

City of Chester Male Voice Choir

Constitution and Rules

	<p align="center">The Constitution and Rules of The City of Chester Male Voice Choir 2018</p> <p>This “Constitution and Rules” is approved by the Charity Commission as regulator for Charities in England and Wales (Reference 25/4/249; Approved in 2012 with amendments filed in 2014, 2015, and 2018). Registered Charity Number: 501974</p>
1	<i>THE CHOIR</i>
1.1	The name of the Choir shall be “The City of Chester Male Voice Choir” referred to below as “The Choir”.
1.2	Shorter versions may also be used: i.e. “CCMVC”, “Chester Male Voice Choir”, and “www.chestermalevoice.com”
1.3	The Choir will show no bias in politics, religion, gender, race or disability and allow every opportunity for any male singer to participate as a chorister, or other persons in a supporting role.
2	<i>OBJECTIVE</i>
2.1	The study and practice of Choral Music in order to foster public knowledge and appreciation of such music by means of public performance by male singers of The Choir.
2.2	Only to achieve the above-mentioned objective The Choir may:
2.2.1	Collect and disseminate information in matters affecting the said objective and exchange such information with other bodies and organisations having similar objectives
2.2.2	Arrange and / or provide or join in arranging concerts, exhibitions, meetings, marketing, recruiting and training sessions.
2.2.3	Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donations, legacies, sponsorship, raffles, occasional sale of CDs and DVDs (of Choir performances only), performance fees and otherwise to finance the work of The Choir and support other charities, provided that The Choir shall not undertake permanent trading activities in raising funds for the said objective.
2.2.4	Invest the monies of The Choir not immediately required for the said objective in or upon such investments, securities or property as may be thought fit, subject to legal requirements
2.2.5	Liaise with other organisations and bodies, with regard for the views and interests of The Choir, promoting and upholding equal opportunities, specifically prohibiting any conduct and actions which brings The Choir into disrepute and or discriminates against others on the grounds of harassment including but not limited to race, creed, religion, politics, age, disability, gender or sexual orientation.
2.2.6	Act in any other lawful way in furtherance of the charitable objective in accordance with the regulations of the Charity Commission and the governing document (i.e. this Constitution and Rules) of The Choir.
3	<i>MEMBERSHIP</i>
3.1	The Choir should reflect diversity in society and will not support any discrimination on the grounds of age, gender, disability, politics, creed, or ethnicity.
3.2	A ‘Singing Member’ shall be a male person approved by the Management Committee and the Musical Director of The Choir, after fulfilling a probationary period of three (3) months, unless the period is otherwise amended by The Choir Management Committee. The probationer’s skills may be reviewed at the end of that period. If a review is requested, this may include a short singing test.
3.3	The Management Committee may decide to appoint any person as President or Vice-President(s) or Associate or Honorary members as determined by the Choir Management Committee at a quorate Committee Meeting. These classes of members will not usually be active singing choir members. They may be invited to attend meetings but have no voting rights.

