be decided by the Committee and announced at the Annual General Meeting.
- e. The Society may receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.
- f. The income and property of the Society shall be applied solely towards promoting the objects of the Society as set forth above. No portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.
- g. On the winding up of the Society, any remaining assets shall be handed over to a society or association having similar aims and objectives.

### 8. ANNUAL GENERAL MEETING

- a. There shall be an Annual General Meeting not later than the end of July of which at least 14 days written notice shall be given to all people on the membership roll.
- b. The Committee shall present to each AGM the report and accounts of the Society for the preceding year.
- c. Nominations for the election of Officers and other Committee roles 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 AGM.
- d. An election shall be held for each Officer or Committee role where more than one nomination has been received.

# TWYFORD SINGERS

## Constitution and Rules

- e. Members may invite such persons as they think fit to accept appointments in any of the following non-executive capacities:
  - Patron;
  - President;
  - Vice-Presidents.
- f. Honorary life membership of the Society may be awarded, by agreement of the Committee and confirmation at the Annual General Meeting, to members who have rendered outstanding service to the Society.

### **9. SPECIAL GENERAL MEETING**

Special General Meetings may be called by the Committee, or by the Secretary, on written request being made by not less than 25% of the paid-up membership giving at least 14 days' written notice of the meeting to all people on the membership roll. The notice must state the business to be discussed.

### **10. PROCEDURE AT GENERAL MEETINGS**

- a. The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every General Meeting of the charity.
- b. There shall be a quorum when at least 25% of the members of the Society at the time or 12 members, whichever is the greater, are present at any General Meeting .

### **11. ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the Constitution and Rules must be sent out with the notice of the Annual or Special General Meeting and agreed by two-thirds majority of the members present at the meeting, provided that no alteration is authorised which shall have the effect of the Society ceasing to be a charity.

No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 7h (distribution of assets), or clause 7i (dissolution), without the prior written consent of the Charity Commission.

July 2013

*(approved at the Annual General Meeting of Twyford Singers, 2/7/2013, URC Church Hall Twyford)*