

VIGO SINGERS

Constitution dated 15 October 2019

Our Society is called Vigo Singers.

Objectives

1. To make music for our own pleasure and for the benefit of others.
2. To improve and develop our own musical abilities.
3. To further such charitable purposes as the society sees fit including the presentation of public concerts and recitals.

Membership

Membership of Vigo Singers shall be open to any woman interested in furthering the objectives of the Society, and who has paid the Annual Subscription at the appropriate rate as shall be determined by the committee.

The committee has the power to terminate the membership of any individual, provided the decision of the committee is unanimous both as to the termination and as to there being good reason for it. The person concerned shall have the right to be heard by the committee, accompanied by a friend if desired, before a final decision is made. (See note below)
Exceptions: if the complaint is against any member of the committee or they are connected in any way with the complaint against the individual they are not entitled to voting rights and should withdraw from the meeting.

Officers and Committee

1. The management of Vigo Singers shall be in the hands of a committee consisting of the following Officers: Chair, Vice Chair and Treasurer and not less than four committee members including a member to oversee the management of musical scores. A Minute Secretary shall be appointed to record the meetings. An Assistant Treasurer may be appointed if so decided by the committee. The Officers and committee shall serve for three years and shall be elected by and out of the choir members at the appropriate AGM.
2. All the arrangements for the concerts and other events and the control of finance shall be in the hands of the committee, unless the committee nominates a Concert Manager from the choir to liaise with venues.
3. The Musical Director may attend all meetings in a non voting capacity.

They may be asked to withdraw where matters affecting their salary and performance may be discussed.

Powers

1. The committee will have the power to raise funds and invite contributions provided that in raising funds the committee shall not undertake any substantial permanent trading facilities and shall conform to the requirements of the law.
2. The committee will agree and pay fees to the Musical Director, accompanist and soloists as required.
3. The committee will appoint and constitute such advisory committees as the committee think and co-operate with charities as desired.
4. The committee will have the power to do all such other lawful things as are necessary for the achievement of the stated objectives.

Meetings and Proceedings of the Committee

1. The committee shall hold at least two meetings each year. A special meeting may be called at any time by the Chair, or by any two members of the committee, upon not less than four days' notice being given to the other members of the committee of the matters to be discussed.
 - 1a. There shall be a quorum when at least four members of the committee and one officer are present.
2. The Chair shall act as chair at meetings of the committee. If the Chair is absent from any meeting, the members of the committee present shall choose one of their number to be Chair before any other business is transacted.
3. Matters affecting the running of the Society shall be determined by a majority of votes of the members of the committee present. In the case of equality of votes, the Chair of the meeting shall have a second or casting vote.
4. 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.
5. No rule may be made which is inconsistent with this constitution.
6. Minutes should be circulated to the entire choir, with the exception of any confidential matters and stored safely, so that they are available for reference as required.

Equal Opportunities

No individual shall be excluded from membership of Vigo Singers or debarred from any official capacity on the committee on the grounds of race, colour, age, sexual orientation, disability or political affiliation.

Finance

1. The financial year shall end on August 31st
2. A banking account has been opened in the name of Vigo Singers and cheques shall be signed by any one of the three signatories, Chair, Treasurer and Assistant Treasurer.
3. Vigo Singers shall receive appropriate donations
4. The income and property of the Society whence so ever derived shall be applied solely towards promoting the objectives of the Society as set forth above and no portion thereof shall 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.
5. Tickets for any or all concerts and other events shall be offered for sale to the public.

Annual General Meeting (AGM)

Within (three) months of the end of the financial year the members shall be summoned to an AGM. At least 14 days' notice shall be given to all members.

Nominations for election to the committee can be made by members of the choir before the AGM or from the floor on the AGM.

Should nominations exceed vacancies an election shall be held.

The Chair, or person nominated by the committee, if the Chair is unable to attend, shall present a report of the year.

The committee shall present to each AGM the report and accounts of the Society for the preceding year.

Special General Meeting

A Special General Meeting, of which at least 14 days' notice in writing must be given to members, may be called for by the committee or upon written request to the Chair signed by at least five members of the choir. The notice must state the business to be discussed.

Procedure at General Meetings

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

There shall be a quorum when at least 10 members are present at any General Meeting.

Accounts

The financial accounts shall be overseen by a person who is independent of the committee and then submitted to the members at the AGM by the Treasurer, or nominee in her absence.

Alterations

The constitution may be altered by a two thirds majority of the members present and voting at any AGM, provided that fourteen days' notice of the proposed alteration has been sent to all members and provided that it fulfils the stated objectives of the Society.

Dissolution

In the event of Vigo Singers being wound up, any assets remaining upon dissolution after the proper debts and liabilities shall be transferred to a charitable institution/s having similar objectives as Vigo Singers.

Annual Subscription (Subs)

All subscriptions are payable within three weeks of attendance and payable per term.

Where a member, through financial circumstances is unable to pay the subscription, a discretionary waiver may be agreed by Chair with the Treasurer. This situation is to be reassessed every term and treated as a confidential matter.

If a member wishes to reserve their place for a term they may pay a half subscription which will be taken as part payment for the following term. If the member does not return the part subscription will not be refunded and thereafter full term subscription will apply. Any changes to these arrangements are at the discretion of the Chair and Treasurer.

15 October 2019