

North Kingston Choir Constitution

Adopted (February 2019 TBC)

PART 1

1. Adoption of the constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. Name

The association's name is a charity called North Kingston Choir, hereafter called 'The choir'. The choir shall not be known by any other name, neither will it have an affiliation to any political or religious organisation.

3. Objects

The choir shall have the following objective:

- to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the Committee see fit, including through the presentation of public concerts and recitals.

4. Application of income and property

- (1) The income and property of the choir shall be applied solely towards the promotion of the objects.
 - (a) A choir trustee is entitled to be reimbursed from the property of the choir or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the choir.
 - (b) A choir trustee may benefit from trustee indemnity insurance cover purchased at the choir's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the choir may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the choir.

This does not prevent a member who is not also a trustee from receiving:

- (a) a benefit from the choir in the capacity of a beneficiary of the choir;
- (b) reasonable and proper remuneration for any goods or services supplied to the choir.

5. Benefits and payments to choir trustees and connected persons

(1) General provisions

No choir trustee or connected person may:

- (a) buy or receive any goods or services from the choir on terms preferential to those applicable to members of the public;
- (b) sell goods, services or any interest in land to the choir;
- (c) be employed by, or receive any remuneration from, the choir;
- (d) receive any other financial benefit from the choir; unless the payment is permitted by sub-clause (2) of this clause, or authorised by the court or the Charity Commission ('the Commission').

In this clause, a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A choir trustee or connected person may receive a benefit from the choir in the capacity of a beneficiary of the choir provided that a majority of the trustees do not benefit in this way.
- (b) A choir trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the choir where that is permitted in accordance with, and subject to the conditions in, section 185 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a choir trustee or connected person may provide the choir with goods that are not supplied in connection with services provided to the choir by the choir trustee or connected person.
- (d) A choir trustee or connected person may receive interest on money lent to the choir at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A choir trustee or connected person may receive rent for premises let by the trustee or connected person to the choir. The amount of the rent and the other terms of the lease must be reasonable and proper. The choir trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A choir trustee or connected person may take part in the normal trading and fundraising activities of the choir on the same terms as members of the public.

(3) Payment for supply of goods only - controls

The choir and its choir trustees may only rely upon the authority provided by sub-clause 2(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the choir and the choir trustee or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the choir.
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other choir trustees are satisfied that it is in the best interests of the choir to contract with the supplier rather than with someone who is not a choir trustee or connected person. In reaching that decision the choir trustees must balance the advantage of contracting with a choir trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the choir.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of choir trustees is present at the meeting.
- (f) The reason for their decision is recorded by the choir trustees in the minute book.
- (g) A majority of the choir trustees then in office are not in receipt of remuneration or payments authorised by clause 5.

(4) In sub-clauses (2) and (3) of this clause:

- (a) 'the choir' includes any company in which the choir:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more trustees to the board of the company.
- (b) 'connected person' includes any person within the definition set out in clause 34 (Interpretation).

6. Dissolution

- (1) If the members resolve to dissolve the choir the trustees will remain in office as choir trustees and be responsible for winding up the affairs of the choir in accordance with this clause.
- (2) The trustees must collect in all the assets of the choir and must pay or make provision for all the liabilities of the choir.
- (3) The trustees must apply any remaining property or money:
 - (a) directly for the objects;
 - (b) by transfer to any choir or charities for purposes the same as or similar to the choir; Notes 7
 - (c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.
- (4) The members may pass a resolution before or at the same time as the resolution to dissolve the choir specifying the manner in which the trustees are to apply the remaining property or assets of the choir and the trustees must comply with the resolution if it is consistent with paragraphs (a) - (c) inclusive in sub-clause (3) above.
- (5) In no circumstances shall the net assets of the choir be paid to or distributed among the members of the choir (except to a member that is itself a choir).
- (6) The trustees must notify the Commission promptly that the choir has been dissolved. If the trustees are obliged to send the choir's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the choir's final accounts.

