

YATE CHORAL SOCIETY

Rules and Constitution

1. Name

- a) The Choir shall be called **Yate Choral Society**, hereinafter referred to as the Society and shall be non-political and non-sectarian.

2. The Objects

- a) The study and practice of Choral music in order to foster public knowledge and appreciation of such music by means of public performance.
- b) To assist and support such Charitable Institutions or purposes as the Committee shall from time to time determine.

3. Membership

- a) The Society is an adult only (18 years old upwards) choir and welcomes all individuals with an interest in singing.
- b) Individuals below the age of 18 may be considered for membership, but the committee must ensure appropriate safeguarding compliance is in place before accepting any individual.
- c) There shall be no discrimination concerning membership with regard to race, gender, sexual orientation or age.
- d) There shall be 3 grades of membership:
 - i. A FULL MEMBER (or singing member) shall be a person who would normally attend regular rehearsals and sing (as available) in all concerts. An individual may attend up to a maximum of 3 'trial' rehearsals, singing alongside regular members before confirming they wish to join. At this point the Musical Director has the discretion to request a simple voice test (either with the individual or in a small group). Once accepted, an annual membership fee (Subscription/Subs) is due and music, as required is issued, for which the member is responsible for safe keeping and return when requested.
 - ii. An ASSOCIATE MEMBER is an individual who wishes to support the Society but does not wish or is not able to be involved with activities on a regular basis. Associate members are accepted on payment of the appropriate annual fee (Subscription/Subs). Associate members may not stand for the committee and do not have voting rights.
 - iii. HONORARY MEMBERSHIP is bestowed on an individual who has given exceptional service over many years to the Society. An individual may be proposed to or by the committee for Honorary membership, which subject to the committees agreement must be put to a General Meeting (Annual or Extraordinary) to obtain agreement of

the membership. Honorary membership is limited to a maximum number of individuals as periodically agreed by the committee. No membership fees are payable for this grade.

- e) Any member joining part-way through a session shall pay a pro rata percentage of the annual subscription, as calculated by the Treasurer.
- f) Any FULL member who does not attend the last three rehearsals before a concert may only take part in the concert at the discretion of the Musical Director.
- g) Members are required to wear the choir uniform as periodically agreed by the Committee, for concerts and any other specified occasions
- h) 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 any decision is made final. The member is entitled to be accompanied by another person at any meeting with one or more committee members.

4. Officers and Committee

- a) The Officers of the Society shall be the Chair (Chairman or Madam Chairman), Secretary and Treasurer.
- b) Management of the Society shall be carried out by the Committee, consisting of the Officers and five other members who will be elected at the Annual General Meeting
- c) Full & Honorary members willing to stand for the committee can be nominated and seconded by Full and Honorary members only. If more members are nominated than positions available, a vote shall be held, by secret ballot if necessary. Only members attending the AGM in person may vote. Committee members shall hold office for one year and be eligible for re-election subject to nomination as above.
- d) The Committee shall meet at least four times a year. A quorum shall be four, including at least two of the Officers
- e) The Committee may co-opt up to 2 other society members if required for purposes of the business of the Society. Co-opted members have full committee voting rights.
- f) At the first meeting following the Annual General Meeting the Committee shall appoint the Vice-Chair, Publicity Officer(s) and Librarian(s).
- g) The committee are responsible for periodically appointing a Musical Director and Accompanist. These positions may be sourced externally or from within the membership and are subject to remuneration. If an appointment is from within the membership, then remuneration is permitted but shall not exceed that which would normally be paid externally.
- h) The Musical Director shall be an ex officio member of the Committee but shall not have voting rights, unless a fully paid-up member, and elected to the committee in accordance with clause 4b.

- i) All arrangements for concerts, other Society events, and the control of finance, shall be in the hands of the Committee.
- j) Choice of music shall be the responsibility of the Musical Director, subject to the approval of the Committee.
- k) All committee decisions shall be by majority vote, with the meeting Chair having the casting vote in the event of a tie.

5. Finance

- a) The Society financial year shall be January 1st to December 31st.
- b) A suitable bank account shall be maintained in the name of the Society and operated under the signatures of any two signatories from the Officers and one other Committee member, nominated by the Committee.
- c) Rates of annual subscription shall be recommended by the Committee and approved by the Annual General Meeting. When a subscription has been agreed by the AGM the amount shall become due on that date. If an individual's subscription remains unpaid after one month a surcharge of 10% will be added and if it remains unpaid after 2 months, membership will be deemed to have been terminated.
- d) The Society's accounts shall be independently examined each year before the AGM by a suitable person appointed at the Annual General Meeting.
- e) Reasonable out-of-pocket expenses incurred by members on the authorised business of the Society will be reimbursed at the discretion of the Committee.
- f) Fees payable to the Musical Director and Accompanist shall be agreed by the Committee. Should either be absent from a rehearsal or concert, the appropriate fee shall be paid to a substitute. These fees shall be reviewed annually or on appointment of a new Musical Director or Accompanist, whichever is the sooner.
- g) The Society may receive donations, grants and financial guarantees, and tickets for any or all of its concerts and other events may be offered for sale to the public at rates decided by the Committee.
- h) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as stated in Rule 2 above and 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.

6. Annual General Meeting

- a) All members shall be notified at least fourteen days in advance of the Annual General Meeting (AGM) which shall be held not later than March each year. Nominations for the

Officers and Committee shall be submitted to the Secretary not less than seven days before the meeting.

- b) The Annual General Meeting shall receive and be asked to approve the accounts for the previous year.
- c) The Annual General Meeting shall elect the Officers and Committee as laid down in Rule 4b above and appoint a suitable person to examine the accounts as laid down in Rule 5d.
- d) The Annual General Meeting shall receive reports from the Chair & Musical Director.
- e) Other business may be discussed at the Annual General Meeting, but the Chair may request deferral of some topics to the next committee meeting or a future General Meeting.
- f) An Extraordinary General Meeting may be called at the written request of at least four members or by the committee, giving at least fourteen days' notice. No business may be discussed at an EGM other than as defined in the calling notice.
- g) The Rules of the Society shall only be altered at the Annual General Meeting or at a duly convened Extraordinary General Meeting. Fourteen days' notice of any proposed alterations shall be sent to all members and a two-thirds majority of those attending shall be required for any alteration to be ratified. This clause also applies to any proposals to winding up or dissolving the Society.
- h) No alteration shall be made which would cause the Society to cease at any time to be a Charity at law and no change shall be made to this Rule (6h) or to Rule 7 without the written approval of the Charity Commission.
- i) Except as otherwise defined herein all decisions at General Meetings shall be by simple majority, with the meeting Chair having the casting vote in the event of a tie.

7. Dissolution of the Society

- a) If at an Annual General or Extraordinary General Meeting the members vote for the winding up or dissolution of the Society, any assets remaining after the satisfaction of all its debts and liabilities shall be given or transferred to some Charitable Institution or Institutions having objects similar to those of the Society and whose rules preclude the distribution of income and assets among its or their members. Assets shall not be distributed among the Society members.
- b) Such Institution or Institutions shall be determined by the members at or before the time of dissolution and in so far as effect cannot be given to such provision then to some Charitable object.

8. A copy of these Rules and Constitution shall be given to each member.

REVISION DATED: February 2024

APPROVED BY AGM: 12th March 2024