

SITTINGBOURNE ORPHEUS CHORAL SOCIETY

Constitution and Rules

October 2024—AGM revision

1. TITLE

The name of the Society shall be The Sittingbourne Orpheus Choral Society.

2. AIMS AND OBJECTIVES

The aims and objectives of the Society shall be the comprehensive study, practice, and performance of choral works, in order to foster public knowledge and appreciation of such music by means of public performance.

3. ELECTED OFFICERS

The Officers of the Society shall be a Chairperson, Secretary and Treasurer.

4. MANAGEMENT

- a) The affairs of the Society shall be managed by a Committee consisting of the three Elected Officers, the Musical Director and ordinary elected members. The Musical Director may not be the Chairperson or Vice-Chairperson of the Committee or act as chairperson of any meeting.
- b) The Committee may co-opt Society members to be additional ordinary Committee members. Where a casual vacancy arises, the Committee may appoint any member of the Society to fill that vacancy. The Committee may also co-opt members of the Society to the Committee for special or temporary purposes.
- c) A quorum for Committee meetings shall be five Committee members, of whom at least one shall be an Elected Officer.
- d) Where the position of Musical Director is being considered, the Musical Director shall have no vote.
- e) At the Annual General Meeting each year, the Chairperson, Secretary and Treasurer shall be elected, along with other members of the Committee.
 - i. The existing Chairperson, Secretary and Treasurer shall be eligible for re-election but do not need to be nominated if they are willing to continue in their current position.
 - ii. Nominations for Elected Officer positions shall be proposed and seconded by Society members prior to the Annual General Meeting.
 - iii. Should two or more nominations be received for the same Elected Officer position, voting shall be undertaken at the Annual General Meeting in secret. Should the vote be a draw the Officer managing the meeting shall have the casting vote.

- f) Each year the Committee shall appoint:
- i. From among their number, a Vice-Chairperson, a Concert Manager, Social Secretary, Librarian, Ticket Secretary, Secretary for the Friends of the Society, and Publicity Officer. Additional roles may include Project Manager, Website and Facebook Officer, and
 - ii. From among their number or as they see fit, a Federation Representative, Membership Secretary and Orchestra Secretary.

Where a Federation Representative, Membership Secretary or Orchestra Secretary is appointed otherwise than from among the Committee the person appointed shall hold and vacate that post at the pleasure of the Committee and a replacement may be appointed at any time.

5. MEMBERSHIP

The Committee shall have the right to refuse or terminate membership of the Society at its discretion. A member whose membership is proposed to be terminated shall be entitled to be heard by the Committee before a decision is reached.

General Data Protection Regulation (GDPR) rules are applied by the Membership Secretary.

6. ATTENDANCE

It is expected of all Society members that they will be punctual and regular in attendance at rehearsals and concerts and that they will advise the Membership Secretary in case of illness or other causes which prevent attendance. A register shall be kept, and the Committee may from time to time make rules limiting performance in concerts to those members who have attended a stated minimum number of rehearsals. The Musical Director may also make such a stipulation.

7. SUBSCRIPTION

All members, except for the Musical Director and Accompanist, shall pay an annual subscription, the amount of which shall be agreed at each Annual General Meeting. Membership subscriptions may be paid either in full, by the end of September, or in three Seasonal Term payments, by the ends of September, January, and May, respectively.

8. MUSIC

The members may be required to provide their own copies of music selected by the Committee for study and rehearsal, or to pay a hiring fee determined by the Committee. For the loan or hire of music for rehearsal and performance purposes, members will be charged and shall be required to reimburse the Society for loss of, or damage to, said music.

9. REPRESENTATION OF THE SOCIETY

No ordinary member shall, without the express consent of the Trustees and membership represent the Society in any official capacity.

10. FINANCE

- a) The fiscal year shall end on July 31st.
- b) All monies shall be paid into a Bank or Building Society as may be determined from time to time by the Committee. All cheques shall be signed, and all payments by bank transfer authorised, by two of the nominated persons listed on the Bank Mandate. The Bank Mandate is determined by the committee and shall consist of up to four committee members, including the Chairperson, Secretary and Treasurer. Debit Cards are held by some members of the committee. These can be used for specific purchases on the Society's behalf. Before each such purchase the Committee shall approve the planned expenditure and provide an indicative budget for that purchase.
- c) The Society may receive additional contributions, sponsorship and grants in aid.
- d) Tickets for any or all its concerts and other events may be offered for sale to the public.
- e) The income and property of the Society, whencesoever derived, shall be applied solely towards promoting the objects of the Society as set forth above. No portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except as follows:
 - i. In payment of legitimate expenses incurred on behalf of the Society.
 - ii. In payment of reasonable remuneration to any person holding office as Musical Director for work undertaken whilst holding that office, notwithstanding that he/she is a Committee member, provided that he/she withdraws from any meeting whilst his/her appointment, remuneration or other terms of employment, or the appointment, remuneration or other terms of employment of any other employee or employees that might affect the Musical Director is being discussed.
 - iii. In payment of reasonable remuneration to the Accompanist.
- f) The financial accounts are subject to approval by an independent examiner and each year's accounts shall be submitted to members at the subsequent Annual General Meeting.
- g) In the event of the dissolution of the Society any remaining assets shall be transferred to a charitable organisation whose objects are similar to those of the Society and whose rules preclude the distribution of income and assets among its members.
- h) The Society may be dissolved by resolution passed at an Annual General Meeting or Extraordinary General Meeting by a two-thirds majority of those members of the Society present and voting at the meeting.

11. GENERAL MEETING

Within six weeks of the start of the first term in the new fiscal year, the members of the Society shall be summoned, by no less than fourteen days' notice, in writing, to attend the Annual General Meeting, the quorum for which shall consist of no fewer than two-thirds of the members of the Society.

12. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be convened on request of the Committee, or in writing from not less than twenty per cent of the membership. The Secretary shall give fourteen days' notice of such a meeting, the quorum for which shall consist of no fewer than two-thirds of the members of the Society.

13. AMENDMENTS

Any proposed alteration to these rules must appear on the agenda for an Annual General Meeting or Extraordinary General Meeting and, unless the Committee sponsors such a proposal, a copy of the resolution must be sent to the Secretary at least twenty-one days before such a meeting. Such resolution shall be passed if no fewer than two-thirds of the members present and voting are in favour. No amendment, addition or alteration to these rules may be made, the effect of which would cause the Society at any time to cease to be a charity in law.

No amendment may be made to Clause 1, Clause 2, Clause 10 (e), Clause 10 (g) or this Clause without the prior consent in writing of the Charity Commission.

14. REVISIONS

Revised in September 2016

Revised in March 2018

Revised at the EGM on 19th April 2022

New Revision at the AGM in 13th September 2022

Revised at AGM on 15th October 2024