



## CONSTITUTION

- 1) **TITLE** – the name of the society shall be Cambridge Harmony Chorus, hereinafter referred to as the Chorus.
- 2) **OBJECT** – the Mission Statement of the Chorus is: “To advance, improve and maintain public education in and appreciation of the art and science of barbershop and 4 part close harmony singing in all its aspects particularly but not exclusively through:
  - the performance and presentation of singing; and
  - the provision of educational workshops for members of the public.”
- 3) **MEMBERSHIP:**
  - a) The Chorus will have Prospective and Full members (hereinafter collectively referred to as members or Chorus members).
  - b) Full Membership of the Chorus is open to any woman aged 16 or over after an audition has been established to the satisfaction of the Musical Director and Music Team. A prospective member may re-audition if necessary.
  - c) The Chorus will vote to accept a Prospective member with a two thirds affirmative vote of those present.
  - d) The Chorus shall not permit the introduction of political, religious or similar controversial issues into its affairs.
  - e) Members below eighteen years of age shall not be eligible to vote on administrative matters affecting the Chorus including the election of the Musical Director and elections for vacant posts on the Management Team.
  - f) Membership is automatically terminated if a member is absent, without a granted leave of absence from 12 consecutive rehearsals and does not, after written notice, either return to the Chorus or contact the Chorus Chair within 7 days.
  - g) Any member may be removed from membership by a two thirds vote of the Chorus membership for conduct which is flagrantly detrimental to the harmonious functioning of the Chorus, or for other conduct inconsistent with the privileges of membership or other good and sufficient cause as determined by the Management Team. No member shall be removed until she has been given written notice of the charges against her and shall be given an opportunity to produce, before the Management Team, evidence to refute such charges.
- 4) **SUBSCRIPTIONS:**
  - a) Prospective and Full members will pay annual subscriptions agreed by the Chorus members at the AGM.
  - b) Subscriptions are payable quarterly or monthly by standing order only and members are expected to pay their subscriptions on the agreed due dates.

- c) Any member in default of the subscription without notice to the Treasurer, is suspended from all privileges of membership and if, after written notice, default is not remedied within a period of 60 days, her membership automatically terminates.
- d) Any member who is absent from rehearsals for long periods of time through illness may, at the discretion of the Chorus Chair, pay a reduced subscription for the period(s) of absence.
- e) Prospective members' first 3 visits are free and thereafter full subscriptions paid by Prospective members will be in accordance with Chorus practice.
- f) All members aged 25 or under will pay half of all subscriptions.

#### 5) **LEAVE OF ABSENCE**

- a) Any member who finds an extended absence necessary may request a leave of absence from the Chorus for up to 3 months before losing any statutory rights. The period can be extended for a further 3 months, upon written request, if necessary.
- b) A member of the Management Team who finds it necessary to request a leave of absence from the Chorus must resign her position on the Team. A suitable deputy will be appointed by the Management Team.
- c) Members on leave of absence must continue to pay their subscriptions. (Where financial hardship may be caused, application in writing to the Chorus Chair can be made for special arrangements).
- d) A member who has been on an extended leave of absence for longer than twelve months will be expected to re-audition before returning to Chorus.

#### 6) **RESPONSIBILITIES OF CHORUS MEMBERS**

- a) Costumes bought by the Chorus must be maintained in suitable condition appropriate for performance appearances. The items remain the property of the Chorus and must be returned if a member leaves the Chorus. Costumes purchased by members remain the property of the member.
- b) When a member leaves, items bought through the Chorus may be sold back to the Chorus if the items, in the view of the Chorus Chair, are returned in good condition and still deemed to be current and potentially useful.
- c) Punctuality at rehearsals and performances is expected.
- d) Members are expected to show respect for the Chorus, and for one another, by avoiding unnecessary distractions during rehearsals.
- e) Public Performances – each member should make every effort to attend every performance given by the Chorus. A count of those willing to attend should be taken before a firm commitment is made by the Performance Secretary in consultation with the Musical Director. Members must have attended sufficient rehearsals to be able to perform to a good standard for sing-outs, that standard being determined by the Musical Director and Section Leaders.
- f) Any member wishing to resign from the Chorus should do so in writing to the Management Team. The resigning member is responsible for cancelling her subscription standing order.
- g) Music and learning tracks purchased with Chorus funds and provided to members by the Chorus are considered to be on loan and must be used for rehearsal purposes only. They must be returned when membership terminates.