3.4	Singing members are expected to attend a reasonable number of rehearsals (normally 50%) and sufficient rehearsals immediately prior to a concert or other singing engagement. A register of attendance will be kept by Section Leaders for use by the Choir Committee. Probationary singing members are expected to attend most rehearsals during their probationary period. There will usually be two rehearsals each week unless other instruction is given by the Chairman or Choir Secretary.
3.4.1	There should be appropriate behaviour (e.g. no unnecessary talking/noise) by members, at rehearsals, to allow effective communication between Musical Director and choristers.
3.5	Deportment and discipline of all members both in private and public must always be of the highest order. Any breach of deportment and discipline, which might bring The Choir into disrepute, may require the immediate suspension and possibly the ultimate dismissal of any member(s) involved.
3.5.1	<p style="text-align: center;"><u>Suspension / dismissal process:</u></p> <ol style="list-style-type: none"> 1. Committee discussion of case and record of event. Immediate suspension if serious breach. 2. Verbal warning to member by Chairman and one other officer of Committee. 3. Written warning to member signed by Chairman and one other officer of Committee. 4. Formal note of suspension / dismissal agreed and minuted by Committee and note presented to member. 5. Opportunity for member to appeal to Committee (see Sections 3.6 and 5.15).
3.6	The Choir Management Committee, in consultation with the Musical Director (when necessary), shall have the power to approve or reject applications for membership. The Choir Management Committee shall have the right, if there is a good reason, to suspend membership immediately and/or to terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by The Choir Management Committee before a final decision on termination is made. The Management Committee must be quorate, and two thirds of Committee members at the meeting must support the decision for it to be upheld.
4	<i>FINANCES</i>
4.1	All Singing and Associate members shall give an annual donation to choir funds.
4.1.1	The recommended minimum amounts for each membership class shall be proposed at each AGM by the outgoing Committee and agreed by the voting membership. These will be the minimum amounts payable for the year following that AGM and will be payable in full (one payment or in instalments – see 4.1.3) not later than 6 weeks before the next AGM.
4.1.2	The Choir membership year will be the period from one AGM to the AGM of the following year.
4.1.3	A payment of not less than one third of the recommended minimum shall be paid no later than 6 weeks after the AGM and the balance paid thereafter in two equal instalments not later than 1 st August and 1 st December.
4.1.4	The Choir Committee shall have the power to recommend a smaller donation for any individual Singing member, in exceptional circumstances. These circumstances will be duly noted and recorded by the Committee. [It should be stressed that anyone with genuine difficulty in giving an annual donation should not be discouraged from membership].
4.1.5	If a Singing member has not paid in full by 31 st December he will forego the right to vote at the subsequent AGM.
4.2	The Management Committee shall review the financial position of The Choir on a regular basis. Appropriate measures will be adopted by the Committee to ensure future financial viability of The Choir, to prevent misappropriation of funds and to protect the funds from fraudulent abuse.
4.3	The Choir's Accounts shall be kept and maintained by the Treasurer.
4.4	All monies shall pass through suitable Bank Account(s) in the name of The Choir.
4.5	<p>All cheques used to draw money from The Choir Bank Account shall be signed by authorised signatories consisting of two (2) out of three (3) of the following Executive Officers:</p> <ul style="list-style-type: none"> ➤ Treasurer ➤ Chairman ➤ Secretary <p>All debit / credit card transactions or online transactions must be authorised by two (2) out of three (3) of the above Executive Officers and actioned by one of the cardholders. The cardholders will be the Treasurer and Secretary. The Treasurer has been authorised by the Committee to spend up to £500 per month on their own initiative, on necessary Choir expenses, providing that no single transaction exceeds an amount specified by the Committee from time to time. For single</p>

