



Haydock Male Voice Choir-Constitution:

1: The Choir:

This Choir shall be called The Haydock Male Voice Choir (H.M.V.C.) It shall be non-party political, and non-sectarian. This will be demonstrated in words, deeds and social media.

2: Objectives:

- (I) To promote, improve, develop and maintain public education in the appreciation of the art and science of music, particularly choral music by the presentation of public concerts.
- (ii) To assist and support such charitable institutions as The Committee shall from time to time determine.

3: The President:

To be elected at the Annual General Meeting (AGM) when the office becomes vacant. The duties of the President will be to chair the Annual General Meeting of the Choir, which ordinarily will be held in March, and to carry out other duties as requested by The Committee.

4: Vice-Presidents:

Any person having an interest in Haydock Male Voice Choir may be invited by The Committee to become a Vice President of the Choir. The duties of The Vice President are to assist the President and to carry out duties as requested by The Choir Committee.

5: Lifetime Honorary Membership:

The Committee may bestow the honour of Lifetime Membership of Haydock Male Voice Choir on any person whom The Committee feel should be awarded such an honour in view of extra special service given to Haydock Male Voice Choir.

6: Patrons:

The Committee may invite persons to become supporters of the choir through a Patronage Scheme. The various levels of Patronage and the levels of financial contribution for such to be decided by Committee. The Committee are also to decide the benefits to be bestowed on Patrons.

7: The Musical Director:

- (I): The Musical Director shall be appointed annually at the Annual General Meeting on the recommendation of The Committee.
- (ii): All fees to the Musical Director be decided and agreed by The Committee. All fees to be paid from choir funds.
- (iii): The Musical Director will be fee paid and will be responsible for declaring any and all and such income to the relevant Tax Authority.
- (iv): Any additional allowances or payments may be made to the Musical Director at the discretion of The Committee.

(v): The Musical Director is a member of The Committee but has no voting rights, The Musical Director is not a Trustee nor is eligible to be elected as a Committee member.

(vi): The Musical Director is responsible for approving applicants for membership of Haydock Male Voice Choir.

8: Assistant Conductor:

(i): Should the need arise to appoint an Assistant Conductor on a temporary or permanent basis, The Committee may do so.

(ii): Any fees to be decided and agreed by The Committee, all fees and other approved expenses by The Committee to be paid out of choir funds.

(iii): The Assistant Conductor will be fee paid and personally responsible for declaring any income to the relevant Taxation Authority.

(iv): The Assistant Conductor is not a member of The Committee and is not eligible to be elected as a Committee member.

9: Accompanists:

(i): The Accompanists shall be appointed by The Committee.

(ii): The Accompanists shall be paid a fee decided and agreed by The Committee. Any additional payments to the Accompanists to be agreed by Committee, all such payments to come from choir funds.

(iii): The Accompanist(s) are fee paid and personally responsible for declaring all income received to the relevant Tax Authority.

(iv): The Accompanist(s) is not a member of The Committee and is not eligible to be elected as a member of the Committee.

10.1: The Committee:

(i): The Administration of The Choir is in the hands of The Committee. The Committee to be elected annually at the Annual General Meeting, by secret ballot, if required.

(ii): By election to The Committee, members are also appointed to the role of Trustee of the choir, therefore need to satisfy the guidance issued by the Charity Commission regarding the role, duties and responsibilities of Trustees.

(iii): The following Officers shall be appointed at The Annual General Meeting and are full members of The Committee, also undertaking the roles, duties and responsibilities as a Trustee: **Honorary Secretary, Honorary Treasurer & Honorary Librarian.**

(iv): **CHOIR MEMBERS:** A maximum of 5 members from those who are officially registered as members of the Choir to be elected to The Committee.

10.2. THE COMMITTEE:

(i): Shall meet at least once per month and a quorum of at least 4 members must be present, one of whom shall be an elected Officer of The Choir.

(ii): All Minutes of all meetings of The Committee must be kept, this includes “informal” ad-hoc meetings and meetings of any sub-Committee meetings. ***All members shall receive a copy of the agreed minutes for their perusal and comment.***

(iii): A Chairperson of Committee to be appointed by Members of The Committee at its first meeting following The Annual General Meeting. The Chairperson shall assume this role until the following Annual General Meeting.

(iv): The Committee shall serve for a period of 12 months from The Annual General Meeting to the commencement of the following Annual General Meeting.

(v): Should The Chairperson be absent from a meeting of The Committee, the Members present will appoint a Chairperson for that one meeting.