7. Amendment of constitution

- (1) The choir may amend any provision contained in Part 1 of this constitution provided that:
 - (a) no amendment may be made that would have the effect of making the choir cease to be a choir at law;
 - (b) no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the choir;
 - (c) no amendment may be made to clause 3 (Objects), 4 (Application of income and property), clause 5 (Benefits and payments to choir trustees and connected persons), clause 6 (Dissolution) or this clause without the prior consent in writing of the Commission;

- (d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- (2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a two thirds majority of the members present and voting at a general meeting.
- (3) A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

PART 2

8. Membership

- (1) Membership is open to individuals over eighteen who are approved by the trustees.
- (2)
 - (a) The trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the choir to refuse the application.
 - (b) The trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - (c) The trustees must consider any written representations the applicant may make about the decision. The trustees' decision following any written representations must be notified to the applicant in writing but shall be final.
- (3) Membership is not transferable to anyone else.
- (4) There will be no auditions required to join the Choir.
- (5) The committee may set a maximum number of members for the Choir, with a waiting list operated if this is reached.
- (6)
 - (a) The amount of the membership subscription shall be determined at General Meetings.
 - (b) The Treasurer will collect subscriptions from members a week prior to the first rehearsal of each term.
- (7) Prospective or current members who face financial hardship will be eligible to apply for a reduction in fees by contacting the Chair in writing. The committee will consider applications confidentially depending on individual circumstances and ensure that this policy is applied fairly and takes account of the financial position of the Choir.

9. Termination of membership

Membership is terminated if:

- (1) the member dies;
- (2) the member resigns by written notice to the choir unless, after the resignation, there would be less than two members;
- (3) any sum due from the member to the choir is not paid in full within ten weeks of it falling due;
- (4) the member is removed from membership by a resolution of the trustees that it is in the best interests of the choir that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) the member has been given at least twenty one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the choir) has been allowed to make representations to the meeting.

10. General meetings

- (1) The choir must hold a general meeting within twelve months of the date of the adoption of this constitution.
- (2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- (3) All general meetings other than annual general meetings shall be called special general meetings.
- (4) The trustees may call a special general meeting at any time.
- (5) The trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

11. Notice

- (1) The minimum period of notice required to hold any general meeting of the choir is fourteen clear days from the date on which the notice is deemed to have been given.
- (2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- (4) The notice must be given to all the members and to the trustees

12. Quorum

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is:
 - (a) 5 members entitled to vote upon the business to be conducted at the meeting; or
 - (b) two fifths of the total membership at the time, whichever is the greater.
- (3) The authorised representative of a member organisation shall be counted in the quorum.
- (4) If:
 - (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees shall determine.
- (5) The trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.
- (6) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

13. Chair

- (1) General meetings shall be chaired by the person who has been elected as Chair.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a trustee nominated by the trustees shall chair the meeting.
- (3) If there is only one trustee present and willing to act, he or she shall chair the meeting.
- (4) If no trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

14. Adjournments

- (1) The members present at a meeting may resolve that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date time and place at which meeting is to be re-convened unless those details are specified in the resolution.
- (3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

15. Votes

- (1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- (2) A resolution in writing signed by each member who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

16. Officers and trustees

- (1) The choir and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the Choir and in this constitution are together called 'the trustees'.

(2) The choir shall have the following officers:

- (a) A chair,
- (b) A secretary,
- (c) A treasurer.
- (d) Events officers
- (e) Membership Officer
- (f) Communications Officer
- (g) Social Secretary

The Committee may also co-opt other Choir members from time to time to take on specific tasks. Co-opted members shall not have voting rights.