	transactions exceeding that specified amount, written agreement must be obtained from one other Officer.
4.6	The income of The Choir, however derived, shall be applied solely towards the promotion of the objective of The Choir.
4.7	The financial year of The Choir shall terminate on 31st December of each year.
4.8	The Choir's Accounts shall be Independently Examined or audited prior to the Annual General Meeting and submitted to The Choir members at the AGM for adoption.
4.9	The Independent Examiner or Auditor shall be a person with no connections to The Choir or its members and will be appointed at the Annual General Meeting each year.
4.10	The services of The Choir including concerts, public engagements and other associated performances are provided on the understanding that specific charges/fees together with any relevant expenses will normally apply as set out in a schedule of charges decided and stated by the Management Committee. The Management Committee may decide to waive charges/fees in appropriate circumstances.
4.11	The exact amount of expenses and fees charged for performances is by prior agreement with the Management Committee; these may be amended at the discretion of the Management Committee.
4.12	Reasonable out of pocket expenses incurred by members of the Management Committee or other members, when conducting the business of The Choir, will be reimbursed, subject to prior approval by either the Treasurer or Chairman. Receipts for expenses must be submitted with any claims.
5	<i>MANAGEMENT OF THE CHOIR</i>
5.1	Management of The Choir / Charity shall be conducted by the members of the Management Committee; they are the persons having the general control and management of The Choir in its role as a registered charity and are all <i>ipso facto</i> Trustees of the Charity. The Management Committee shall consist of three Executive Officers (Chairman, Secretary and Treasurer) together with a maximum of 10 elected committee members.
5.2	All Executive Officers (except for the Chairman – see Para' 5.5.1) shall normally, but not exclusively, be Singing Members of The Choir. An Executive Officer, with agreement of the Committee, may take on another role in the Committee, except that this may not be in another executive office. Only Singing members may vote.
5.3	The President, Vice President(s) and anyone with a role as stated in the extant Organisation Chart, who are not members of the Management Committee and who are not Charity Trustees, can be invited to attend committee meetings but have no voting rights.
5.4	The Chair of the meeting will be the Choir Chairman, or in his absence the Vice Chairman, or in his absence an Executive Officer of the Choir.
5.5.1	The Chairman shall be elected from Singing Members of The Choir at the AGM and shall remain in office for a period of two [2] years
5.5.2	The Vice Chairman (VC) shall be elected from Singing Members as a member of the Management Committee at the same AGM and shall become a Trustee and shall remain in office for a period of two [2] years.
5.5.3	The Vice Chairman so elected, will succeed to the Executive Office of Chairman at the AGM following the expiry of the two [2] year term created under 5.5.1 above, subject to 5.5.4 below. Should the Chairman need to be replaced (through resignation, dismissal, or other causes) within the two year tenure of office, then the Vice Chairman will automatically succeed to the post as Chairman at that time, until the elections held at the next AGM .
5.5.4	The Chairman may be re-elected for a further term of two [2] years but thereafter must step down from that position for a period of not less than four [4] years. The Vice Chairman position is for two years only. Under this provision the Vice Chairman's position will be available to anyone prepared to stand for election at the AGM in accordance with 5.5.2 above.
5.6	Members of the Management Committee will be elected / re-elected annually at the AGM The members of the Management Committee are fully responsible 'Charity Trustees' of The Choir during their term of office.
5.7	All Trustees must complete and sign the 'Trustee Declaration of Eligibility' and "Declaration of Interests" on appointment. This information must be filed and held securely by the Secretary in accordance with current English legislation concerning the holding of Personal Information.
5.8	The Management Committee shall meet once a month, or at other times when business warrants. A quorum shall be half (50%) of the total number of members of the elected Management Committee including at least two from the Chairman, Secretary and Treasurer. In the case that the total number of members is an odd number, then the quorate number shall be the next whole