(vi): The Committee are empowered to co-opt persons they deem suitable, on to The Committee for declared, specified purposes.

(vii): The Committee may appoint members of the choir, or other suitable persons, to undertake specific duties for the choir. Such roles as Welfare Officer, Stage Manager, Wardrobe Master or any other role The Committee feel necessary to help in the management, running, development and growth of Haydock Male Voice Choir.

(viii): The Committee are responsible for the uniform to be worn by members and for agreeing the financial arrangements for the purchase of same. Should the uniform be wholly purchased by choir, it remains the property of the choir and must be returned should Committee so determine.

(ix): Ultimately The Committee exists to manage The Choir and to ensure The Choir meets its declared Objects. The Committee remain responsible to its Membership and shall report its activities to The Choir at The Annual General Meeting as a minimum requirement. Nothing should prevent The Committee from taking other matters to the choir for Consultation or advice whenever The Committee feel it to be in the best interests of The Choir to do so.

11. ANNUAL GENERAL MEETING:

(i): All Officers and Committee Member/Trustees to be appointed at The Annual General Meeting. Secret Ballot to be employed if necessary.

(ii): All other decisions to be made by a show of hands by those present and eligible to vote (Registered Members of Choir together with the President).

(iii): The Meeting to be chaired by The President. In the absence of The President, The Meeting to appoint a Chairperson for the Meeting.

(iv): The President (or Chairperson) shall have any casting vote.

(v): The Minutes of the previous Meeting, the Agenda and the Nomination papers shall be published two weeks prior to the Meeting.

(vi): Any items for Any Other Business to be put in writing and with the Honorary Secretary at least two weeks prior to The Meeting.

(vii): The Agenda for The Annual General Meeting shall include a full report on the Activities of The Choir and the Committee during the year, including membership issues, future plans and projections, welfare issues, together with a full financial Report.

12. ACCOUNTS EXAMINATION:

The Accounts shall be examined annually prior to the Annual General Meeting in accordance with the rules and Regulations laid down by the Charity Commission. An Independent Examiner/Auditor to examine the financial records and make a formal report to The Annual General Meeting.

13. DUTIES OF OFFICIALS:

(i): Musical Director: To be responsible for all musical aspects of the Choir, to be responsible for rehearsal programme, concert programme, selection of soloists, recommendations regarding entry into music festivals and competitions. To be responsible for voice testing applicants for membership, to approve applications for membership and to recommend to Committee strategies and ways to develop and improve the choir in keeping with its objectives.

[ii]: Secretary:

(i): The Secretary is a Senior Official of the Choir, elected by its members.

(ii): The role is to oversee the activities of the Choir and to ensure its activities fall within the scope of this Constitution.

(iii): The Secretary is the day-to-day link between The Committee and the Members and is responsible for ensuring members are kept informed of the decisions taken by Committee.

(iv): To keep Minutes of all Committee meetings and including the Annual General Meeting.

(v): To be responsible for all choir correspondence and to take such actions as directed by The Committee. To be responsible for the organisation of functions as directed by The Committee.

(vi): To summon The Committee and Choir to meet as and when necessary.

(iii): Treasurer:

(i): The Treasurer is a Senior Official of the Choir, elected by its Members. The Treasurer is also charged with ensuring that all expenditure is authorised by Committee and is within the aims and objectives of this Constitution.

(ii): The Treasurer is responsible for keeping clear and accurate income and expenditure records and for reporting back to Committee on a monthly basis and to Members at least once per year through the Annual General Meeting.

(iii): Also receives all income to the Choir, be this through Members subscriptions or other income received.

(iv): To pay bills and fees to The choir Professionals.

(v): To pay other accounts as agreed by The Committee.

(vi): The Treasurer is also responsible for ensuring all property and equipment of the choir is securely stored and adequately insured.

(vii): The Treasurer is also responsible for arranging third party insurance either through the National Association of Choirs or through some other Regulated Insurance Company/Broker.

(iv): Librarian:

(1): Together with the Committee and the Musical Director must ensure that all members know that all and any music used by HMVC remains the property of HMVC and shall not be shared with any other person without the explicit permission of the Musical Director.

Members must also be aware that should they cease membership of HMVC, all music loaned to them by HMVC must be returned, adding that steps will be taken to recover such should this not happen.

(i): To be responsible for the safe keeping, filing and issuing choir music to Members, and for the collection of same. It must be recognised that no person who is not a member of the choir shall be allowed to retain any copy of music without the permission of the Musical Director, included here are applicants wishing to join the choir.

