

CAWTHORNE CHORAL SOCIETY

CONSTITUTION AND RULES

1) TITLE

The name of this organisation shall be "Cawthorne Choral Society." It shall be non-political and non-sectarian.

2) OBJECTS

- a. To advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, by the presentation of concerts and other activities.
- b. To advance such charitable purposes (according to the law of England and Wales) for the public benefit by providing grants and other support to registered charities and/or other organisations as the trustees shall from time to time determine.

3) TRUSTEES AND OFFICERS

The officers of the choir shall consist of a minimum of three Charitable Trustees, who may be appointed as one of the officers for the time being and also Chairman, Secretary, Treasurer, Membership Secretary, Concert Secretary, Tickets Secretary, Patrons Secretary, Publicity Secretary, Librarian, and Section Representatives. The specific role of the Trustees shall be to oversee the management of the Society and ensure it is run in a proper way, meeting all requirements of the Law.

Trustees can be paid legitimate expenses incurred on behalf of the choir. Any other trustee's payments must be with the approval and/or permission of the Charity Commission and in accordance of the Trustees Act 2000 and section 185 of the Charities Act 2011.

Trustees shall have the power to raise funds and to invite contributions providing that in doing so the committee shall not undertake any substantial trading activities and shall conform to all requirements of the law. Trustees will also have the power to buy, hire, lease or exchange any property necessary for the achievement of the objects of the Society and to maintain and equip it for use.

A Trustee shall cease to hold office if he or she ceases to be a member, resigns, is medically unfit, is absent from meetings for 12 months or is disqualified from acting as a trustee by law.

4) TRUSTEE MEETINGS

Trustee meetings with at least two trustees and with two other officers present as advisors shall be minuted with a private and confidential record of proceedings unless specifically authorised to be shared with the Management Committee.

5) COMMITTEE

The management of the choir shall be conducted by a committee consisting of Trustees, Chairman, Secretary, Treasurer, Officers, Section Representatives and other members co-opted to carry out business matters and organisation.

The Musical Director is a non-voting member of the committee but will act in an advisory capacity liaising between the Music Steering Group and the committee.

6) ELECTION OF OFFICERS AND COMMITTEE

The Trustees, 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 as soon as possible before 30th September each year. Trustees and Officers will be elected for a period of one year but may be re-elected at the choir's Annual General Meeting. Nominations for vacancies with a seconder should be submitted to the Chair at least two weeks before the AGM.

7) MANAGEMENT COMMITTEE

The committee shall meet regularly, at least once per term. A quorum shall consist of at least one trustee plus five committee members including at least two of the Chairman, Secretary and Treasurer. Any resolutions shall be passed by a majority vote. The committee shall keep minutes of the proceedings of all meetings and ensure that these are kept safely and available for inspection if required.

8) MEMBERSHIP

- a) Membership shall be open to any person without audition.
- b) Members shall be required to pay an annual subscription. The amount of such subscription shall be determined by the members at the Annual General Meeting. This must be paid preferably by the end of September of the new choir year and at the latest by the end of October of the year. Members joining partway during the year will still pay the full subscription.
- c) Regular attendance will be expected with a commitment to attending at least 75% of rehearsals to ensure participation in concerts. If this condition is not met, participation will be at the discretion of the Musical Director. A weekly attendance record is maintained and members are expected to notify the relevant section representative should they not be able to attend.
- d) Members Concert Dress Code. This consists of black trousers and dinner jacket or dark suit and white shirt with jade green bow tie for the gentlemen and either black trousers or long black skirt and black round necked T shirt and jade green jacket for the ladies; bow ties and ladies' jackets are provided by the choir from choir funds. Informal dress at some concerts will be announced by the committee on certain occasions.
- e) A full list of members' names, addresses, contact details and permissions shall be kept securely and may be made available to any member on request, provided always that Data Protection information sharing permissions are in place.

9) MUSIC

- a) Copies of musical scores shall be provided for members for rehearsal purposes and shall remain the property of the choir or the hire company. A

choir librarian shall be appointed by the committee and this person will be responsible for maintaining an organised library and continuous record of musical scores belonging to both to the Society and hired-in or borrowed.

- b) Items of music to be performed at all performances shall be selected by the Musical Director in consultation with the Music Steering Group selected by committee.

10) APPOINTMENT OF MUSICAL DIRECTOR, ACCOMPANIST, FEES & EXPENSES

The Musical Director and Accompanist shall be appointed by the committee and their fees and expenses shall be authorised by the members of the Society as a whole. The Musical Director and Accompanist will be given service agreements confirming their roles, responsibilities and remuneration.

11) TRAVEL

Members shall be required to provide their own transport to venues for public performances.

12) EXPENSES

On production of the relevant receipt, officers and members of the Society shall be reimbursed from choir funds by the Treasurer, for legitimate out-of-pocket costs incurred on behalf of the choir, subject to scrutiny and approval, up to a maximum value of £100. The maximum value can be amended by agreement of the committee. If exceptionally and on a case-by-case basis, the amount requiring to be reimbursed is above the limit the Treasurer should seek written authorisation from the Chair.

13) FINANCE

- a) Cawthorne Choral Society is a not-for-profit organisation. Any income and property of the group shall be applied solely towards promoting the objects and aims of the group. The distribution of profits or assets among group members is prohibited.
- b) The financial year of the choir shall commence on 1st September and terminate the following 31st August.
- c) The financial position of the choir shall be reviewed at each meeting of the committee.
- d) The Treasurer shall be required to produce annual financial accounts for each year ending 31st August.
- e) The Annual Financial accounts shall be subject to an independent examination by a non-committee member, preferably a member of the Society.
- f) The Treasurer shall be instructed by the committee to open a bank account and or building society account in the name of the choir. The account may be operated via internet banking and the Chair, Treasurer and Secretary shall be set up as authorised users and cheque signatories. Payments shall be made by the Chair, Treasurer or Secretary via internet banking up to a maximum of £500 per day.
- g) Should circumstances arise that the Treasurer is unavailable it would be acceptable for either the chair or secretary as the two other signatories nominated by the committee to sign cheques as required.

14) FUND RAISING

Funds may be raised by any method with the approval of the committee.

15) GENERAL

- a) Should the necessity arise, a Special General Meeting may be called by a written request to the Chairman of at least 25% of the membership or at the request of the committee.
- b) The Constitution and Rules of the choir shall only be revised at the Annual General Meeting or an Extraordinary General Meeting (EGM). This shall be carried out by giving a minimum of two weeks' notice to the members of the intention to hold such a meeting, together with any proposed changes. The vote must be carried by a 2/3 majority of the membership in the meeting.
- c) Should, upon the winding up or dissolution of the choir, there remain any property whatsoever after the discharge of all debts and liabilities, the same shall not be paid or distributed among members of the choir but shall be given or transferred to other such charitable institution(s) having objects similar to the objects of the charity as the members of the charity may determine or failing that shall be applied for some other charitable purpose.
- d) A copy of the Constitution and Rules shall be given to each choir member.

16) EQUAL OPPORTUNITIES POLICY

Cawthorne Choral Society is an equal opportunities organisation which welcomes singers regardless of age, race, religion, disability, gender or sexual orientation.

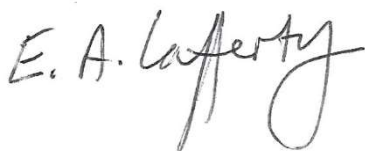
Signed 27 September 2023



Roger Perry, Acting Chair



Caroline Parker, Treasurer



Elizabeth Lafferty, Secretary