



## **BALLYCLARE MALE CHOIR CONSTITUTION**

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## **1. NAME**

The Choir shall be called 'Ballyclare Male Choir'

## **2. OBJECTIVES**

- 2.1 To provide our audiences with a high standard of choral singing from a wide repertoire of musical genres, whilst maintaining our traditional sacred/secular balance.
- 2.2 To train, develop and inspire our choristers to enjoy singing and take pleasure in achieving their best performance.
- 2.3 To advance the public's appreciation of choral singing by participation in music festivals, public engagements, charitable events, recordings and media exposure as arranged by the Choir Committee.
- 2.4 To carry out the activities of the choir without discriminating against any individual on any grounds and with respect for all members.

## **3. APPLICATION FOR MEMBERSHIP**

Any person applying for membership of the Choir must fill in the application form provided by the Choir and forward or hand it to the Honorary Secretary. If the application is accepted by the committee and the applicant passes successfully a voice test carried out by the Conductor and Deputy Conductor he shall forthwith be admitted as a member of the choir.

## **4. EXPULSION OF MEMBERS**

Any member of the Choir may for whatever reason be expelled from the Choir on the unanimous decision of the Committee, but only after the Committee has heard the member in person (if he so wishes).

## **5. ANNUAL SUBSCRIPTION**

The Annual Subscription payable by members (which may include provision for the payment of travelling expenses and the cost of buying music) shall be such as may be fixed at the Annual General Meeting, and shall be payable on or before 30<sup>th</sup> September in each year. The Committee may at its discretion, decide that any member shall not be required to pay the full annual subscription, and shall fix the amount of the subscription (if any) such members shall be required to pay and the date payable.

## **6. GENERAL MEETING OR ADJOURNMENTS THEREOF**

6.1 The Annual General Meeting shall normally be held in May.

6.2 An Extraordinary General Meeting shall be called on requisition in writing by the Chairman or by eight members of the choir.

6.3 Notice of such meetings shall be given in writing by the Honorary Secretary to all members at least fourteen days before the dates fixed for such meetings.

6.4 The quorum at each meeting shall be twenty five percent of choir members.

6.5 Except as stated in rules 24 and 25, resolutions shall be passed at each of such meetings by a simple majority. In the event of an equality of votes whether on a show of hands or on a ballot, the Chairman shall be entitled to a casting vote in addition to his deliberative vote.

## **7. CHAIRMANSHIP OF MEETINGS**

All meetings in connection with the business of the choir shall be chaired by the Chairman or the Vice-Chairman, or in their absence, such member of the choir as shall be voted to chair the meeting by a majority of those present and entitled to vote.

## **8. ELECTION OF CERTAIN OFFICE BEARERS**

The President and Vice-Presidents (all of whom shall be Honorary Members by virtue of their office), the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, for the ensuing year shall be elected at the Annual General Meeting. Only members of the choir shall be eligible for the offices of Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer.

The Office Bearers elected at the Annual General Meeting shall hold office until the ensuing Annual General Meeting. Only members present at a meeting, or, who if absent, have indicated their willingness to act if elected, shall be eligible for office.

## **9. CONDUCTOR, DEPUTY CONDUCTOR AND ACCOMPANIST**

### **9.1 APPOINTMENTS**

The Choir Committee shall be responsible for determining procedure pertaining to the appointments of Conductor, Deputy Conductor and Accompanist including terms and conditions. All appointments are subject to review by the committee. Any proposed appointment shall be subject to approval by the choir.

**9.2 DUTIES OF CONDUCTOR**

- a)** Promote the objectives of the Choir as laid out in Section 2.
- b)** Select and implement new music into the choir's repertoire within the terms of the choir's budget in liaison with the Music Committee.
- c)** Select choir members for specific musical roles and responsibilities.
- d)** Oversee the musical suitability of prospective members of the choir.

**9.3 DUTIES OF DEPUTY CONDUCTOR**

- a)** To support and assist the Conductor in the promotion of the objectives of the Choir as laid out in Section 2.
- b)** Deputise for the Conductor at rehearsals and engagements as required.
- c)** Assist with sectional rehearsals.
- d)** Be a member of the music committee.

**9.4 DUTIES OF ACCOMPANIST**

- a)** To support and assist the Conductor in the promotion of the objectives of the Choir as laid out in Section 2.
- b)** Act under the direction of the Conductor.

**10. APPOINTMENT OF CERTAIN OFFICE BEARERS**

Such other office bearers (not elected at the Annual General Meeting), as may be considered necessary, shall be appointed by the Committee.

