

CONSTITUTION

CALDY VALLEY VOICES

Community Choir 2015

1. Name: The community choir shall be known as **CALDY VALLEY VOICES**

2. Aims & objectives:

a. To promote and encourage choral singing for the membership of the community choir.

b. To contribute to the musical, artistic and physical life of the Caldly Valley community and outlying areas.

c. To offer public musical performances for local charitable organisations and any other collaborative works that the Musical Director, Choir committee and Choir may decide and agree upon.

d. This will be a non profit making choir to provide entertainment and raise money for charitable associations.

RULES OF THE CHOIR

3. MEMBERSHIP:

a. Membership is open to men and women from the age of 18 years who are interested in singing within their local community and who will abide by the rules of the choir.

b. Members must fill out a choir membership detail form.

c. All new members will pay a weekly subscription of £4 to be paid monthly for the first full block of membership. Followed by advance block payments made payable every 10 weeks. The cost of which will be spread over 12 months.

d. The Musical Director, together with the committee, shall have the power to declare the maximum number in each voice line; if that voice line reaches its capacity, its membership shall be closed and a waiting list shall be opened.

Likewise when the choir reaches its capacity, its membership shall be closed and a waiting list shall be opened. The choir has a capping limit of 60 members.

The waiting list shall be reviewed at set intervals and/or as appropriate.

Any vacancies arising during the year shall be filled from the waiting list first.

e. Any member whose attendance or behaviour is considered to bring the choir into disrepute, may be requested to resign by the Musical Director in consultation with the Chairperson, and Committee.

4. ATTENDANCE AT REHEARSALS:

a. The Musical Director has the power to suspend a singer from participation in any concert or competition if they have missed enough rehearsals to impair the quality of the performance .

b. If a member is unable to attend a particular rehearsal, they must notify the Musical Director before rehearsal.

c. Rehearsals will take place from 7.30pm until 9.30pm every Tuesday in Caldley Valley Community Church with the exception of two weeks at Christmas, two weeks at Easter and the whole of August.

d. The Musical Director may request extra rehearsals before a special event, within reason and in consultation with the Choir Committee.

e. **PUNCTUALITY:** Members must arrive punctually for rehearsals as the 'warm up' work is very important to the overall sound of the choir.

f. Respect should be given to the neighbourhood around the community church. Choir members would be required to come and go

quietly. Parking should be carried out in an orderly fashion preferably on the car park attached to the community church.

5. CARE OF MUSIC:

a. If a choir member should chose to leave the choir permanently or for a considerable length of time for whatever reason, the Musical Director must be informed and all music, uniform items and any choir property returned.

b. Musical scores are usually on loan to the singers (unless members buy their own). Where these scores are the property of the choir they will be saved as part of the repertoire of the choir for future use, thus creating a choral library.

Whether the scores are owned by or hired by the choir, due care must be taken not to damage the music.

If a score is lost or stolen it is the responsibility of that singer to replace it at once. Therefore all scores will be numbered and allocated to singers with a record of these numbers.

Music must be kept in a black 2 ring folder and acetates used (preferably) or if holes are punched in the music protector rings should be used.

6. CHOIR UNIFORM:

Ladies will wear: Black trousers or skirts, smart black full or three quarter sleeve tops, green scarf and black shoes (Scarf issued by choir and must be returned if a member leaves)

7. ADMINISTRATION:

The organisation of the affairs of the choir shall be discussed with the committee. The committee with the exception of the choir manager, will be re-elected at each AGM of the choir if need be by means of a private ballot. The date of the AGM to be circulated 2 weeks beforehand, to be held not later than 30th September of each year.

Structure of the choir and committee:

Musical Director/Choir Manager

Chairperson

Secretary

Treasurer

Librarian

Events Co-ordinator

Choir Promotion Officer

Tea team Co-ordinator

New Members and Subs Officer

Choir Sections Communicator

a. The Committee will consist of ten people.

Nominations for Chairperson, Secretary, Social Secretary and Choir Members will be duly proposed and seconded in writing at each AGM.

If required The Chairman will have the casting vote at all meetings.

b. Vacancies on the Committee shall arise when the Musical Director has received written notification of resignation from a serving member.

c. A General Meeting shall be held when any vacancies arises for the purpose of electing new members. Notice of this meeting must be served

on all choir members 14 days in advance of the date of the meeting. Nominations, duly proposed and seconded, may be forwarded to the Secretary, the meeting to proceed as at the AGM.

d. If the Musical Director cannot attend any meetings due to prior engagements he/she will be notified in writing of any outcome.

e. The annual members subscription shall be decided at the AGM and shall be operational until the next AGM.

f. Only members fully paid up before the AGM are entitled to vote at the AGM.

g. The Committee shall meet at least 4 times a year, or more often at their own discretion. They shall not sit without a quorum which shall consist of the Musical Director, Chairperson, Secretary and at least 3 other committee members.

h. The proceedings of each AGM, General Meeting and Committee meetings are to be written into a Minutes Book by the Secretary or a nominated committee member. Such minutes, signed and dated by the Chairperson, shall in the absence of proof of error, be accepted as evidence of the facts therein stated.

i. The Committee may, at any time, appoint a subcommittee to help in some aspects of the affairs of the Society. They may appoint members other than Committee members to sit on such sub-committees, but all sub-committees are responsible to the Committee.

