

This constitution is agreed by the Steering Group leaders at 23rd March 2024.

Ann Johnson – Chair

Signed..... Date.....

Phillippa Mulholland – Treasurer

Signed..... Date.....

OUR CHOIR CONSTITUTION

version 5.1 at 01/03/2023

1. Name

- The name of the association is One Voice Community Choir referred to as the ‘choir’ in this constitution.

2. Aims and Values

- To run a community choir accessible to the communities of Frodsham and the surrounding area.
- To promote the well being of participants through the many benefits of singing.
- The choir is not aligned to any political party or religious denomination.
- To carry out activities of the choir without discriminating on any grounds including race, religion, age, sexual orientation, physical or mental ability and with respect for all members.
- Each member of the choir is encouraged to help with the running of the choir and to provide ideas and feedback for the purposes of improvement.

3. Objectives and Powers

- To engage the services of a Musical Director.
- To receive monies and other forms of assistance only to further the aims/values of the choir.

4. Management Structure

- The choir is run by a Steering Group of choir members.
- The Steering Group Roles include at a minimum a Chairperson and Treasurer plus Musical Director. Further members will be included depending on the number of choir members.
- Steering Group vacancies will be advertised to all members and any member of the choir can volunteer to serve as a Steering Group member, however the current Steering Group members will have the final decision on who serves depending upon skills and experience of the candidates.
- The Steering Group can also establish working groups and sub-groups to deal with specific aspects of the running of the choir.

5. Membership and Subscriptions

- Membership is open to the maximum membership number as agreed by the Steering Group.
- Prospective members can have one free taster session on their *first ever* attendance at the choir.
- New members need to complete a Membership Form within a month of them starting choir.
- Members must mark their attendance on the membership list for each weekly choir session.
- Members should not attend a choir session if they are ill with COVID or any other illness which could be passed onto other members.
- Members may bring a Guest three or four times each year and must pay a guest fee *equivalent to the current weekly fee*.
- Membership subscriptions are payable **on the first of the month** in advance by direct bank transfer methods such as regular standing order or faster payments. Cheque payment is acceptable for six months or full annual subscriptions.
- Members can resign at any time by email or in person to any member of the Steering Group.
- Members who resign and who have paid subscriptions in advance may be refunded for any full month not attended after their resignation date by cheque to their last notified address or Faster Payment if bank details are given.
- Members are asked on joining for consent to the use of their image taken during any meeting of the choir for any purpose to do with the choir activities.

- Members will be informed by email as the primary method for notification of choir meetings and activities. Emails issued will be treated as received unless rejected by the recipients last known email address server.

6. Suspension or expulsion of members

- Any breach of the constitution or any behaviour which conflicts with the values of the choir, will be addressed verbally in the first instance with the member by the Steering Group. If there is no change in behaviour or the problem persists, the Steering Group will confer and a decision will be made which may result in the member being required to leave the choir.
- Any incident will be noted and kept on the member's record for two years.
- Subscriptions are due at the start of each month. Should a member not pay subscriptions, despite reminders for two full months then the Steering Group will decide on the course of action, including possible expulsion.

7. Meetings

- The Steering Group will meet on a regular basis every few weeks.
- An Annual General Meeting will be held in February or March each year for all choir members. In case of pandemic or other major reason that physical meeting is not possible then the AGM can be held at any time before July.
- The business of the Annual General Meeting (AGM) will have standing items; these will include:
 - Proposals for changes to Steering Group membership
 - Financial report – financial statement from the previous year end
 - Musical Director's report
- Members to have 21 days notice by email of an AGM or Extraordinary General Meeting (EGM).
- If members wish to raise Any Other Business at the AGM/EGM meeting they must put it in writing, via email or letter, to any one of the Steering Group at least 14 days before the meeting.
- The quorum for all AGM/EGMs will be 20% of the choir membership.

8. Choir Accounts

- The Steering Group will decide the membership fee at the beginning of each year. The Steering Group will be concerned with keeping the cost as low as possible for members.
- A suitable record of all members and subscriptions paid will be kept, the details of which will be relevant only to the effective running of the Choir.
- A suitable record of all expenditure together with receipts will be kept.
- Income and expenditure accounts will be presented to the regular Steering group meetings and annually to the membership as part of the AGM.

9. Finance

- The choir will have a bank account in its name which will be maintained by the Treasurer. The account will have two signatories. Only one signature will be required to operate the account by any channel.
- Any income and property of the group shall be applied solely towards promoting the objects and aims of the group. The division of profits or assets among group members is prohibited.
- No Steering Group member will derive any financial benefit from the choir other than the payment of reasonable expenses.
- Anyone carrying out a Steering Group approved activity within a budget agreed by the Steering Group will be reimbursed from the choir funds.
- Any activity not agreed by the Steering Group may not be reimbursed.
- The Choir's financial year will run from 1st January to 31st December.
- Each AGM will receive a financial statement for the preceding year.

10. Changes to the Constitution

- Changes to the constitution can be made by the AGM or an EGM called specifically for the purpose.
- Any member of the choir can propose a change to any part of the constitution by writing to any member of the Steering Group, at least 14 days before the meeting at which the proposal is to be discussed.

11. Winding Up

- The choir can only be wound up by a vote at an AGM/EGM. Any proposal to wind up the choir will be emailed to members at least 21 days before the meeting at which the proposal is to be discussed.
- If the proposal to wind up the choir is passed, and after settling all proper debts and obligations, such as rent and fees, the disposal of any remaining assets shall be decided by the meeting which moves the resolution.
- In the event of One Voice Community Choir being wound up, any assets remaining after the payment of debts and liabilities will be transferred to a not for profit institution or institutions with similar musical objectives. No remaining assets will be distributed to members.

NB Amendments from version 3.0

These are in the membership section and highlighted in both bold and italic type.

NB Amendment from V4 to V5.1 is the inclusion of line 5 in Membership section concerning attendance when ill as agreed at AGM 2022