- (3) A trustee must be a member of the choir.
- (4) No one may be appointed a trustee if he or she would be disqualified from acting under the provisions of clause 20.
- (5) No trustee shall exercise their power against the interests of the choir.
- (6) All trustees shall take collective responsibility for the decisions made.
- (7) The number of trustees shall be not less than three but (unless otherwise determined by a resolution of the choir in general meeting) shall not be subject to any maximum.
- (8) The first trustees (including officers) shall be those persons elected as trustees and officers at the meeting at which this constitution is adopted.
- (9) A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

17. Appointment of trustees

- (1) The choir in general meeting shall elect the officers and the other trustees.
- (2) The trustees may appoint any person who is willing to act as a trustee. Subject to sub-clause 5(b) of this clause, they may also appoint trustees to act as officers.
- (3) Each of the trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.
- (4) No-one may be elected a trustee or an officer at any annual general meeting unless prior to the meeting the choir is given a notice that:
 - (a) a member entitled to vote at the meeting;

- (b) states the member's intention to propose the appointment of a person as a trustee or as an officer;
 - (c) the person who is to be proposed to show his or her willingness to be appointed.
- (5)
- (a) The appointment of a trustee, whether by the choir in general meeting or by the other trustees, must not cause the number of trustees to exceed any number fixed in accordance with this constitution as the maximum number of trustees.
 - (b) The trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

18. Powers of trustees

- (1) The trustees must manage the business of the choir and have the following powers in order to further the objects (but not for any other purpose):
- (a) to raise funds. In doing so, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
 - (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the choir. In exercising this power, the trustees must comply as appropriate with sections 117 - 122 of the Charities Act 2011;
 - (d) to borrow money and to charge the whole or any part of the property belonging to the choir as security for repayment of the money borrowed. The trustees must comply as appropriate with sections 124 - 126 of the Charities Act 2011, if they intend to mortgage land;
 - (e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - (f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
 - (g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other choir formed for any of the objects;
 - (h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
 - (i) to obtain and pay for such goods and services as are necessary for carrying out the work of the choir;

- (j) to open and operate such bank and other accounts as the trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
 - (k) to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objectives
 - (l) to terminate the membership of those whose actions are contrary to the Constitution or Regulations. Where termination of membership is proposed, the member in question shall be given the opportunity to address the committee before a decision is taken;
 - (m) to do all such other lawful things as are necessary for the achievement of the objects.
- (2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the trustees.
- (3) Any meeting of trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the trustees.
- (4) **Roles and Responsibilities**

Chair - The Chair shall provide general leadership and promote the interests of the Choir. He / she shall be the official spokesperson of the Choir. The Chair will preside at General Meetings and meetings of the Committee. The Chair will also encourage the active participation of all members in the musical and social activities of the Choir. The Chair may nominate a deputy from the Committee to assume his / her duties when required.

Musical Director - the Musical Director (MD) will select musical repertoire after liaison with the committee and shall oversee all choral activities. The MD will also encourage members of the Choir to contribute expertise and songs and assist the musical development of Choir members. The MD will consult with the Officers and liaise with them in decision making. The MD must give timely notice where possible for any rehearsals they are unable to attend and liaise with the Committee to find alternative cover.

Secretary - The Secretary shall take and record minutes of all Choir meetings. He / she will notify Committee members of meetings and also provide them with notice of agenda. The Secretary will notify Choir members of rehearsals and singing events. If a change has to be made to rehearsal venue or timings, then the Secretary or a nominated person will contact all members by telephone or email to provide an update.

Treasurer - The Treasurer shall keep the accounts up to date and in good order. He / she shall ensure invoices are paid promptly and collect membership subscriptions from the Choir. The Treasurer must keep the committee informed of the financial position of the Choir.

Events Officer - responsible for coordinating the planning and delivery of the choir's programme of performances and public events.

Membership Officer - responsible for the acquisition and retention of choir membership.

Communications Officer - responsible for ensuring all key communication channels (website, social channels etc) are up to date with relevant, engaging content about the choir and promoting choir performances.

Social Secretary- responsible for coordinating the planning and delivery of the choir's programme of social activities.

19. Disqualification and removal of trustees

A trustee shall cease to hold office if he or she:

- (1) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- (2) ceases to be a member of the choir;
- (3) in the written opinion, given to the choir, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
- (4) resigns as a trustee by notice to the choir (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- (5) is absent without the permission of the trustees from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office be vacated.

