CALDER VALLEY VOICES

CONSTITUTION

Copies of this Constitution will be offered to all members on joining Calder Valley Voices.

1. Name
The name of the organisation is Calder Valley Voices.

2. Aims and principles
Calder Valley Voices is a choir run on a not for profit voluntary basis. The choir aims to learn, practise and perform songs from the world-wide community singing tradition, including songs of peace, freedom, struggle and liberation. Calder Valley Voices aims to encourage new members to participate in a supportive environment and to help all members develop their self-confidence through participating in music making, regardless of ability and musical experience. Calder Valley Voices operates on a not-for-profit basis.

3. Equal opportunities
Calder Valley Voices aims to be open and accessible to all living in the area around Hebden Bridge, Todmorden, Mytholmroyd, Cornholme and beyond. It is committed to combating oppression or discrimination whether on the grounds of race, gender, age, sexual orientation or for reasons of disability.

4. Membership
Membership is open to adults and young people on payment of the current membership subscription (as set by the committee from time to time). Membership will cease when a member leaves the Choir, or fails to pay the subscription within one term of the due date.

Any member who does not adhere to the aims, principles and equal opportunities statement of the choir may be asked to leave by the Committee.

5. General Meetings

5.1 Definition
A General Meeting is a meeting for all choir members. Control of Calder Valley Voices ultimately rests with General Meetings of all members, but the day to day business of Calder Valley Voices will be managed by the Committee.

General Meetings will take place regularly, and shall be held at least three times a year.

5.2 The Annual General Meeting (AGM)
A General Meeting in the summer term each year will be designated the Annual General Meeting.

The business of the Annual General Meeting shall comprise:
• Minutes of the preceding AGM
• Reports from the Committee and officers
• The presentation of accounts
• The election of the Committee
• Agreement of an independent person to verify the accounts for the coming year
• Such other business as may have been specified in the notice calling the meeting.

5.3 Special General Meetings
The Committee may convene a Special General Meeting, or a Special General Meeting may be convened by 10% of the members.

5.4 Notice of General Meetings
The Secretary will be responsible for informing members of the date, time and place of General Meetings, together with a proposed agenda and a proposal of who is to Chair the meeting. Any member may request the Secretary to add an agenda item, provided that they do so prior to 7 days before the meeting. There must be at least 14 days notice of General Meetings. Having copies available at choir, sending by email and an announcement made on two consecutive rehearsals of the choir, will be considered sufficient for this to have been undertaken.

5.5 Minutes of General Meetings
The Secretary will ensure that minutes are taken of all General Meetings, recording attendance, apologies for absence and any decisions taken.

5.6 Decision-making at General Meetings
Where possible, decisions shall be taken by consensus. By consensus is meant a situation where all members present are in agreement on an issue, or where those not in agreement agree not to maintain an objection.

In the event of consensus not being possible, the Chairperson will put it to the vote. At any General Meeting a matter put to the vote of the meeting shall be decided on a show of hands of members present. Each member shall have one vote.

5.7 Quorum at General Meetings
The quorum will be five adult members or 20% of adult members, whichever is the greater.

6. The Committee

6.1 Committee membership
The Committee shall be made up of choir members. The Committee shall be responsible for overseeing the work of the organisation between General Meetings and for devising such Standing Orders as are required to enable efficient and transparent functioning of the organisation.
The Committee shall consist of a minimum of 5 and a maximum of 9 members.

6.2 The Election of the Committee
Any member of Calder Valley Voices may stand for election to the Committee. The Committee shall be elected by a show of hands at the Annual General Meeting.

The Committee may co-opt a member of Calder Valley Voices onto the Committee in order to fill vacancies that may arise between General Meetings. Any such co-options must not form more than 2 members of the Committee, and must be subject to the approval of the next General Meeting following the co-option.