	number above 50% of Committee membership.
5.9	At a Management Committee Meeting each person shall have one vote. The person chairing the meeting shall have a casting (additional) vote only in the event of a tied vote.
5.10	All Trustees of The Choir shall hold honorary positions and will not be paid. However, reasonable out of pocket expenses shall be paid when engaged in any activities on the behalf of The Choir, if they have been authorised to undertake these by the Management Committee.
5.11.1	The Management Committee shall have the power to appoint working parties and sub-committees, formed from any members of the choir and Management Committee, to carry out specific short-term tasks and/or functions. Such working parties and sub-committees will report to the Management Committee. The Management Committee will not be bound to accept any recommendations or findings made by such individuals or groups. At least one Committee member must sit on each working party or sub-committee.
5.11.2	The Management Committee shall allow discretionary power to the Chairman, in the case that an urgent decision is required to be made, which relates to the actions and operations of the Choir, but only when it is not possible to convene a quorate Committee. The decision must be agreed by one other Executive Officer of the Choir, fully reported and recorded at the next Committee Meeting so that it may be formally ratified in the minutes of that meeting.
5.12	The Management Committee shall have power to determine its method of procedure within the existing Rules and Constitution.
5.13	The Secretary shall give notice of Committee Meetings at least seven days prior to the date they are due to take place. Communications may be verbal, written or electronic (email).
5.14	Management Committee members are duly obliged in accordance with Charity Law to disclose any (potential or indirect) conflict of interest regarding agenda items at the start of every meeting. Where such conflicts are disclosed, the member(s) so affected will be required to leave the meeting whilst such matters are discussed and ratified.
5.15	The Choir's Management Committee shall have the right, for good and sufficient reason, to require the resignation of any Officer/Management Committee member, provided that the individual concerned (or the person representing such individual) shall have the right to be heard by a Quorate Management Committee before a final decision is made. There must be sufficient notice to allow for Committee members to attend.
6	<i>PRESIDENTS AND VICE PRESIDENT(S)</i>
6.1	The Management Committee may appoint any person as President or Vice-President of The Choir. The Management Committee may also remove such person from their appointment. The President and Vice-President(s) may be invited to attend any meeting of The Choir in a non-voting capacity.
7	<i>ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS</i>
7.1	Only Singing Members may vote.
7.2	The Annual General Meeting (AGM) shall conduct the following business: <ul style="list-style-type: none"> ➤ Secretary's Report; ➤ Treasurer's Report (includes receiving and accepting Accounts for previous year); ➤ Appoint an Independent Examiner or Auditor of the choir's accounts; ➤ Recommend the minimum amount of each member's donation, for membership of the Choir for the year until the next AGM; ➤ Musical Director's Report; ➤ Chairman's Report; ➤ Election of Executive Officers; ➤ Election of Management Committee; ➤ Consider notices of motion/s or proposals submitted by the Committee or members.
7.3	The AGM shall be held between 12 th February and 27 th March of each year.
7.4	The date of the AGM shall be announced to the members at least twenty one (21) days before the date of the meeting.
7.4.1	No business other than that on the agenda will be considered at the meeting.
7.4.2	The AGM must be quorate if any business or transactions, other than the formal adjournment of the meeting, is to occur.
7.4.3	A quorum shall consist of ten (10) % of the voting membership

7.5	Any proposal or motion to be considered at an AGM must be received by the Secretary, in writing, at least fourteen (14) days before the AGM.
7.5.1	A proposer and a seconder must sign each proposal or motion.
7.5.2	Adoption of a proposal or motion shall be carried by a simple majority vote by the members present at the meeting, except where the vote concerns changes in The Choir Constitution and Rules (see Para 16.2) where a two-thirds (2/3) majority is required.
7.5.3	The Chairman shall have a casting (additional) vote, only in the event of a tied vote.
7.6	To elect Executive Officers and the Management Committee of The Choir:
7.6.1	Nominations for all positions shown in the current Choir Organisation Structure should be received by the Secretary, in writing, at least seven (7) days before the Annual General Meeting, unless only one nomination for a position is received.
7.6.2	Any individual, being a Singing Member, can propose or second a nomination.
7.6.3	A proposer and a seconder should sign all nominations. The nominee must agree to be nominated.
7.6.4	The election of all positions shall be carried by a simple majority vote by the members present at the meeting.
7.7	A Special General Meeting (SGM) may be called by the Management Committee or by the membership (Singing Members only). Where called by the membership a proposal or motion must be submitted in writing to The Choir Secretary supported by at least two-thirds (2/3) of total full membership and duly signed by all those who support the proposal or motion.
7.7.1	Any proposal or motion to be considered at an SGM must be received by the Secretary, in writing. The date of the SGM must be at least fourteen (14) days, but no more than fifty six (56) days, after receipt of the proposal or motion, so that all members can be informed of any such proposal or motion at least 7 days before the meeting is held.
7.7.2	The proposer and a seconder must sign the proposal or motion.
7.7.3	Adoption of a proposal or motion shall be carried by a simple majority vote by the members present at the meeting.
7.7.4	The Chairman shall have a casting (additional) vote, only in the event of a tied vote.
7.7.5	Only Singing Members may vote.
7.7.6	No business other than that on the agenda will be considered.
7.7.7	The SGM must be quorate (not less than ten (10) % of the full membership) if any business or transactions, other than the formal adjournment of the meeting, is to occur.
8	<i>ATTENDANCE</i>
8.1	Attendance at rehearsals and engagements shall be recorded in a suitable register. This will be regarded as a confidential document under legislation concerning Personal Information and be used only for the purpose of managing the Choir.
8.2	The Musical Director (or in his/her absence, the Deputy Director) will decide in each respective case if a singing member has attended sufficient rehearsals to participate in any concert or musical engagement.
9	<i>MUSICAL DIRECTION</i>
9.1	The musical direction of The Choir is the responsibility of the Management Committee, following professional consultation and advice from the Musical Director and, where appropriate, his/her Deputy.
9.2	Musical Interpretation of performed music is the responsibility of the Musical Director and, where appropriate, his/her Deputy.
9.3	The repertoire of The Choir will be formulated by the Musical Director (and, where appropriate, his/her Deputy), to reflect the objectives of the Choir, as determined by the Committee.
9.4	The musical programme of The Choir for public performances will be decided by the Musical Director (or, where appropriate, his/her Deputy), taking account of the objectives set for the performance by Officers of the Committee.
9.5	All aspects of musical development, including training, shall be agreed by both the Musical Director and the Management Committee.
10	<i>LIBRARIAN(S)</i>
10.1	The librarian(s) appointed shall keep a record of all music owned by the Choir and shall make arrangements for its issue, storage and collection from the members.