20. Proceedings of trustees

- (1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (2) Any trustee may call a meeting of the trustees.
- (3) The secretary must call a meeting of the trustees if requested to do so by a trustee.
- (4) Questions arising at a meeting must be decided by a majority of votes.

- (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- (6) No decision may be made by a meeting of the trustees unless a quorum is present at the time the decision is purported to be made.
- (7) The committee will be quorate if 3 trustees are present.
- (8) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.
- (9) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- (10) The person elected as the Chair shall chair meetings of the trustees.
- (11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the trustees present may appoint one of their number to chair that meeting.
- (12) The person appointed to chair meetings of the trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the trustees.
- (13) A resolution in writing signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the trustees or (as the case may be) a committee of trustees duly convened and held.
- (14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more trustees.
- (15) The Committee shall meet to discuss Choir business and finance at least once a term. However the Committee can meet as often as required and a meeting can be called at any time by the Secretary, or the Musical Director through the Chair.

21. Conflicts of interests and conflicts of loyalties

A choir trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the choir or in any transaction or arrangement entered into by the choir which has not been previously declared; and
- (2) absent himself or herself from any discussions of the choir trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the choir and any personal interest (including but not limited to any personal financial interest).

Any choir trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the choir trustees on the matter.

22. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the choir trustees, or of a committee of the choir trustees, shall be valid notwithstanding the participation in any vote of a choir trustee:
 - (a) who is disqualified from holding office;
 - (b) who had previously retired or who had been obliged by this constitution to vacate office;
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if, without the vote of that choir trustee and that choir trustee being counted in the quorum, the decision has been made by a majority of the choir trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a choir trustee to keep any benefit that may be conferred upon him or her by a resolution of the choir trustees or of a committee of choir trustees if, but for sub-clause (1), the resolution would have been void, or if the choir trustee has not complied with clause 22 (Conflicts of interests and conflicts of loyalties).

23. Delegation

- (1) The trustees may delegate any of their powers or functions to a committee of two or more trustees but the terms of any such delegation must be recorded in the minute book.
- (2) The trustees may impose conditions when delegating, including the conditions that:
 - (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - (b) no expenditure may be incurred on behalf of the choir except in accordance with a budget previously agreed with the trustees.
- (3) The trustees may revoke or alter a delegation.
- (4) All acts and proceedings of any committees must be fully and promptly reported to the trustees.

24. Irregularities in proceedings

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of trustees, shall be valid notwithstanding the participation in any vote of a trustee:

- (a) who was disqualified from holding office;
- (b) who had previously retired or who had been obliged by the constitution to vacate office;
- (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if, without:

- (d) the vote of that trustee; and
- (e) that trustee being counted in the quorum,

the decision has been made by a majority of the trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a trustee to keep any benefit that may be conferred upon him or her by a resolution of the trustees or of a committee of trustees if the resolution would otherwise have been void.

(3) No resolution or act of

- (a) the trustees
- (b) any committee of the trustees
- (c) the choir in general meeting

shall be invalidated by reason of the failure to give notice to any trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the choir.

25. Minutes

The trustees must keep minutes of all:

- (1) appointments of officers and trustees made by the trustees;
- (2) proceedings at meetings of the choir;
- (3) meetings of the trustees and committees of trustees including:
 - (a) the names of the trustees present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions.

26. Accounts, Annual Report, Annual Return

- (1) The trustees must comply with their obligations under the Charities Act 2011 with regard to:
 - (a) the keeping of accounting records for the choir;
 - (b) the preparation of annual statements of account for the choir;
 - (c) the transmission of the statements of account to the Commission;
 - (d) the preparation of an Annual Report and its transmission to the Commission;
 - (e) the preparation of an Annual Return and its transmission to the Commission.
- (2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

27. Registered particulars

The trustees must notify the Commission promptly of any changes to the choir's entry on the Central Register of Charities.