**11. CHOIR COMMITTEE**

The Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer along with three other members elected at the Annual General Meeting shall constitute the Committee of the Choir. The Committee may, for a specific subject, co-opt a member or members of the Choir when that subject is being discussed or set up such sub-committees or working groups as the Committee deems necessary. The quorum for the Committee shall be three (excluding co-opted members). In addition to superintending the general functioning of the Choir and the performance of the specific duties placed upon it by this Constitution, the Committee of the Choir shall have full authority to take a decision on behalf of the Choir where a situation arises which is not specifically provided for in this Constitution.

## **12. MODE OF ELECTION OF OFFICE BEARERS AND CHOIR COMMITTEE**

All elections shall be by show of hands unless the Chairman shall, at his discretion, decide that voting be by ballot. In the event of an equality of votes, whether on a show of hands or on a ballot, the Chairman of the meeting shall be entitled to a casting vote in addition to his deliberative vote.

## **13. CO-OPTION OF OFFICE BEARERS**

Where an office bearer no longer can carry on the duties of his office for whatever reason, the committee of the choir shall co-opt a member of the choir to fill the vacancy.

## **14. DUTIES OF HONORARY SECRETARY**

The duties of the Honorary Secretary shall, in addition to those duties laid upon him elsewhere in this Constitution, include the keeping of minutes of the Annual General Meetings, Extraordinary General Meetings and Choir Committee Meetings, dealing with correspondence and such other duties as the Committee shall require him to undertake.

## **15. DUTIES OF HONORARY TREASURER**

The duties of the Honorary Treasurer shall include the collection and recording of all membership subscriptions, the making of payments and the keeping of such books and records and such other duties as the Committee shall require him to undertake. He shall prepare an Annual Statement of Account for the Annual General Meeting and such other statements of account as the Choir Committee may require. All payments made by him must be approved by the Committee.

## **16. APPOINTMENT OF AUDITORS**

Two members of the Choir shall be elected as Auditors of the Choir at the Annual General Meeting, and those members eligible to be so elected shall not be members of the Choir Committee.

## **17. MUSIC COMMITTEE**

A Music Committee, consisting of the Conductor, Deputy Conductor and two members appointed by the Choir Committee, shall select the music to be sung by the Choir. All music for the choir shall be paid for from Choir funds, shall remain the property of the Choir, and must be handed back by a member on the cessation of his membership.

## **18. APPLICATION FOR ENGAGEMENTS**

All applications for the services of the Choir shall be made in writing to the Honorary Secretary and submitted by him to the Choir Committee for acceptance or otherwise.

## **19. ENGAGEMENTS BY PART OF THE CHOIR**

No engagements shall be taken on by any group of members of the Choir using the name 'Ballyclare Male Choir'.

## **20. DRESS AT ENGAGEMENTS**

Every member of the Choir shall at engagements, unless previously informed otherwise by the Chairman of the Choir or someone acting on his behalf, wear such dress (including footwear) as may have been decided by the Committee. If any member attends for an engagement not being dressed as laid down by the Committee, he may, at the discretion of the members of the Choir Committee present, not be permitted to take part as a member of the Choir in that engagement.

## **21. ABSENCE FROM CHOIR PRACTICES AND ENGAGEMENTS**

Members of the Choir absent for three or more consecutive practices must notify the cause to the Chairman or Honorary Secretary. The Committee shall have power to deal as it thinks fit with any member who fails to observe this rule or is a persistent absentee from engagements.

## **22. MEMBERS LEAVING DURING PRACTICES**

No member may leave during a practice without advising either the Conductor or the Chairman of his intention.

## **23. COMPLAINTS**

All complaints relating to the Choir must be submitted to the Chairman or the Honorary Secretary for consideration by the Committee.

## **24. REPEAL OR ALTERATION TO PARTS OF THE CONSTITUTION**

This Constitution shall not be repealed or altered except at an Annual General Meeting or an Extraordinary General Meeting or any adjournments thereof at which at least two-thirds of the members present shall be in favour of the repeal or alteration. At least twenty-one days notice of the proposed repeal or alteration shall be given in writing to the Honorary Secretary who shall incorporate such details in the notice convening the meeting.

## **25. DISSOLUTION OF THE CHOIR**

In the event of a dissolution of the Choir being agreed on at an Annual General Meeting or an Extraordinary General Meeting or any adjournments thereof at which at least two-thirds of the members present shall be in favour of such dissolution, any property or funds that remain after the satisfaction of all debts and liabilities, shall be paid to such charitable bodies or institutions as a majority of the members present at the Annual General Meeting or an Extraordinary General Meeting or any adjournments thereof called for the purpose, shall decide.