#### 7) **OFFICERS & COMMITTEE:**

- a) The management of the Chorus shall be in the hands of a Management Team, which consists of 8 elected members, four of whom are the Chorus Chair, Chorus Vice-Chair, Treasurer and Secretary.
- b) Each year at the AGM the Chorus membership elects members to these posts, each for a 2 year term.

- c) Each year at the AGM the Chorus members elects 4 other members to the Management Team, each for a 1 year term.
- d) In addition, the Musical Director is an ex officio member of the Management Team.
- e) The same persons shall also be the trustees of the Chorus.
- f) The quorum will be 5 or one third of the trustees whichever is the greater.
- g) Further members may be co-opted by the Team and shall not have voting rights.
- h) In the event of a vacancy on the Management Team, the Chorus Chair appoints, within 30 days of the vacancy, a Chorus member to fill the unexpired term, subject to ratification by the remaining members of the Team.

**8) POWERS & DUTIES OF THE TEAM:**

- a) The Team is responsible for the management of the Chorus, and will carry this out in a reasonable and efficient manner.
- b) Chorus Chair –
  - i) Shall see that all orders and resolutions of the Chorus and Management Team are effected.
  - ii) She shall preside over all meetings of the membership and the Team and have a casting vote.
  - iii) It shall be her duty to see that all committees function and all officers fulfil their duties.
- c) Chorus Vice-Chair – shall perform the duties and exercise the powers of the Chorus Chair during the absence or disability of the Chorus Chair.
- d) Secretary –
  - i) Shall keep a clear and complete record of Chorus correspondence.
  - ii) She shall conduct all correspondence necessary for the proper function of the Chorus, keeping officers and membership currently advised.
  - iii) She shall give all notices as required, including notification to the Chorus members of the time, place and date of each Chorus team meeting.
  - iv) She shall record, file and distribute the minutes of all meetings.
  - v) She shall maintain current copies of the constitution.
- e) Treasurer –
  - i) Shall have custody of all Chorus funds and securities and shall keep in books belonging to the Chorus full and accurate accounts of all receipts and disbursements.
  - ii) She shall be responsible for the deposit of all money, securities and other valuable effects in such depositories as may be designated for that purpose by the Management Team.
  - iii) She shall disburse the funds of the Chorus as may be ordered by the Team, taking proper receipts for such disbursements.
  - iv) All cheques, drafts and orders for payment of money shall be signed in the name of the Chorus by the Treasurer and counter-signed by one of two other officers as the Team in its discretion may designate.
  - v) The Treasurer shall render at the AGM, and whenever requested by the Chorus Chair or the Team, a report of all her transactions as Treasurer and of the financial condition of the Chorus.
  - vi) The books of the Treasurer shall be audited annually at the close of the fiscal year as directed by the Management Team, the cost, if any, to be borne by the Chorus.
  - vii) She shall propose the amounts of subscriptions to be paid by Prospective and Full members and prepare a budget for the coming year in consultation with the Management Team.
- f) Any member of the Management Team who fails to perform the duties of her office or whose conduct is deemed prejudicial to the Chorus may be removed from her office by a two-thirds vote of the Management Team. No officer shall be so removed until she has

been given written notice of the charges against her and shall be given an opportunity to produce, before the Management Team, evidence to refute such charges.

- g) The Team shall endeavour to meet every 6 to 8 weeks at a pre-determined time and venue.
- h) Special meetings may be called by the Chorus Chair or a majority of the members of the Team as needed, with notification of time, place and purpose to be given to each Team member at least 7 days in advance.
- i) In pursuing the object of the Chorus, the Team may exercise the following powers:
  - i) Sell tickets and programmes, raise funds and invite contributions, but shall not undertake any substantial permanent trading activities.
  - ii) Buy, lease or exchange any property, and maintain and equip it for use.
  - iii) Sell or otherwise dispose of all or any part of the property of the Chorus.
  - iv) Co-operate with other charities and voluntary bodies.
  - v) Do things which are necessary to achieve the object of the Chorus which comply with the laws of England and Wales.

