



Registered Charity No. 298452

Clacton Choral Society Rules

1. Name

The Society shall be called the Clacton Choral Society.

2. Object

The object of the Society shall be to advance public education in particular but not exclusively through the study, performance and presentation of choral music such that the quality of life of the public and its members may be improved. In furtherance of the above objects the Society shall have power to:

- i) make charges for entry to its concerts, accept donations, grants and subscriptions and, generally, to raise money for the purposes of the Society provided that no substantial permanent trading activities are undertaken and that any relevant requirements of the law are complied with;
- ii) do all such other lawful things as shall further the objects of the Society.

3. Constituents

The Society shall consist of Members as defined in Rule 5 together with a President and Patron(s) as appointed at the Annual General Meeting, Friends as described in Rule 6, and a Music Director as described in Rule 7.

4. Management

The management of the Society shall be vested in a Committee of Members consisting of a Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer, Hon. Librarian and any deputies (referred to herein as the Officers) together with Members to a total Committee size of 9.

The members of the Committee as defined above are the Trustees of the Society.

All the arrangements for concerts and other events and the control of finance shall be in the hands of the Committee.

All members of the Committee shall retire annually and if eligible may be nominated for re-election.

Any 6 members of the Committee shall form a quorum.

Every member of the Committee shall have one vote but the chairman of the meeting shall have a second or casting vote at all meetings at which an equality of votes occurs.

The Committee shall hold at least two ordinary meetings each year. The Committee shall keep minutes of the proceedings at its meetings and those of any sub-committee and shall ensure that they are stored safely and are available for inspection if required.

The Committee shall have the following powers:

- i) to fill any vacancy among its numbers which may arise prior to the date of the next Annual General Meeting. The Member so appointed shall then retire and, being eligible, may be nominated for re-election;
- ii) to co-opt to its membership not exceeding two Members. Any such appointment shall lapse at the date of the next Annual General Meeting;
- iii) to form a sub-committee to deal with such matters as the Committee may delegate to it.

The Committee shall adopt its own procedures at its meetings and shall decide any question as to the interpretation of these Rules together with any matter not provided therein.

5. Members

The Members of the Society shall be those persons who have paid the annual subscription at the rates decided by the A.G.M. and who provide such evidence of musical ability as the Music Director may require.

The subscription shall be paid in advance and in full or in such instalments as the Committee shall prescribe and will remain a valid qualification for

Membership until the close of the next Annual General Meeting.

Members shall be responsible for providing their own music or paying hiring fees for it except that the Committee may at its discretion relieve Members of liability for the whole or part of such fees.

Rehearsals shall be held at such places, dates and times as shall be fixed by the Committee and it is expected that members will attend at least 3 out of every 4 unless excused by the Music Director.

Members participating in public performances of the Society shall wear the official dress as decided at the Annual General Meeting unless the Committee decides otherwise.

The Committee shall have the power to terminate the Membership of any individual provided that the decision of the Committee (with the exception of (i) the individual concerned if a member of the Committee and (ii) any member of the Committee making, or connected with, the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

6. Friends

Friends are persons who support the Society by paying an annual subscription for which they may receive certain privileges. The rate of subscription and the privileges shall be decided by the Annual General Meeting.

7. Music Director and Payment of Artists

The Committee shall from time to time as becomes necessary, appoint a Music Director whose duties shall be to maintain and advance the musical standards of the Society and who shall conduct its rehearsals and concerts as appropriate and to whom a negotiated honorarium may be paid for services rendered.

continued

Clacton Choral Society Rules continued

This appointment is to be confirmed or revoked at the Annual General Meeting or at a Special General Meeting called for the purpose. The Music Director shall have the right to call in voluntary help to strengthen any part if needed and may recommend to the Committee the engaging of the services of sundry professional artists where it is necessary to achieve the objects of the Society as set out in Rule 2 and to whom negotiated fees may be paid.

8. General Meetings

All constituents as defined in Rule 3 shall be invited to attend and participate in Annual or Special General Meetings but only Members shall be entitled to vote.

The Secretary, directed by the Committee, shall give all constituents as above at least 14 days notice of the Meeting stating the business to be dealt with.

Notice of any further business which it is desired to place on the agenda of the Annual General Meeting must be given to the Secretary at least 7 days prior to the Meeting.

The Chairman shall act as chairman at General Meetings but if he is absent those present shall choose one of their number to be chairman before any other business is transacted.

Decisions shall be taken by a simple majority of Members present and voting but the chairman shall have a second or casting vote in the case of equality of votes.

The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every General Meeting.

There shall be a quorum when at least 10% of the Members or 10 Members whichever is greater are present.

9. Annual General Meeting

The Annual General Meeting shall be held by 30th September in any year or as soon thereafter as practicable and shall deal with the following matters:

- (a) Reception of the Committee's Report and Financial Statement together with any other reports for the past year.
- (b) Election of Officers and Committee. Nominations shall be invited in advance of the Meeting but the Chairman may, at his discretion accept nominations at the Meeting.
- (c) Invitations to the position of Patron(s) and President.
- (d) Confirmation, or revocation, of the appointment of the Music Director.
- (e) Determination of the rates of subscription for Members and Friends.
- (f) Any other matters on the Agenda.

10. Special General Meeting

A Special General Meeting may be called by the Committee.

A Special General Meeting must be called by the Secretary within 21 days of the receipt of a requisition signed by at least 10 Members stating the business to be brought before the Meeting. The Secretary shall give notice in accordance with Rule 8 of any such meeting and the business to be dealt with and no other business shall be dealt with there.

11. Equal Opportunities

The Secretary shall pursue an active Equal Opportunities Policy. No individual shall be excluded from the Society or de-barred from any official capacity on the Committee on the grounds of gender, race, colour, age, religion, sexual orientation, disability or political affiliation.

12. Finance

The financial year shall end on 30 June. The funds of the Society shall be held in a bank current account and/or other investments as shall be determined by the Committee.

The Committee shall advise the bank of the names of at least 3 persons authorised to sign cheques on behalf of the Society, two of whom must be Officers of the Society. All cheques must be signed by two of these authorised persons. The income and property of the Society, whencesoever derived, shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred directly or indirectly to any Member or Members of the Society except in payment of legitimate expenses incurred on behalf of the Society.

The financial accounts shall be audited 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 at the Annual General Meeting.

13. Amendment to Rules

No alteration or addition may be made to these Rules except at the Annual General Meeting or at a Special General Meeting called for that purpose.

Notice of any amendment to be put forward must be given as provided in Rule 8.

No alteration shall be made that would cause the Society to cease to be a charity.

No amendments may be made to Rule 2 (Objects), Rule 14 (Dissolution) or this Rule without the prior approval in writing of the Charity Commissioners.

14. Dissolution

In the event of the Society being wound up any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to the Society.

Rules slightly modified from earlier versions, and adopted after consultation with the Charity Commission at the 2008 AGM