



CANTORION LLANDRINDOD

“RULES AND CONSTITUTION”

1.0 THE CHOIR

1.1 The Choir shall be called Cantorion Llandrindod hereafter referred to as “the Choir”.

1.2 It shall be non-political and non-sectarian.

2.0 OBJECTS

2.1 The object of the Choir shall be the study and practice of Choral music in order to foster public knowledge and appreciation of such music by means of public performance.

2.2 To assist and support such charitable institutions or purposes as the Committee shall from time to time determine.

3.0 OFFICERS

The officers of the Choir shall consist of Chairperson, Secretary, Treasurer, Librarian, and Publicity Officer.

4.0 COMMITTEE

4.1 A Committee of elected officers, Conductor, other elected members and co-opted persons shall manage the Choir. The Committee shall have power to make and execute decisions on any matter other than those requiring a decision by a General Meeting. The Committee shall take into account opinions expressed by members, giving weight to views expressed or voted upon in General Meetings, and shall act in accordance with all resolutions passed at General Meetings. No individual or group has the authority to act or speak on behalf of the Chair except as stated in these rules.

4.2 The Committee shall consist of:

The officers specified in clause 3, and not less than 3 and no more than 4 other Choir members elected to the Committee

The Conductor for as long as he/she remains Conductor.

The Committee may co-opt or dismiss other persons but may not dismiss an elected member from the Committee.

4.3 The Committee shall be responsible for the day-to-day management of the Choir, for matters of discipline and membership and for co-opting of Choir members to the Committee. Decisions shall be made unanimously or by vote in a Committee meeting

4.4 Committee Meetings

- Notice: To be given by the Secretary 7 days in advance.
- Quorum: 4 persons
- Conduct: The Chairperson shall act as chairman at Committee meetings. If the Chairperson is absent from any meeting, then members of the Committee present shall choose one of their numbers to be chairman before any business is transacted. There shall be an agenda agreed at the start of the meeting, but other matters may be discussed by leave of the Chairperson if all other items on the agenda have been discussed, and, if necessary voted upon. Votes should be recorded in the minutes.
- Minutes: The Secretary shall keep minutes, in a book kept for the purpose, of the proceedings of meetings of the Committee.
- Voting: Majority vote. The Chairperson (or acting Chairperson) has a casting vote.
- Frequency: As business demands, but at least three meetings shall be held in a year.
- Special Meeting: A Special Meeting may be called at any time by the Chairperson, or any 2 members of the Committee, upon not less than 7 days notice being given to the other members of the Committee of the matters to be discussed.
- Emergency: In the event of immediate action being required at a Choir meeting, practice, or performance, any group consisting of all the Committee members then present may, for the purpose of the emergency, act as if a committee meeting had been purposely convened and a quorum were present. Such actions must be minuted and reviewed at the next formally- constituted Committee meeting.

4.5 Election of Officers, Committee and Conductor

4.5.1 The officers and Committee members shall be elected by members of the Choir at the Annual General Meeting

4.5.2 The Committee must retire each year but members may stand for re-election.

4.5.4 Officers and Committee may be dismissed only by vote, only at a General Meeting.

4.5.5 The officers and other members of the Committee shall remain in office until the end of the General Meeting at which their successors are elected.

4.5.3 The Committee shall be responsible for seeking of one or more candidates for election as Conductor and for arranging such auditions, temporary appointments or trial periods for candidates as are needed for the members of the Choir to make an informed choice.

5.0 MEMBERSHIP

5.1 Singing Membership

5.1.1 Prospective membership shall be open to any person, regardless, singing experience, race, gender, religion, sexual orientation, health, or any other personal characteristic, who wishes to develop their interest and enjoyment in singing, and who can demonstrate to the satisfaction of the Committee an ability to perform and practise with other members without disrupting practices or performances and who agrees to pay subscriptions and undertake the obligations of membership.

5.1.2 In considering a person for admission or continuation of membership, the Committee may take into account the size of the Choir, the balance of voices, and any other matter it shall see fit, and shall not be required to give a reason for refusal.

5.1.3 No person shall be required to be auditioned for the Choir

5.1.4 Prospective members shall attend a minimum of four practices at the discretion of the committee before being considered for membership. Prospective membership shall have none of the rights or obligations of membership.

5.2 Dismissal.

For good and sufficient reason the membership of any individual may be terminated by the decision of the Committee provided that the individual has the right to be heard by the said Committee before the decision is final. Grounds for dismissal include, but not limited to, disruption of practices or performances; bringing the Choir into disrepute; misuse of the Choir's assets.

5.3 Resignation.

A member may leave the Choir at any time provided that all subscriptions due have been paid

5.4 Re-joining.

Former members re-joining may do so on the same terms as new members.

6.0 PARTICIPATION

6.1 Singing members.

All members may take part in practices, concerts and other performances unless the Committee decides otherwise on the grounds that a member's participation would disrupt or impair a performance. A reason must be given if participation is refused. Grounds for refusal include, but are not limited to, misconduct, or poor performance, poor attendance at practices, or inability to perform to an adequate standard.

6.2 Guest Performers.

Guest singers may be invited or hired by the Committee to take part in practices and performances where there are insufficient members suitable for all the parts involved. Guest instrumental performers may be invited or hired by the Committee where the performance so requires.

7.0 DUTIES OF MEMBERS

Members are required to act within these rules and support and further the Choir's objects, and for these purposes must be willing to undertake such duties as the Committee may reasonably request.