28. Property

- (1) The trustees must ensure the title to:
 - (a) all land held by or in trust for the choir that is not vested in the Official Custodian of Charities; and
 - (b) all investments held by or on behalf of the choir, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.
- (2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the trustees and that if they do so they will not be liable for the acts and defaults of the trustees or of the members of the choir.
- (3) The trustees may remove the holding trustees at any time.

29. Repair and insurance

The trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the choir (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

30. Notices

- (1) Any notice required by this constitution to be given to or by any person must be:
 - (a) in writing; or
 - (b) given using electronic communications.
- (2) The choir may give any notice to a member either:
 - (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it using electronic communications to the member's address.
- (3) A member who does not register an address with the choir or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the choir.
- (4) A member present in person at any meeting of the choir shall be deemed to have received notice of the meeting and of the purposes for which it was called.

- (5) (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
- (c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

31. Rules

- (1) The trustees may from time to time make rules or bye-laws for the conduct of their business.
- (2) The bye-laws may regulate the following matters but are not restricted to them:
 - (a) the admission of members of the choir and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) the conduct of members of the choir in relation to one another, and to the choir's employees and volunteers;
 - (c) the setting aside of the whole or any part or parts of the choir's premises at any particular time or times or for any particular purpose or purposes;
 - (d) the procedure at general meeting and meetings of the trustees in so far as such procedure is not regulated by this constitution;
 - (e) the keeping and authenticating of records. (If regulations made under this clause permit records of the choir to be kept in electronic form and requires a trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - (f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- (3) The choir in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- (4) The trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the choir.
- (5) The rules or bye-laws shall be binding on all members of the choir. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

32. Disputes

If a dispute arises between members of the choir about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

33. Interpretation

In this constitution 'connected person' means:

- (1) a child, parent, grandchild, grandparent, brother or sister of the trustee;
- (2) the spouse or civil partner of the trustee or of any person falling within sub-clause (1) above;
- (3) a person carrying on business in partnership with the trustee or with any person falling within sub-clause (1) or (2) above;
- (4) an institution which is controlled -
 - (a) by the trustee or any connected person falling within sub-clause (1), (2), or (3) above; or
 - (b) by two or more persons falling within sub-clause (4)(a), when taken together
- (5) a body corporate in which -
 - (a) the choir trustee or any connected person falling within sub-clauses (1) to (3) has a substantial interest; or
 - (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
- (6) Sections 350 - 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this clause.

34. Equal Opportunities

Except that membership is only open to those over 18 years of age, no individual shall be excluded from membership of the Choir, de-barred from any official capacity, or discriminated against on the grounds of: age, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.

35. Financial Controls

- (1) Each financial year shall end on 31 December.
- (2) All monies received shall be paid into the Choir bank account as soon as possible after receipt.
- (3) Cheques shall be signed by two signatories who must be Officers.
- (4) The income and property of the Choir shall be applied solely to the promotion of the objects of the Choir, and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Choir except in payment of legitimate expenses incurred on behalf of the Choir, and authorised by the Committee.
- (5) No expenditure of over £100 shall be incurred without the full cost being made known to and approved in advance by at least 2 Officers of the Choir, and such expenditure shall be notified to the Committee at the next Committee Meeting and minuted.
- (6) The Choir may receive donations, grants in aid and financial guarantees. Tickets for its concerts and other events may be offered for sale to the public.

36. Member code of conduct

Each member of the Choir shall conduct himself / herself in keeping with the expected standards as laid down in the Constitution and Regulations.

37. Health and safety

Members have a duty of care under health and safety law for themselves and others affected by their actions. Members will always be notified of health and safety issues at a performance venue. The Choir cannot take responsibility for any injury, however caused. If a member has a health and safety issue with a venue then they must speak with the Choir Secretary. Health and safety matters will be dealt with by a member of the Choir Committee, and should not be dealt with individually by a member of the Choir.