(ii): To obtain copies of music as requested by The Musical Director.

14. FINANCE:

(I): Members subscriptions shall be decided by The Committee and agreed at The Annual General Meeting.

(ii): Other income shall be from any source determined and agreed by The Committee.

(iii): The Choir will maintain account(s) with a reputable bank. (A Bank that is regulated by the FSA)

(iv): Choir funds may be invested at the direction of The Committee.

(v): Two of Three signatories are required for the purposes of drawing cheques. Normally, these signatories will be The Treasurer, Secretary, and a Committee member.

(vi): The Financial Year of the Choir shall terminate on January 31st, the financial position of the

Choir will be reviewed every month by The Committee at its meeting.

(vii) Reasonable expenses may be paid to any member of the choir who incurs expenditure on behalf of the choir, providing that such expenditure has been authorised by Committee, or seems reasonable to reimburse such.

15: MEMBERSHIP:

(i): The choir is open to all Males. No-one shall be precluded on grounds of race, creed, colour of skin, sexual orientation or any other factors which may be construed as discriminatory.

(ii): All applications for singing membership shall be approved by The Musical Director (See Appendix).

(iii): The Committee may terminate the membership of any member for behaviour considered to be unacceptable and against the declared objectives of Haydock Male Voice Choir, including lack of respect for other members. The Committee should be satisfied that procedures have been followed, that the individual has had the opportunity for a full, fair and open hearing of the concerns or allegations with opportunity to answer any allegations.

(iv): All members should be made aware of The Policy and Procedures of the Choir, also of this Constitution, they should also be made aware of how to access such.

(v): Members are expected to have an attendance record of 50% of all rehearsals, concerts and events.

(vi): Members are expected to observe the policies and procedures determined by The Committee and to always behave in such a way which respects other choir members and others when attending concerts and events.

16: EXTRA-ORDINARY GENERAL MEETING:

This Constitution may be amended at an Annual or Special General Meeting of HMVC. A

Resolution is required which must be carried by two thirds of those members present and casting their vote. Any Resolution for the amendment of this Constitution must be received by The Secretary at least 21 days prior to a meeting being called. 14 Days' notice must then be given to members by The Secretary and details of the proposed amendment(s) must be included in that notice.

HOWEVER, NO AMENDMENT PROPOSING ANY ALTERATION TO CLAUSE 2, (OBJECTS) OR TO CLAUSE 17 (DISSOLUTION) MAY BE CONSIDERED UNLESS AND UNTIL THE CHARITY COMMISSION HAS CONSIDERED AND AGREED, IN WRITING, ALL AND ANY SUCH PROPOSAL(S) TO ANY CHANGES TO THESE TWO CLAUSES. ADDITIONALLY NO ALTERATION SHALL BE MADE WHICH WOULD HAVE THE EFFECT OF CAUSING HAYDOCK MALE VOICE CHOIR TO CEASE BEING A CHARITY IN LAW.

17: DISSOLUTION:

Should The Committee determine that it is necessary or advisable to dissolve The Haydock Male Voice Choir, it shall call a meeting of all members, not less than 21 days' notice to be given, The Notice to state the terms of The Resolution to be proposed. Should the Resolution be agreed by a two thirds majority of those attending and eligible to vote, The Committee shall have the authority to realise any assets held by or on behalf of Haydock Male Voice Choir. Any assets remaining after satisfying any debts and liabilities shall be given or transferred to other Registered charitable institution(s) that have similar declared objects as those of HMVC. The members to determine this course of action. Should there be no similar institution, the remaining assets may be donated to some other Registered Charity. However throughout this period nothing should be agreed without taking advice from the Charity Commission and following their advice. In any event a full copy of the final financial records shall be sent to The Charity Commission.

18. Any matter not covered in this document to be determined and agreed by The Committee.

19. **NOTHING** in this document shall contradict or otherwise distort the advice and guidance given by The Charity Commission, whose guidance should be read by all, particularly Members of The Committee, specifically regarding the conduct of Registered Charities, Financial records requirements; including Independent examination or audit of Accounts, and with regard to Trustees, suitability, responsibility and accountability.

20: This Constitution replaces all previous formats.

Agreed by Haydock Male Voice Choir Committee on (Date):

Signed: Mike Danvers (Chairman of the Committee, and on behalf of Haydock Male Voice Choir).
June 2022.

*****It was agreed that a digital signature could be accepted in lieu of a wet signature.*****