

Audlem Voices Constitution

(November 2019)

1 Name

The Choir shall be called **Audlem Voices**.

2 Status

Audlem Voices shall be non-profit, non-political and non-sectarian.

3 Aims and Objectives

- To promote & encourage appreciation of choral music
- To contribute to the musical and cultural life of Audlem and district
- To offer public performances and recitals of choral music and any other collaborative works which the Musical Director, in consultation with the members, may decide upon

4 Officers

The Officers of the Choir shall, as a minimum, consist of:

- Chair
- Musical Director
- Treasurer
- Secretary

Other officers may be appointed as required - e.g.

- Librarian
- Stage Manager
- Publicity Officer
- Registrar
- Honorary Members

5 Committee

- Management of the Choir shall be conducted by a 'Committee' consisting of the Officers who shall be the Trustees of the Choir
- The Musical Director shall be an ex officio member of the Committee (i.e. has no voting rights) and be appointed following interview by the Committee and approval by the members after a suitable probation period
- The Committee shall be empowered to make other non-Committee appointments e.g. Accompanist. Such appointments shall require an interview (by the Chair and Musical Director) and a suitable probation period.
- All other Committee members shall be appointed from the Choir membership by election
- The Committee shall be empowered to co-opt further members as required, including honorary members. Such members shall not have voting rights.
- The Committee shall be empowered to review and amend the Rules of the Choir
- A copy of the Constitution and Rules shall be made available to all members

6 Election of Officers and Committee

- Officers of the Choir shall be elected annually by a majority of the Members voting at the Annual General Meeting or at a properly called Special General Meeting
- Two weeks notice shall be given of the meeting and nominations for office shall close one week before the meeting
- An outgoing Chair cannot hold another Committee position for a period of 12 months

7 Committee meetings

- The Committee shall meet once a month, or at other times when business warrants
- A quorum shall be formed by one third of the members of the Committee, including as a minimum the Chair, Musical Director and Secretary

8 Annual General Meeting and Special General Meetings

- The Annual General Meeting will be held once a year
- The AGM will include reports from the Chair, Musical Director, and Treasurer
- A Special General Meeting may be called by the Chair at any time, or within 28 days of a written request from a Member of the Choir, stating the subject matter and signed by at least one third of the Members
- Following an AGM or an SGM, the Committee shall meet to review the Rules and make any necessary amendments

9 Membership

- Audlem Voices shall be open to membership by men and women
- Members shall be approved by the Musical Director after an assessment
- Membership shall be by annual subscription
- Members are expected to attend all rehearsals
- Members shall be expected to follow the Rules of Choir as determined by the Committee
- If a member cannot attend a rehearsal, they must notify a member of the Committee
- The Musical Director has discretion to ask a member not to sing at a concert performance if they have not attended sufficient rehearsals to demonstrate a thorough knowledge of the concert programme
- The Committee may from time to time invite guest soloists and/or other Choirs or musical performers to perform at Audlem Voices concerts

10 Finance

- The Membership subscription rate shall be determined at the Annual General Meeting
- The Financial Year of the Choir shall terminate on the last day of June
- The financial position of the Choir shall be regularly reviewed by the Committee and reported at the Annual General Meeting
- Reasonable out of pocket expenses incurred by members on the authorised business of the Choir will be reimbursed at the discretion of the Committee
- Externally appointed roles (e.g. Musical Director, Accompanist) shall receive a stipend for their duties. The stipend shall be recommended by the Committee and approved by members at the AGM.
- Fees may be charged by the Choir for its engagements
- All monies raised by the Choir shall be devoted to Choir funds and handed to and handled by the Treasurer
- Bank cheques must be signed by any two of the following officers: Chair, Treasurer; Secretary or Musical Director
- Online banking transactions must be carried out by the Treasurer (the Primary User) or a delegate from the authorised cheque signatories and reported and reviewed at every committee meeting

11 Music

- All music purchased using Choir funds shall remain the property of the Choir and must not be sold, copied or loaned without permission from the Committee
- No music may be borrowed by a member for any purpose without permission from the Librarian
- The choice of music shall be in the hands of the Musical Director in consultation with the Committee
- Programme selections for concerts shall be in the hands of the Musical Director

12 Dissolution

- The Choir may be dissolved by a resolution passed by at least two thirds of the Choir at a Special General Meeting convened for the the purpose
- Disposal of Choir assets shall be determined at this meeting

Committee Roles

1 Musical Director

- Makes all final musical decisions, with due consideration to Choir members' views
- Decides repertoire, style, rehearsal technique, approach to performance, level of commitment needed, standards, etc
- Presents MD's report at AGM

2 Chair

- Calls, hosts and chairs Committee meetings
- Serves in any type of leadership role required throughout the year
- Supports and works closely with MD and Committee members
- Communicates relevant information to members verbally or by email
- Liaises with other organisations as necessary
- Is approachable and available to all Choir members
- Presents Chair's report at AGM

3 Secretary

- Records and makes available minutes of Committee meetings and AGM
- Keeps a register of members

4 Treasurer

- Manages the financial affairs of the Choir
- Keeps the books
- Reports the Choir financial position at Committee meetings
- Collects all monies from subscriptions, tickets and contributions
- Pays all Choir bills
- Presents Treasurer's financial report at AGM

5 Librarian

- Manages the Choir's music library

6 Stage Manager

- Places seating, piano and music stand for rehearsals and performances
- Manages flow of people onto the stage for performance
- Manages PA systems as required
- Liaises with front of house
- Manages interval
- Arranges gifts for soloists
- Keeps order

7 Publicity Officer

- Advertises Choir events and performances
- Liaises with printer to produce programmes, posters and tickets
- Arranges printing of material after approval by MD and Chair
- Distributes posters and tickets
- Arranges concert refreshments as required

Rules of the Choir

- AGMs will be held once a year in July
- Membership fees are reviewed annually and are currently £50 per annum
- Rehearsals are held weekly on Tuesdays
- Departing Choir members must return all musical scores belonging to the Choir to the Librarian
- Unless otherwise decided, Choir uniform will be worn at all performances. For ladies, the uniform consists of a black outfit and the official red decorated scarf. For men, the uniform consists of a black suit, white shirt, and the official red bow tie

The decorated scarf and bow tie will be loaned by the Choir, and must be returned on departure from the Choir