Duties of Committee Members

Chairperson

The Chairperson shall work along side the Musical Director and Secretary. He/she will help with the management of the choir and shall preside over the choir along with the Secretary and Musical Director in the Choir Managers absence.

He/she shall also preside over all General and Committee meetings along with the Choir Manager and in the Choir managers absence.

He/she shall conduct such meetings in an orderly manner and in accordance with the rules of the Choir. In the absence of the

Chairperson, the Committee shall have the power to nominate a Committee member in a temporary capacity.

Secretary

The Secretary shall work along side of the Choir Manager and Chairperson. He/she will help with the management of the choir and shall preside over the choir along with the Chairman and Musical Director in the Choir Managers absence. She/he shall attend to all of the correspondence relating to the Choir.

The correspondence shall be presented at Committee meetings. She/he shall record and maintain the minutes of all meetings and AGMs and shall produce such minutes when required to do so by the Choir Manager and Chairperson.

She/he shall send out notices of Committee and General meeting to the

appropriate members at the correct times for each meeting. In the absence of the Secretary, The Committee shall have the power to nominate a Committee member in a temporary capacity.

Treasurer

He/ She will preside over the accounts on behalf of the choir, banking choir funds and shall prepare a statement of accounts for presentation and approval at the AGM. Interim statements if required, shall be provided to the Committee. If need be He/She will obtain signed audited accounts from an outside body to be presented to the Committee.

Librarian

She/he shall be responsible for managing the choir music library and distributing/ collecting in music at rehearsals.

Events Co-ordinator

Shall organise choir social events, and coordinate arrangements needed for concerts and workshops (apart from musical arrangements). e.g tickets, programmes, sales, raffles.

Choir Promotion Officer

Shall organise publicity for the choir and choir events.

Tea-team Co-ordinator

The Choir catering team leader will organise the rota for the tea/coffee breaks, and maintain the tea box. The team will be responsible for the float and any profit made by this scheme. Profits are to be used for any future catering/social events for the choir.

New Members and Subs Officer

The New Members and Subs officer will be responsible for meeting and greeting new choir members and issuing a welcome pack, and collecting choir membership forms. She/he will pass these onto the Choir Manager. She/he will also be responsible for collecting subs from members at the appropriate time, keeping subs. book and passing subs. to the treasurer to bank them.

The Choir Sections Communicator

Will represent the body of the choir and be responsible for communicating any issues regarding learning resources, rehearsals, and performances between the choir sections and the Musical Director.

Musical Director

The fees paid to the Musical Director shall be negotiated between the Musical Director and Choir Committee. This shall be discussed with the Committee at the first committee meeting after the AGM and are payable from the date of his/her appointment, at whatever intervals that are arranged to their mutual satisfaction.

The Committee shall have the power to terminate the appointment of the Musical Director, only after a vote by the entire Committee, where a majority finds in favour of the termination.

All fees and expenses, already agreed upon by the Choir Manager and Committee, owing to the Musical Director in any choral year, must be paid in full before every AGM.

The Musical Director has the right to resign his/her position with the Choir,

giving 4 weeks' notice in writing to the Secretary. A formal agreement of terms shall be drawn up in writing, protecting the rights of both parties if required.

Deputy Musical Director

The deputy Musical Director will take on the role of the Musical Director in His/Her absence

Accompanist

An accompanist shall be appointed by the Musical Director in consultation with the Committee.

The accompanist's fees and expenses shall be negotiated with the Musical Director and discussed with the Committee at the first Committee Meeting after the AGM and are payable from the date of his/her appointment, at whatever intervals that are arranged to their mutual satisfaction. The Pianist has the right to resign his/her position with the choir, giving 4 weeks' notice in writing to the Musical Director. A formal agreement of terms shall be drawn up in writing, protecting the rights of both parties if required.

Finance

The sources of income open to the Choir shall be:

1. Annual Membership Subscriptions at a rate to be fixed at the AGM. Members' subscriptions shall fall due from the date of the first rehearsal in September 2013.
2. Private donations.
3. Revenue from public concerts
4. Grants or sponsorship that may be recommended by the Choir Manager and/ or Committee
5. Prize money from choral competitions.

The assets of the choir shall be held by the Choir Manager in the name of the choir. In the event of the closure of the Choir, the assets shall be realised, and after the debts have been paid, the balance shall be given to a chosen charity to be decided upon by the choir and committee.

Financial outgoings open to the Choir shall be:

1. Hall fees
2. Music costs
3. Musical Director Fees
4. Pianist Fees
5. Administration