8.0 MUSIC

8.1 All music is the property of the Choir and must not be sold or loaned without sanction from the Committee. A member may not borrow music for any purpose without permission from the Librarian

8.2 The choice of music for concerts and other events shall be decided by the Committee acting on the advice of the Conductor, taking note of the resources available and capability of the Choir, the potential costs and the wishes expressed by Choir members.

8.3 The Committee shall be responsible for all arrangements for concerts and other events.

9.00 GENERAL MEETINGS

9.1 The members of the Choir shall, at properly convened General Meetings have all the powers to dismiss and elect officers and Committee members, to pass resolutions, to express their views to the Committee and, subject to sufficient majority, change the rules or dissolve the Choir.

9.2 Annual General Meetings

- Time: To be held during the month of October or as soon as possible thereafter.
- Notice: To be given by the Secretary 14 days in advance.
- Quorum: Ten members or two thirds of the membership, whichever is the fewer.
- Business:
 - To confirm the minutes of the previous General Meeting
 - To discuss matters arising from these minutes.
 - To receive reports from the Chairperson, Treasurer and Conductor
 - To approve subscriptions
 - To elect officers and committee
 - To appoint an examiner of accounts
 - To discuss and, if necessary, vote other resolutions and business on the Agenda
 - To discuss other business by leave of the Chairperson
- Conduct:
 - The Secretary shall have prepared an agenda showing all routine matters and matters of which he/she has had written notice seven days in advance of the meeting.;
 - Candidates for election shall be nominated, in writing to the Secretary, at least seven days before the meeting. The nomination must be supported by the nominee's agreement to stand. If, at the time of the election, there are more vacancies than nominations, candidates may be nominated at the meeting.;
 - Voting on all matters shall be by show of hands unless any member requests a secret ballot. Such a request must be made at least two days before the meeting and agreed to by a show of hands at the meeting.;
 - The Chairperson shall invite discussion and, where necessary, voting on the matters in the order on the Agenda, followed by other business.

9.3 Extraordinary (Special) General Meeting

Purposes: To conduct any business or vote upon any resolution which would normally be the subject of an Annual General Meeting but which is, in the opinion of the Committee or of at least ten Choir members, too urgent to be left until the Annual General Meeting. Notice, conduct and quorum are as for an Annual General Meeting.

10.0 INDEPENDENT EXAMINATION OF ACCOUNTS

10.1 One person, who shall not be a member of the Committee, shall be appointed annually at the Annual General Meeting to examine the Choir's Books of Account.

10.2 The Books of Account shall be examined between the end of the Choir's financial year and the date of the Annual General Meeting.

11.00 FINANCE

11.1 The Choir shall be run on a non-profit basis. Subscriptions and charges shall be set so as to provide a reasonable and prudent surplus of funds.

11.2 The financial Year of the Choir shall run from 1st September to 31st August.

11.3 Application of funds.

11.3.1 The Choir's funds may be used only for the Choir's objects. No member may receive payment from Choir funds.

11.3.2 Reasonable out of pocket expenses incurred by members on the authorised business of the Choir will be reimbursed at the discretion of the Committee.

11.3.3 An additional allowance may be made for the Conductor and the Accompanist for rehearsals.

11.4 Subscriptions.

The frequency and amount of subscriptions shall be recommended by the Treasurer and voted upon at each Annual General Meeting.

11.5 Bank Account(s)

Suitable bank account(s) shall be maintained in the name of the Choir and operated under the signatures of the Treasurer and two other members nominated by the Committee. All cheques drawn from the accounts must be signed by at least two of the three signatories.

11.6 Music charges

Where, in the view of the Treasurer, the Choir's funds cannot meet the costs of hiring or purchasing music, members may be asked to pay for all or part of those costs. The Committee shall be required to make every effort to minimise those costs. Music bought from Choir funds shall remain the Choir's property. But, if members are required to contribute to the cost, then they may buy the music from the Choir at cost.

11.7 Choir members shall be required to reimburse the choir for lost, damaged or unreturned music.

11.8 Concerts

The Treasurer shall account for the surplus or loss on each concert. The surplus or loss arising from each concert shall be transferred to the Choir funds and recorded in the accounts.

11.9 The Committee may organise other fund-raising activities as it sees fit.

11.10 The Chairperson, in a General Meeting may resolve that funds may be granted to named charities.

12.00 ALTERATIONS TO THE CONSTITUTION

The Constitution of the Choir shall only be altered at the Annual General Meeting or a Special General Meeting duly called; no alteration shall be made to rules that would cause the Choir at any time to cease to be a charity at law and no alteration shall be made to Rules 2, 11.3.1, 13 or this rule without the prior written approval of the Charity Commission.

13.00 DISSOLUTION

If, upon the winding up or dissolution of the Choir, there remains any property whatsoever after the satisfaction of all its debts and liabilities, the same shall not be distributed among the members of the Choir but shall be given or transferred to some Charitable Institution or institutions having objects similar to the objects of the Choir such institutions or institution to be determined by members of the Choir at or before the time of dissolution and in so far as effect cannot be given to such provision then to some charitable object. A copy of the accounts for the final accounting period of the Choir must be sent to the Commission.

14.00 A copy of these rules shall be given to each member.

Adopted: 1 April 2004 at an Extraordinary General Meeting