

CANTILENA CHOIR

RULES AND CONSTITUTION

THE CHOIR

- 1 The Choir shall be called 'Cantilena Choir'.
- 2 It shall be non political and non sectarian.

OBJECT

- 3 The object of the Choir shall be:
 - a) the study and practice of Choral music in order to foster public knowledge and appreciation of such music by means of public performance.
 - b) to assist and support such charitable institutions or purposes as the Committee shall from time to time determine.

OFFICERS

- 4 The Officers of the Choir shall consist of Chairman, Vice-Chairman, Secretary and Treasurer. Officers shall be appointed for a maximum of five years, after which they will step down and replacements elected. Re-election is possible after a minimum of one year.

COMMITTEE

- 5 Management of the Choir shall be conducted by a Committee consisting of the Chairman, Vice-Chairman, Secretary, Treasurer, Librarian and no more than six Choir Members. The Committee may co-opt from within or outside the Choir's Membership, providing the number of co-opted Members shall not exceed one fifth of the total number of Committee Members.

ELECTION OF OFFICERS AND COMMITTEE

- 6 The Officers and Committee of the Choir shall be elected by a majority of the Choir Members voting, by ballot if necessary, at the Annual General Meeting (AGM). The AGM shall be held on a date within six weeks of the end of the Choir's financial year, or on any other date sanctioned by the Committee or at a properly called Special General Meeting. At least two weeks notice shall be given for the meeting and nominations for office must be made before the meeting.
- 7 The Committee shall meet at least once a term and at other times when business warrants. A quorum shall be formed by three Members of the Committee or one third of the total number of Members, whichever is greater.
- 8 The Committee shall appoint the Music Director who shall be invited to attend Committee meetings in an ex officio capacity.

MEMBERSHIP

- 9 Choir Members shall be approved by the Music Director after audition, if required, and duly admitted into Choir Membership.
- 10 Former Choir Members wishing to rejoin shall make application to the Secretary and may be required to take a further voice test.
- 11 Choir Members are expected to attend rehearsals, which must include the final rehearsal, as a necessary qualification to perform in any of the Choir's concerts. If a member misses more than three rehearsals in any term they may be asked not to perform at the concert. Exceptions to this rule shall only be allowed at the discretion of the Music Director.

Choir members should inform the Music Director and a Committee Member if they are unable to attend a rehearsal.
- 12 The Choir Membership of any individual may be terminated for good and sufficient reason by the decision of the Committee provided that the individual shall have the right to be heard by the said Committee before the decision is final.

- 13 The Committee shall have the power to create other categories of non-singing Membership.

FINANCE

- 14 The Choir Membership subscription rate shall be determined at the AGM. A suitable bank account shall be maintained in the name of the Choir and operated under the signatures of any two of the Chairman, Treasurer and Secretary.
- 15 The Financial Year of the Choir shall terminate on August 31st. The financial position shall be reviewed by the Committee at each of its meetings.
- 16 The books of account shall be examined by an Independent Examiner between the end of the Choir financial year and the date of the AGM.
- 17 The Independent Examiner shall be appointed at the AGM each year.
- 18 Reasonable out of pocket expenses incurred by Choir Members on the authorised business of the Choir will be reimbursed at the discretion of the Committee. An additional allowance may be made for the Music Director and an Accompanist for rehearsals and concerts.

MUSIC

- 19 Music that is the property of the Choir or borrowed by the Choir must not be sold or loaned without sanction from the Committee. No music may be borrowed by a Choir Member for any purpose without permission from the Librarian or Music Director. Any Choir Member responsible for causing damage to or the loss of music shall reimburse the Choir for any resultant financial loss.
- 20 The choice of music shall be in the hands of the Music Director, in consultation with the Committee.
- 21 Programme selection for concerts shall be in the hands of the Music Director, in consultation with the Committee and taking into account any requests from choir members.

GENERAL

- 22 A Special General Meeting may be called within 14 days notice at the request of at least one third of Choir Members.
- 23 The Rules of the Choir shall only be altered at the AGM or a Special General Meeting duly called; no alteration shall be made to the rules that would cause the Choir at any time to cease to be a charity at law and no alteration shall be made to Rule 3, Rule 24 or this rule without the prior written approval of the Charity Commission.
- 24 If, upon the winding up or dissolution of the Choir, any Property whatsoever after the satisfaction of all its debts and liabilities shall be given or transferred to some Charitable Institution(s) having objects similar to the objects of the Choir. Such institution(s) is to be determined by the Members of the Choir at or before the time of dissolution.
- 25 A copy of these Rules shall be given to each Choir Member.

5 October 2010
Amended:
2nd October 2018