



Rame Peninsula Male Voice Choir

CONSTITUTION

January 2020 version 4



As approved at AGM: Wednesday 8th January 2020

- A. The Choir shall be known as the RAME PENINSULA MALE VOICE CHOIR hereinafter referred to as "The Choir".
- B. The Choir exists for the purpose of fellowship, enjoyment of singing and the occasional raising of funds for deserving causes.
- C. All Members must pay an Annual Membership Subscription - the amount to be agreed by a majority of members voting at the Annual General Meeting.

COMMITTEE AND ELECTION OF OFFICERS

1. Only existing members of The Choir can serve on the committee, however the positions of Secretary and Treasurer can be filled by non-members with full executive voting rights.
2. The **Committee Officers** shall consist of (9): Chairman, Vice Chairman, Secretary, Treasurer, Concert Secretary, and all four section heads. Only Committee Officers shall have voting rights at Committee meetings. The Chairman shall have the casting vote.
3. The **Chairman** shall lead the committee, set the general direction of The Choir, and oversee the smooth running of all Choir activities. The **Vice-Chairman** shall deputise for the Chairman as required. The **Secretary** shall take Committee meeting minutes, agree these with the Committee, and email them to the membership. He shall communicate with Choir members and outside individuals and organisations as required. The **Treasurer** shall deal with all financial matters to include managing the bank account(s), subscriptions, monies raised and spent, bad debts, and communication about all financial issues. The **Treasurer** shall produce an Annual Balance Sheet, audited by a suitable person approved by The Choir. The **Concert Secretary** shall arrange concerts and liaise internally and externally as required to do this. He shall ensure the Webmaster has timely concert details to place on the website. He shall produce an up-to-date list of The Choir's concerts for general distribution as required.
4. In addition, there are **ex-officio Committee Members** who shall consist of: Librarian, Quartermaster(Uniforms), Webmaster, Public Relations Officer, Choir Marshall, Federation Rep, Almoner, Choir Supporters Rep, Musical Director(MD), Accompanist. Ex-officio Members need not attend committee meetings, though they can if they wish or if asked by the committee to do so.
5. **Committee Meetings.** The elected Committee will normally meet monthly to discuss Choir business and matters arising unless an emergency meeting is called by the Chairman for any reason he may decide for the well-being of The Choir. A Committee meeting must be called by the Chairman (or Vice-Chairman in the Chairman's absence), and details of such meetings communicated to the committee by the Secretary. In the Chairman's and Vice-Chairman's absence, a Committee Meeting can be called only with the express written or verbal agreement from the Chairman or Vice-

Chairman. All votes at Committee meetings will use the Chairman's casting vote if required. For a Committee Meeting to take place there must be a quorum. A quorum at Committee Meetings means at least 3 Committee Officers are present which must include the Chairman or Vice-Chairman. All 9 Committee Officers must be present for a vote to take place.

6. The Committee are empowered to act on behalf of The Choir and decide, unless on a financial basis proposed expenditure would exceed £500 (five hundred pounds). In such a case the matter would be put before the whole Choir for a final decision. Any major issues will be put to the entire membership in writing.
7. **AGM.** On the second or third Wednesday in January or nearest suitable date each year, there shall take place an AGM of The Choir and every second year the AGM will elect a Committee to serve for two years. A Quorum at an AGM shall be 51% of the membership present in the room. Members seeking election to the Committee can nominate themselves or be nominated by a Member, by pending their name on the nominations notice. Nominees must be supported by two Members. The notice must be displayed on The Choir Notice board not less than two weeks prior to the proposed date of the AGM. The Secretary shall be responsible for the notice.
8. **Election of Officers** at the AGM shall be by ballot and will be decided by a majority vote. In the event of a tie, the outgoing Chairman shall have a casting vote. Choir Members who are unable to attend and cast their vote can vote by obtaining a ballot paper from the Secretary and cast their vote(s) and pass to the Secretary in a sealed envelope before the AGM. Voting outside these guidelines will be Null and Void.
9. **EGM.** An Extraordinary General Meeting of The Choir (EGM) may be called on presentation to the Secretary of a letter bearing signatures of 51% of current Members. The letter must state the purpose of the EGM which must then be called within two Wednesday rehearsal nights of receipt of the letter. Only the issue(s) relevant to the said letter may be discussed at the EGM. A quorum at an EGM shall be 51% of the membership present in the room.

