

## Constitution of Teignmouth Sings

**TEIGNMOUTH SINGS is an informal, voluntary, non-profit-making, adult, community choir.**

### **Objectives**

- 1 To bring together people of any musical ability to sing for pleasure.
- 2 To participate in choral, musical and other community events.
- 3 To help foster community spirit by giving concerts which raise money for charity.

### **Membership**

- 1 Except with the approval of the Chair, membership is restricted to persons aged 16\* and over.
- 2 Membership is normally annual, commencing 1<sup>st</sup> September.
- 3 Membership begins when the membership form, annual fee (or pro-rata if joining part way through the year) and music fee have been received. Prospective members may attend for two weeks free of charge.
- 4 The membership form and joining fee must be received before a new member may participate in performances.
- 5 Members also pay a weekly subscription on attendance, or have the option of a non-refundable prepayment reduced-rate scheme, paid in advance on a termly basis.
- 6 All fees are reviewed annually, as required, at the AGM.
- 7 A list of all members and their contact details will be kept, confidentially, by appropriate members of the committee.
- 8 Members are expected to advise the Membership Secretary of any future planned absences. If a member has been absent during the run-up to a concert, it will be at the Chair's discretion as to whether they can take part.

### **Rights of members**

- 1 Members can expect its officers and members to pay proper respect to equal opportunities – Teignmouth Sings will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age\* (see Membership Section).
- 2 Members can expect to have opportunities to participate in the running of the choir, if they so wish. Constructive suggestions may be submitted, either verbally, by email to a member of the committee, or via the Suggestions Box. All communications should be polite, respectful and at an appropriate time and place.

### **Membership termination**

- 1 Members may resign at any time by writing to the Secretary/Membership Secretary. No refunds of the annual fee will be given, except at the discretion of the Chair.
- 2 Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone, considered by the committee, to have offended against point 2 of Rights of Members, or to have behaved in any other inappropriate manner, may be a) required to apologise and be given a Written Warning or b) required to leave the choir, with immediate effect.

### **Officers and Committee**

- 1 Teignmouth Sings shall have a committee consisting of a **minimum of three officers**: The Chair, The Secretary and the Treasurer.

- 2 Additional officers, to a **maximum of twelve** in total, deemed necessary to promote and carry out the work of Teignmouth Sings, will be elected as required, eg. Vice Chair, Membership Secretary. The Committee may also co-opt ex-officio members, who, at the discretion of the Chair and Committee, may or may not have voting rights in Committee.
- 3 Elected officers will normally stand down after a period of three years.
- 4 Members of the same household should not serve on the Committee at the same time.
- 5 Committee meetings will be held regularly, as required.

### **Annual General Meetings (AGMs)**

- 1 An AGM will be held within fifteen months of the previous AGM.
- 2 Members will be notified at least three weeks before the date of the meeting, giving the venue, date and time.
- 3 The quorum for the AGM will be a minimum of 50% of the Committee and 25% of the membership.
- 4 The Chair will present a report of the work of Teignmouth Sings for the previous year.
- 5 The Treasurer will present the audited accounts of Teignmouth Sings for the previous year.
- 6 Nominations, with seconders, for the Committee may be made to the Secretary, **at least one week** before the meeting. The permission of the nominee must be sought. The current Committee may be re-elected, provided that they have been nominated and seconded one week prior to the AGM.
- 7 All members are entitled to vote at the AGM.
- 8 Proxy votes may be used, if received in writing before the start of the meeting, by a member of the current Committee.
- 9 Voting shall be made by a show of hands on a majority basis. In the event of a tied vote, the Chair shall make a final decision, except when it is the Chair who is up for election.

### **Extraordinary General Meetings (EGMs)**

- 1 The Committee may call an EGM if required.
- 2 Members will be notified at least three weeks before the date of the meeting, giving the venue, date and time.
- 3 The quorum for the EGM will be a minimum of 50% of the Committee and 25% of the membership.
- 4 Proxy votes may be used, if received one week in advance in writing before the start of the meeting by a member of the Committee.

### **Finances**

- 1 Accounts will be maintained on behalf of Teignmouth Sings, at a bank agreed by the Committee.
- 2 Three cheque signatories will be nominated by the Committee (one being the Treasurer) and any two of these must sign every cheque. The signatories must be on the committee and not be related nor members of the same household.
- 3 Records of income and expenditure will be maintained by the Treasurer, who will present regular reports and bank statements, to the Committee.

### **Amendments to the Constitution**

- 1 Any amendments to the Constitution must be agreed at an EGM, which can be held at any time but, ideally, should be held just before an AGM.

## **Dissolution of Teignmouth Sings**

- 1 The dissolution of Teignmouth Sings can only take place in an EGM.
- 2 Dissolution of the Choir must be agreed by at least 75% of the Committee and 75% of those present at the EGM or who have sent a written vote, before the commencement of the meeting.
- 3 All remaining money and other assets, once any outstanding debts have been paid, will be donated to a local charitable organisation. The charitable organisation will be agreed at the end of the EGM, or failing agreement, will be decided by the Committee. Alternatively, assets may be offered to choir members, to purchase at their current market value, to be determined by the Committee.

## **Privacy Statement (added August 2018, to comply with updated GDPR regulations)**

### **Details held:**

Name

Address

Telephone number(s)

Email address (if available)

Emergency contact details

### **How it is used:**

The contact details are used for distribution of information to members, normally via email if possible, or by letter, or if urgent, by telephone. Where people have given consent, these contact details are used to inform members of current local events that may be of interest. Occasionally, they are used to make contact when a member has not attended for a while, to check that they are alright or whether they have decided to leave the choir. Group emails are sent 'BCC' in order to preserve the privacy of individual email addresses.

### **Who has access:**

The mailing list is held and maintained by the Membership Secretaries and shared with the Chair, Secretary and the individual responsible for sending out music. Other committee members may be given relevant information on a 'need to know' basis.

### **Data retention and storage:**

Data is held until: An individual requests its removal from the mailing list

An individual leaves Teignmouth Sings

The data is stored on secure computers.

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