11	<i>MUSIC</i>
11.1	Music issued from The Choir's library to its members remains the property of The Choir at all times.
11.2	Under no circumstances should members loan music to other choirs or organisations without the prior approval of the Management Committee.
11.3	Under no circumstances should members dispose of music in their possession. Music may only be disposed of by the Librarian, after instruction by the Musical Director and Choir Committee.
11.4	Under no circumstances should a member photocopy music issued to them from The Choir library, any individual member who photocopies music is breaking copyright law and could be personally liable to a very heavy fine under current legislation of copyright infringement laws.
11.5	Music sheets issued to members are their sole responsibility whilst they are in their possession. Any loss of music sheets by any member must be replaced at that member's cost. Any damage to music sheets should be repaired before return.
12	<i>UNIFORM</i>
12.1	Singing members will be issued with a Choir uniform as defined from time to time by the Management Committee.
12.2	For all public performances, the "Uniform" for members of the Choir, will be specified by the Chairman or his deputy, from the range of options available. Members are required to comply fully with instructions given. Members must ensure that uniform clothing is clean and pressed / polished as appropriate. Musical Director and Accompanist will dress to complement members' uniforms at each performance.
12.2.1	In exceptional circumstances and at the discretion of the Management Committee, and by prior arrangement, a performance may be attended by a member without wearing the uniform dress.
12.2.2	All uniform clothing issued to members remains the property of The Choir.
12.2.3	All elements of uniforms issued to members must be maintained and kept in good condition by the member. At the cessation of membership, all elements of supplied uniform must be returned to The Choir in a clean and sound condition allowing for fair wear and tear. Members may be charged if any items are missing or damaged, in order to cover replacement costs.
12.2.4	Members are required to pay a nominal sum towards the cost of such uniform, the amount of which will be determined by the Management Committee and varied as circumstances dictate and is non-returnable.
12.2.5	Not all elements of the uniform clothing will be supplied by The Choir. Members will be required to provide additional items, of a suitable standard. These items will be defined by the Committee from time to time; e.g. white long-sleeved shirt, black trousers, black socks and black shoes (not trainers).
13	<i>STAGE MANAGEMENT</i>
13.1	The standard of deportment and discipline at performances shall be as defined by the Management Committee. At performances, the Stage Manager has responsibility and authority for managing members' compliance with that definition. Members must comply fully with the standard set.
13.1.1	There should be no inappropriate behaviour (e.g. talking) by members, on stage, during public performances, unless this forms part of the performance.
13.1.2	Music copies will not be used on stage during performances, except in exceptional circumstances and at the discretion of the Musical Director and, where appropriate, his/her Deputy.
13.2	The Stage Manager is responsible for all aspects of choir deportment at each event.
14	<i>PROPERTY OF THE CHOIR</i>
14.1	Vesting. The title to all real or personal property which may be acquired by or on behalf of The Choir shall be vested in not less than two (2) elected Officers of the Management Committee. The names of the Two Officers will be declared and recorded at each AGM.
14.2	An inventory of the property/assets of the charity shall be made available for inspection by the membership at each AGM and be maintained by the Secretary on an annual basis.
15	<i>COPY OF RULES AND CONSTITUTION</i>
15.1	A copy of the most recent Rules and Constitution shall be supplied to each existing member and