**9) MUSICAL DIRECTOR:**

- a) The Chorus shall have a Musical Director who is selected by two thirds or a majority vote of the Chorus membership, upon a recommendation from the Management Team.
- b) Termination of the role of Musical Director and related details are decided by a two thirds or majority vote of the Chorus membership upon a recommendation from the Management Team.
- c) Assistant Director(s) and Section Leaders will be chosen by the Musical Director with ratification by the Management Team.

**10) ANNUAL GENERAL MEETING** – the Chorus will hold an annual general meeting on a Monday in March. Members of the Chorus will be informed of the time, place and agenda of the AGM, 14 days in advance. The Chorus Chair, Treasurer, and the Musical Director will present reports at this meeting. Elections for vacant posts on the Team will be held. The budget for the coming year and subscriptions to be paid by Prospective and Full members will be approved or amended by a two thirds or majority vote of the Chorus membership. A quorum for the transaction of business at the AGM consists of a majority of the membership.

**11) SPECIAL CHORUS BUSINESS MEETINGS** – the Chorus Chair may, when necessary, call a special Chorus business meeting (with advance notice if necessary). A quorum for the transaction of business at any Chorus business meeting consists of a majority of the membership.

**12) FINANCES:**

- a) The financial year of the Chorus shall commence on 1 January.
- b) Bank and other accounts will be operated in the name of the Chorus, and shall require signatures of two members of the Management Team to be determined by the Team.
- c) Operating income is derived from the following sources:
  - i) Subscriptions
  - ii) Fund-raising
  - iii) Performances
  - iv) Donations etc.
- d) Expenses to be reimbursed by the Chorus or expended from Chorus funds are as follows and should be cleared by one other member of the Management Team and the Treasurer in advance:
  - i) Musical Director's subscriptions, education and travel expenses
  - ii) Fees and travel expenses for coaching and education

- iii) Flowers/cards/gifts for members as appropriate
- iv) Officers' telephone/stationery expenses
- v) Music and teach tracks
- vi) Costumes
- vii) Rent and charges for rehearsal and concert venues
- viii) Other expenditure as agreed by the Management Team
- e) Bills for payment are to be submitted to the Chorus Treasurer
- f) The records maintained by the Chorus Treasurer are to be audited annually by someone from within or outside the Chorus, appointed by the Management Team.
- g) The accounts shall be prepared in accordance with the Charities Act 1993, or other legislation which might succeed it.

**13) ASSETS & PROPERTY:**

- a) Chorus property consists of risers, costumes, music, sound and electrical equipment, publicity materials and sundry other items.
- b) The money and property of the Chorus shall only be used towards following the object of the Chorus. None of these shall be paid or transferred directly or indirectly to any trustee of the Chorus, except as legitimate expenses incurred on behalf of the Chorus.
- c) Upon termination of membership all Chorus property must be returned to the Team Leader at the last rehearsal or, in exceptional circumstances, within a month.

**14) DISSOLUTION** – the Chorus can only be dissolved by a vote at the Annual General Meeting or an Extraordinary General Meeting, which must be attended by 75% of Chorus members. In such an event, after any liabilities have been settled, or in the event of that Chorus no longer being in existence, any remaining property and money shall be donated to a charity registered under the laws of England and Wales for purposes the same as or similar to the objects of the Chorus. In the event of dissolution any liabilities shall be the collective responsibility of the Chorus members equally.

**15) AMENDMENTS TO THE CONSTITUTION** – The constitution may be amended by a two thirds majority of the Chorus members aged over eighteen present at any annual or special Chorus meeting. Notice of amendments must be sent to all members at least 14 days before such a meeting. No amendments may be made to clauses 1, 2, 14 or 15 without the prior consent in writing of the Charity Commissioners. No amendment may be made which would have the effect of making the Chorus cease to be a registered charity in law. The trustees will seek the prior advice of the Charity Commissioners for any amendments to the constitution.