CHOIR MEMBERSHIP

- I. **Joining The Choir.** Those wishing to join The Choir must do a Voice Test with the Musical Director (MD) within two weeks of attending their first practise. If the MD decides their voice is suitable, the MD will determine in which section of The Choir their voice will work best. At this point, the joiner becomes a Member of The Choir, and is then liable to pay subscriptions. All new Members are given a pack of music and a Welcome Letter which outlines what membership of The Choir means.
- II. **Subscriptions.** These must be paid either by monthly bank standing order or by a full year's payment in advance. The level of subscription will be determined at the AGM. The subscription covers the cost of employing the Musical Director and Accompanist, plus the purchase of new music and other expenses. **Arrears.** If a Member is found to be over 3 months in arrears, they can be suspended from The Choir and cease to be a Member until such arrears are met.
- III. **Uniform.** The MD will monitor progress and will decide when the new Member is ready to sing with The Choir in a public concert. Only at that point can a uniform be supplied. The uniform is issued after a payment of a sum to be agreed between the Quartermaster and the Treasurer. Members are expected to take good care of their uniform and music.
- IV. **Section Leaders.** A section leader shall be appointed for each section to help liaise and communicate with the Committee. If a Member has any grievance concerning The Choir, they must report it to their section leader in writing, who will report to the

Chairman or Secretary for the Committee to deliberate and to take appropriate action, if needed.

- V. **GDPR.** In accordance with the General Data Protection Regulation (GDPR), all Choir members **MUST** complete and sign a hard-copy paper “Consent Form For Use of Personal Data” in accordance with the privacy information to be found on The Choir website at www.rpmvc.org.uk/privacy/ The consent forms are held securely for the Committee by the Webmaster.
- VI. **Discrimination.** No Member shall discriminate on the subjects of race, colour, religion, politics, or sexual orientation whilst on Choir business.
- VII. **Safeguarding.** The Choir policy statement for “safeguarding children, young and vulnerable adults” requires that every person who takes part in The Choir’s activities should be able to do so in an enjoyable and safe environment and be protected from any harm. Refer to The Choir’s website at www.rpmvc.org.uk/safeguarding/
- VIII. **Discipline.** Members are expected to conduct themselves at Choir functions in a manner which reflects well on the organisation. Members must present themselves properly attired and arrive in good time for events, where at all times they must pay attention to the instructions of The Choir Marshall and any of the Section heads. Any member deemed to have brought The Choir into disrepute will be reprimanded and risk a term of suspension, at the discretion of the Committee.
- IX. **Complaints Procedure.** In the case of a complaint about the misconduct of any Choir member, such complaint will be forwarded to the Chairman or Secretary in writing and will be dealt with by the Committee. After a full and thorough investigation, the Committee will present their findings and recommendations to the full Choir for approval.
- X. **Definition of Membership.** For the avoidance of doubt, a current Choir Member is someone who has been in The Choir for at least 3 months, has had a successful voice test, has started paying their subscriptions, has signed the Consent Form, and has not been suspended for non-payment of subscriptions or for misconduct. Anyone not satisfying the aforementioned criteria shall not be considered a current Member.
- XI. **Leaving The Choir.** If, at any time, a Member wishes to leave The Choir, for whatever reason, uniforms must be dry cleaned prior to return, and his music returned to the Choir Librarian. Any loss or damage to the uniform/music will result in The Choir seeking suitable compensation.