



# Skipton Choral Society

## CONSTITUTION (FOURTH EDITION)

This revised Constitution was adopted at the Annual General Meeting on 6 March 2023. The document shall be placed on the Choir's website and shall be available to all members.

1. The Choir shall be called Skipton Choral Society, also known as Skipton Choral.
2. It shall be non-political and non-sectarian. No individual shall be excluded from membership of the Choir, or from serving in any official capacity, on the grounds of race, colour, age, religion, sexual orientation, disability or political affiliation.
3. The Objects of the Choir shall be:
  - (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 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 Committee sees fit, including through the presentation of public concerts and recitals;
  - (c) To assist and support such Charitable Institutions or purposes as the Committee shall from time to time determine.

### Choir Members

4. The Members of the Choir shall be those who pay the annual subscription at the appropriate rate or rates as shall be determined in accordance with Article 12 below, all subscriptions being payable in advance, or by regular payments.
5. All duly accepted members shall be expected to be regular in attendance at rehearsals and concerts, and to advise the Membership Secretary of any non-attendance on grounds of illness or other cause. The Committee may from time to time make rules limiting attendance at concerts to those who have attended a minimum number of rehearsals.
6. Every member shall have one vote.
7. 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 any decision is made final.

### Trustees

8. As the Society is a registered charity, all of its Committee members are charity trustees in law.

### Committee

9. The financial, legal and other operations of the Choir, together with its day to day management, shall be conducted by a Committee consisting of a Chairman, Secretary, Treasurer and Librarian, as a minimum. Members may be co-opted to serve on the Committee, subject to election at the following Annual General Meeting. The Chairman shall be elected at a General Meeting of the Choir. The

Secretary and Treasurer, and other office-holders, shall be appointed by the Committee, subject to election at the Annual General Meeting under Article 16 below.

10. The Committee shall meet when business warrants. A quorum shall be formed by three members of the Committee including any two of the Chairman, Secretary and Treasurer.

11. The Membership subscription rate shall be determined by the Committee, subject to approval by an Annual General Meeting.

#### Musical Director & Accompanist

12. A Musical Director (MD) shall be appointed by the Committee. The MD shall be an ex-officio member of the Committee and attend its meetings but without voting rights. The MD shall be paid an honorarium, agreed annually by the Committee and paid monthly in arrears, and travel expenses agreed by the Committee. The MD will be expected to attend rehearsals and concerts regularly and will if necessary appoint a deputy. Programme selection for concerts and the choice of music shall be in the hands of the MD in consultation with the Committee.

13. When a vacancy occurs for the position of MD, the Committee shall advertise the position as widely as practicable, hold auditions among the candidates deemed suitable, and consult Choir members before making a final choice of the candidate to whom the position should be offered.

14. An accompanist shall be appointed by the Committee and shall be paid an honorarium and travel expenses agreed by the Committee. He/she shall be expected to attend rehearsals regularly.

#### General Meetings

15. An Annual General Meeting shall be held in March each year or any other date sanctioned by the Committee. The meeting shall be chaired by the Chairman of the Committee. Two weeks' notice shall be given of the meeting. Nominations for office shall close one week before the meeting. The accounts for the previous year, duly approved by the Committee, shall be circulated to members at least one week before the meeting for their approval at the meeting.

16. The Committee of the Choir shall be elected by a majority of the members voting, by ballot if necessary, at the Annual General Meeting.

17. A Special General Meeting may be called with 14 days' notice by the Committee, or at the request of at least one-third of the members of the Choir. At any General Meeting there shall be a quorum when at least 10% of members are present. The Secretary or other person appointed by the Committee shall keep a full record of proceedings at every General Meeting.

#### Financial Matters

18. All music and other property belong to the Choir and must not be sold or loaned without the sanction of the Committee. No music may be borrowed by a member for any purpose without permission from the Librarian.

19. The Financial Year of the Choir shall terminate on 31st December, with the financial position of the Choir being reviewed regularly by the Committee. The draft accounts for the previous year shall be submitted to the Committee for their approval, and then presented to the Annual General Meeting.

20. An Independent Examiner of the accounts shall be appointed by the Committee. If the examination results in amendments to the accounts, the latter shall be re-submitted to the members for approval.

21. A suitable bank account shall be maintained in the name of the Choir and operated under the responsibility of the Treasurer and the Committee. Cheques shall be signed by any two of the Chairman, Treasurer and Secretary. Online payments may be made by the Treasurer jointly with another signatory.

22. Reasonable out-of-pocket expenses incurred by members on authorised business of the Choir will be reimbursed at the discretion of the Committee. The payment of such expenses is delegated to the Treasurer, who will assure him/herself that they have been necessarily incurred on the Choir's behalf and are supported by receipts or other documentation.

23. The income and property of the Choir shall be applied solely towards promoting the objects of the Choir. No portion thereof shall be paid or transferred either directly or indirectly to any Committee member except in payment of legitimate expenses incurred on behalf of the Choir or with approval and/or permission from the Charity Commission.

#### Amendment of the Constitution

24. The Constitution of the Choir shall only be altered at the Annual General Meeting or a Special General Meeting duly called; no alteration shall be made which would cause the Choir at any time to cease to be a Charity at law, and no alteration shall be made to Article 3 (Objects of the Choir) or Article 24 (this Article) without the written approval of the Charity Commission.

#### Winding-up

25. In the event of the Choir being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Choir.