



MANSFIELD CHORAL SOCIETY CONSTITUTION

Registered charity No: 1060710

1. Title

The Society will be called Mansfield Choral Society and referred to here as "The Society".

2. Objective

The Objective of The Society will be to promote, improve, develop and maintain public education in, and appreciation of, the art and science of music by the presentation of public concerts and other ways as The Society's Committee will agree.

3. Membership

The members of The Society will be those who pay an annual subscription at the rate determined by the Committee, all subscriptions are payable in advance of the AGM; Every member will receive a copy of the Constitution within 4 weeks of joining The Society.

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

4. Officers and Committee

The management of The Society will be in the hands of a Committee consisting of the following Officers: Chair, Hon Secretary, Hon Treasurer, and at least 4 other members. Ideally, there shall be at least one member elected from each of the 4 voice sections of the Choir.

The Officers and other Committee members will be elected by The Society's members at the Annual General Meeting. They will hold office for a period of 2 years and be eligible for re-election at the end of that period. It is desirable that committee members hold office for a maximum continuous term of 4 years; however, they may offer themselves for further re-election in the absence of any alternative candidate being nominated.

The Committee are the Charity Trustees.

5. Management

All the arrangements for the concerts and other events and the management of finance shall be under the control of the Committee.

6. Powers

To facilitate the Objectives of The Society, the Committee may exercise the following powers:

- i. Power to raise funds and to invite contributions- provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- ii. Power to buy or take on lease any property necessary for the achievement of the Objectives and to maintain and equip it for use;
- iii. Power to co-operate with other charities, voluntary bodies and statutory authorities operating to facilitate the Objectives and to exchange information and advice with them;
- iv. Power to appoint and constitute such advisory committees as the Committee may think fit;
- v. Power to co-opt members onto the Committee who will act in an advisory capacity but will not have voting rights. The power to appoint one or more sub-committees consisting of at least three members of the Society and one of whom shall be a member of the Committee. The Sub Committees' Terms of Reference shall be determined by the Committee.
- vi. Power to employ professional services as agreed by the Committee.

7. Meetings and Proceedings of the Committee

- i. The Committee will hold at least 4 ordinary meetings each year. A special meeting may be called at any time by the Chair, or by any 2 members of the Committee, giving at least 4 days' notice to the other members of the Committee of the matters to be discussed, but if the matter includes the appointment of a co-opted member then not less than 7 days' notice must be given.

- ii. The Chair's role will be to chair the meeting, facilitate discussion and encourage consensus on issues for decision. In the absence of the Chair, the members of the Committee present shall choose one of their number to be Chair before any business is transacted.
- iii. There will be a quorum when at least 3 members of the Committee, including 1 of the Officers, are present at a meeting.
- iv. Every matter will be determined by a majority of the votes of the members of the Committee present and voting on the question, but if tied, the Chair of the meeting shall have a 'casting' vote.
- v. The Secretary will keep minutes of the proceedings at meetings of the Committee and any sub-committee, and will ensure that these are stored safely, and that they are available for inspection as required.
- vi. 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.

8. Equal Opportunities

No individual will be excluded from membership of the Society or debarred from any official capacity on the Committee on the grounds of age, colour, disability, political affiliation, race, religion, gender or sexual orientation.

9. Finance

- i. The financial year will end on 31st August.
- ii. A bank account will be opened in the name of The Society. Payments from the account will be authorised by one Officer and one other designated Officer or Committee Member of The Society.
- iii. The Society may receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and events will be offered for sale to the public.
- iv. The income and property of The Society shall be applied solely toward the Objectives of The Society as set out in the Constitution and no portion will be paid or transferred either directly or indirectly to any member or members of The Society except in payment of legitimate expenses incurred on behalf of The Society.

10. Annual General Meeting

Within 12 weeks of the end of each financial year, the members will be summoned to an Annual General Meeting, of which at least 21 days' notice in writing will be given to all members.

The Committee will present to each AGM the report and accounts of the Society for the preceding year.

Nominations for election to the Committee must be made by members of the Society in writing and must be in the hands of the Secretary of the Committee at least 7 days before the AGM. Should nominations exceed vacancies, an election must be held.

11.Special (Extraordinary) General Meeting

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 21 days' notice in writing must be given to all members, may be called for by the Committee or upon written request to the Secretary signed by at least 20% of the members of The Society at the time or 12 members, whichever is the greater. The notice must state the business to be discussed.

12.Procedure at General Meetings

The Secretary or other Committee Member shall keep a full record of proceedings at every General Meeting of The Society. There will be a quorum when at least 25% of the members of The Society at the time or 15 members, whichever is the greater, are present at any General Meeting. Every member will have one vote. A simple majority of votes shall be required to approve any resolution.

13.Accounts

The financial accounts will 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 a copy given to all members before or no later than at the Annual General Meeting.

14.Alterations to the Constitution

The Constitution may be amended by a two-thirds majority of the members present and voting at any General Meeting, provided that 21 days' notice of the proposed alteration has been sent to all members and provided that no change is proposed which leads to the Society ceasing to be a charity.

No amendment may be made to Clause 1 (the Name of the charity), Clause 2 (the Objectives), Clause 9 (iv) (Distribution of Assets), or Clause 15 (Dissolution), without the prior written consent of the Charity Commission.

The Committee will send the Charity Commission a copy of any amendment made under this Clause.

15. Dissolution

In the event of The Society being wound up any assets remaining upon dissolution after the payment of proper debts and liabilities will be transferred to a charitable institution or institutions having similar Objectives to those of The Society and whose rules preclude the distribution of assets and income among members.