	every new member upon admission to The Choir. The date of registration of this copy of the Constitution must be printed on the document to ensure that each member has the latest copy available. A copy will also be available to members on the Choir website.
16	<i>ALTERATION OF RULES</i>
16.1	These Rules and Constitution shall not be added to, repealed or amended, except at an Annual General Meeting (AGM) or a Special General Meeting (SGM) convened for such purpose.
16.2	Any alteration of these Rules and Constitution must be agreed by not less than two-thirds (2/3) of the Singing membership of The Choir present and voting at the AGM or a SGM specially called for the purpose, provided that notice of any such alteration shall have been received in writing, or by electronic means, not less than twenty eight (28) full days before the meeting at which the alteration is to be proposed.
16.3	At least twenty eight (28) full days' notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent by the Secretary to each full member of The Choir, provided that no alteration shall be made which would have the effect of causing The Choir to cease to be a charity at law and provided that no alteration shall be made to Clause 2.1, Section 17.0 or this clause without prior written approval of the Charity Commission.
17	<i>DISSOLUTION</i>
17.1	The Choir may be wound up if a resolution requiring The Choir to be so wound up is passed by a three-fourths (3/4) of members present at a SGM called for such a purpose, for which not less than four (4) weeks' notice has been given to every full member entitled to such notice.
17.2	Full singing members who have not been a member for a full year prior to dissolution shall not be accepted as a member for the said purpose.
17.3	If, upon winding-up or dissolution of The Choir, there remains, after the settlement of all its debts and liabilities, any properties whatsoever, these must not be paid to or distributed among members of The Choir but shall be given or transferred to some other charitable institution or institutions having objectives similar to the objectives of The Choir and which shall prohibit the distribution of its or their income and property amongst its or their members; such institution or institutions to be determined by the members of The Choir in the SGM. If that is not possible it may be transferred to such other charitable purpose or purposes as shall be determined by the members of The Choir in the SGM with the prior written approval of the Charity Commission.
17.4	Any balance of Grants from Funding Bodies will be returned.

This “Constitution and Rules” (The Governing Document) was adopted by the Choir Membership at the Annual general Meeting held on 22nd February 2012, and was given approval for use by the Charity Commission on 16th March 2012.

This “Constitution and Rules” (The Governing Document) was amended by the Choir Membership at an Extraordinary General Meeting held on 4th June 2014, and was sent to the Charity Commission on 13th June 2014. The changes did not require the approval of the Charity Commission.

This “Constitution and Rules” (The Governing Document) was amended by the Choir Membership at an Extraordinary General Meeting held on 9th September 2015, and was sent to the Charity Commission on 11th September 2015. The changes did not require the approval of the Charity Commission.

This “Constitution and Rules” (The Governing Document) was amended by the Choir Membership at the Annual General Meeting held on 14th March 2018, and was sent to the Charity Commission on 20th March 2018. The changes did not require the approval of the Charity Commission.

A signed copy of this “Constitution and Rules” (The Governing Document) is held in the files of the Choir Charity Trustees and a second signed copy is held on file by the Charity Commission. All Choir Members have free access to a copy, held by them individually, and made available on the Choir’s website.

CCMVC Registered Charity Number: 501974

Authorised Signatures:

Officer	Name	Signature	Date
Chairman CCMVC	Mr R.Webster		
Secretary CCMVC	Mr J. Walsh		