



Histon and Impington Community Choir

Constitution

Version 2, adopted on 22 September 2010

A Name.

The name of the Association is **CHOIR 2000** ('the Charity').

B Administration.

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, as set out in clause G of this constitution ("the Executive Committee").

C Objects.

The Charity's objects ("the objects") are to promote, improve and advance (principally but not exclusively in the local community) public education and appreciation of the art and science of music in all its aspects by the presentation of concerts and recitals and in such other ways as the Charity, through the Executive Committee, shall determine.

D Powers.

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- i) the power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- ii) the power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- iii) the power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- iv) the power to do all such other lawful things as are necessary for the achievement of the objects.

E Membership.

- (1) Membership of the Charity shall be open to any person aged 18 years and over interested in furthering the objects and who has paid the annual subscription laid down from time to time by the Executive Committee.
- (2) Every member shall have one vote at annual general meetings and special general meetings.
- (3) The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied if desired by a friend of his or her choice, before a final decision is made.

F Honorary Officers.

- (1) At the annual general meeting of the Charity the members shall elect from amongst themselves a Chairman, a Secretary, and a Treasurer as Honorary Officers of the Charity, who shall hold office from the conclusion of that meeting.
- (2) If an Honorary Officer resigns his or her office or otherwise ceases to hold office before the next annual general meeting, the Executive Committee shall appoint an acting replacement, and notify the membership.
- (3) If an Honorary Officer leaves the Executive Committee under any of the provisions of clause H, then he or she shall cease to hold honorary office.

G Executive Committee.

- (1) The Executive Committee shall consist of not fewer than 9 members nor more than 12 members being:
 - (a) the Honorary Officers specified in clause F, who will hold the same offices on the Executive Committee;
 - (b) not fewer than 6 and not more than 9 members elected as Choir Representatives at the annual general meeting or at a special general meeting who shall hold office from the conclusion of that meeting.
- (2) The Executive Committee may in addition appoint not more than 3 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at an extraordinary meeting of the Executive Committee called under clause J (1) and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the place becomes vacant.
- (3) The members of the Executive Committee shall be the Charity trustees.
- (4) All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (5) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member .

- (6) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until he or she has signed a declaration of acceptance and of willingness to act in the trusts of the Charity.
- (7) The Executive Committee shall appoint a Musical Director who shall not be an Officer of the Charity or a member of the Executive Committee, but who may be invited to attend meetings of the Executive Committee as an Adviser with no voting rights.

H Determination of Membership of Executive Committee.

A member of the Executive Committee shall cease to hold office if he or she:

- (1) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (3) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- (4) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).
- (5) fails to sign the declaration specified in clause G (6) when asked to do so.

I Executive Committee Members not to be personally interested.

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

J Meetings and proceedings of the Executive Committee.

- (1) The Executive Committee shall hold at least two ordinary meetings each year. An extraordinary meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
- (2) The Chairman of the Charity shall act as chairman at meetings of the Executive Committee . If the Chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (3) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.
- (4) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- (5) The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee, and ensure they are stored safely and available for inspection as required.
- (6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (7) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Charity for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.
- (8) The Executive Committee may from time to time invite one or more non-executive members of the Charity to attend a particular meeting in an advisory role with no voting rights.

K Receipts and expenditure.

- (1) The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank or building society as the Executive Committee shall from time to time decide. All cheques drawn on the bank account and all withdrawals from the building society must be signed by at least two authorised signatories designated by the Executive Committee.
- (2) The funds belonging to the Charity shall be applied only in furthering the objects.
- (3) No portion of Charity funds shall be paid or transferred either directly or indirectly to any member or members of the Charity, except in payment of legitimate expenses incurred on behalf of the Charity.

- (4) The financial year shall end on July 31.

L Property.

The Executive Committee shall cause the title to all investments held by or on behalf of the Charity to be vested in three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

M Accounts.

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual statements of account for the Charity;
- (3) the auditing or independent examination of the statements of account of the Charity; and
- (4) the transmission of the statements of account of the Charity to the Commission.

N Annual Report.

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

O Annual Return.

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

P Annual General Meeting.

- (1) There shall be an annual general meeting of the Charity which shall be held in the month of September in each year or as soon as practicable thereafter.
- (2) Every annual general meeting shall be called by the Executive Committee. The Secretary must give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- (3) The Chairman of the Charity shall chair the annual general meeting, but if he or she is not present, before any other business is transacted, the members present shall appoint a chairman of the meeting.
- (4) The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- (5) Nominations for election to Honorary Office (see clause F) or to the Executive Committee must be made by members of the Charity in writing and must be received by the Secretary of the Executive Committee before the start of the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

Q Special General Meetings.

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

R Procedure at General Meetings.

- (1) The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
- (2) There shall be a quorum when at least one tenth of the number of members of the Charity for the time being or ten members of the Charity, whichever is the greater, are present at any general meeting.

S Notices.

Any formal notification required to be served on any member of the Charity must be in writing and must be served by the Secretary of the Executive Committee on such member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

T Alterations to the Constitution.

- (1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (2) No amendment may be made to clause A (the name of charity clause), clause C (the objects clause), clause I (Executive Committee members not to be personally interested clause), clause U (the dissolution clause) or this clause without the consent in writing of the Commissioners.
- (3) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
- (4) The Executive Committee shall promptly send to the Commission a copy of any amendment made under this clause.

U Dissolution.

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, for which not less than 21 days' notice (stating the terms of the resolution to be proposed) must be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity .Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine by majority vote at the same meeting or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

Version History

Version 1 : initial version, adopted on 16th day of January 2002

Version 2 : current version, adopted on 22nd day of September 2010