

CONSTITUTION OF THE MINEHEAD MALE VOICE CHOIR



Title

1. The choir shall be known as Minehead Male Voice Choir (MMVC), hereinafter referred to as the Choir. It shall be non-political and non-sectarian.

Objectives

2. The objective of the Choir is to promote interest in Male Voice singing and associated arts and, by means of rehearsals and concerts, further the cause of, and assist in, the raising of funds for charitable purposes as deemed appropriate by the Management Committee, hereinafter referred to as the Committee.

Membership

3. Membership shall be open to anyone interested in Male Voice singing and in furthering the objectives of the Choir and who pays their subscriptions.
4. For good and sufficient reason, the membership of any individual may be terminated by decision of the Committee, provided that the individual shall have the right to be heard by the Committee before any decision is taken.
5. The Membership may elect an Honorary President, and Honorary and Associate Members, as recommended by the Committee. These positions may be exempt from paying a subscription but otherwise will have no special rights or responsibilities. The Committee will review these appointments after a three-year period following election.

Officers and Committee

6. The Officers of the Choir shall consist of the Chair, Secretary and Treasurer.
7. All aspects of the management of the Choir shall be in the hands of a Committee consisting of the following: Chair, Secretary, Treasurer, Musical Director, Librarian, Tour Manager and two ordinary members elected by and out of the Choir's members at the Annual General Meeting (AGM).
8. The Accompanist may be co-opted as a member of the Committee, together with any other members having specific roles and/or providing temporary assistance to the work of the Committee.

Meetings and Proceedings of the Committee

9. The Committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the Chair, or by 2 members of the Committee, upon not less than 4 days' notice being given to the other members of the Committee of the matters to be discussed.
10. If the Chair is absent, the Committee will select one from amongst themselves.
11. There shall be a quorum when at least one third including one Officer of the number of members of the Committee are at the meeting.
12. Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the Chair of the meeting shall have a second, or casting, vote.

13. The Secretary or other person appointed for the purpose shall keep minutes of the proceedings at meetings of the Committee and shall ensure that these are stored safely and that they are available for inspection as required.
14. The Committee may, from time to time, make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.

Finance

15. Subscriptions shall be payable to the Treasurer in accordance with the level agreed at each AGM. The Musical Director and Accompanist shall be exempt from paying subscriptions. The Committee shall decide upon suitable action in the event of non-payment of subscriptions beyond a due date. They shall also consider any case of hardship.
16. The financial year shall end on 28th/29th February.
17. A bank account shall be opened in the name of the Choir. Any transactions over £250 must be authorised by two Officers.
18. The income and property of the Choir, how so ever derived, shall be applied solely towards promoting the objects of the Choir, as set forth above, and no portion thereof shall be paid or transferred, either directly or indirectly, to any member or members of the choir, except in payment of legitimate expenses incurred on behalf of the choir.

Annual General Meeting (AGM)

19. The AGM will be held within 2 months of the end of each financial year. Members will be given at least 21 days' notice of the AGM. The Committee shall present to each AGM the report and accounts of the Choir for the preceding year.
20. The Officers and Committee shall be elected at the AGM. A Chair having served in that office for a continuous period of three years shall not be eligible for re-election for one year.
21. The Secretary or other person specially appointed shall keep a full record of proceedings at every AGM. There shall be a quorum when at least 10% of members at the time, or 10 members, whichever is greater, are present at any AGM.
22. The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the Committee and then submitted to the members of the AGM.

Alterations to the Constitution

23. The Constitution may be altered by a two-thirds majority of the members present and voting at any AGM, provided that 14 days' notice of the proposed alterations have been sent to all members.
24. A copy of the Constitution shall be given to each Member. An Information Sheet will also be provided to be read in conjunction with the Constitution.

Dissolution

25. In the event of the Choir being wound up, any assets remaining upon dissolution after the payment of proper debts shall be transferred to a local charity as agreed by members.

Extra Ordinary General Meetings

26. The Committee may call an Extra Ordinary General Meeting (EGM) of all Members of the Choir when it believes a matter requires urgent consideration and cannot wait until the next Annual General Meeting. All Members will be given at least 21 days' notice of the meeting together with the matter(s) to be discussed.

27. All matters relating to the conduct of an EGM (including but not exclusively the quorum and voting method) shall be the same as for the Annual General Meeting.

Music and concerts

28. Music is always the property of the Choir, and must be properly cared for by members, and must not be sold, copied, hole punched or loaned.

29. The choice of music and concert programme selection shall be at the sole discretion of the Musical Director.

30. Members are expected to attend rehearsals but may only sing in concerts on approval by the Musical Director.

Uniform

31. The nature of the uniform shall be decided by members and shall not be changed other than by agreement at an AGM or at a properly called Extra Ordinary General Meeting (EGM).

Revised March 2024 – Approved at the AGM held on Monday 25 March 2024