6.3 The Duties of the Committee
The Committee shall be responsible for managing the business of Calder Valley Voices on behalf of the membership, in particular:
- Setting and collecting subscriptions from members, and of all other income
- Ensuring accountability for all income and expenditure
- Ensuring the proper functioning of Calder Valley Voices in accordance with its aims, objectives and principles
- Ensuring effective communication throughout the membership
- The appointment of any musical directors/leaders or other staff
- The arrangement and organisation of any performances.

Any disruptions to the proper functioning of the choir and/or its aims and principles must be addressed by the Committee.

6.4 Officers of the Committee
The first Committee Meeting following the AGM shall elect Officers. Officers must include a Secretary and Treasurer, plus any other such officers as the Annual General Meeting may decide. The role of Chairperson of the Committee will be rotated between members.

The Secretary
The responsibilities of the Secretary shall include:
- Ensuring the work of the organisation is publicised locally
- Ensuring that Committee Meetings and General Meetings are properly summoned and adequately minuted
- Maintaining a list of current members with their contact details. This will be circulated to all members if consent to share has been given.

The Treasurer
The responsibilities of the Treasurer shall include:
- The proper handling of the organisation's funds and assets
- Keeping of adequate cash and bank books
• Presentation of a financial report to each Committee Meeting
• Overseeing the preparation of the annual income and expenditure account.

6.5 Meetings of the Committee
Meetings shall be held a minimum of once each half term, a minimum of six times a year. The date, time and location of the next meeting shall be agreed at the previous one. Extra meetings can be called by any Committee member. The Committee shall elect a Chairperson for each meeting. The Secretary shall be responsible for informing the members of the date, time and location of Committee Meetings as soon as is practicable. All adult members of the choir shall have the right to attend Committee Meetings.

6.6 Minutes of Committee Meetings.
The Secretary will ensure that minutes are taken of all Committee Meetings, recording attendance, apologies for absence and any decisions taken. Minutes of Committee Meetings shall be available to any member of Calder Valley Voices on request, and will generally be available at choir.

6.7 Decision making by the Committee
Where possible, decisions shall be taken by consensus. By consensus is meant a situation where all members present are in agreement on an issue, or where those not in agreement agree not to maintain an objection. In the event of consensus not being possible, the Chairperson shall put it to the vote.

6.8 Quorum for Committee Meetings.
The quorum will be 50% of the elected Committee.

6.9 Committee Standing Orders
The Committee shall devise such Standing Orders as are required to enable efficient and transparent functioning of the organisation.

7. The Bank Account
A bank account will be operated. At the meeting following the Annual General Meeting the Committee will choose signatories for the account. At least two approved signatories will be necessary for every cheque drawn on the account, on production of an invoice or receipt.

8. Annual accounts
Accounts will be drawn up on an academic year basis. The Treasurer will ensure that accurate income and expenditure accounts for each academic year are drawn up, within eight weeks of the end of each year.
9. Audit
The AGM shall approve the auditor. Accounts shall be presented to the AGM for formal approval by the meeting. Copies of these accounts shall be available for members at that meeting.

10. Musical Director
Calder Valley Voices may appoint a Musical Director, and substitutes as required. The committee shall be responsible for agreeing what tasks the Musical Director shall perform and what remuneration s/he shall receive. The Musical Director shall not be a member of the committee, but may be invited to attend Committee Meetings.

12. Intellectual property rights
The rights of any recordings or publications produced by Calder Valley Voices shall remain the property of the choir collectively.

13. Amendment of constitution
This constitution may only be amended by formal vote of adult members at a General Meeting, providing that a motion to that effect has been submitted to the Secretary by the Committee or by three adult members at least two weeks before the date of the meeting. The Secretary has a duty to ensure that the full text of any such motion is circulated in writing in advance to all adult members, in line with clause (5) above.

Any motion to amend the constitution must be passed by at least two-thirds of the adult members present and voting.

14. Assets
All assets owned by the organisation will be used for the aims of the organisation. In the event of the dissolution of the organisation, any remaining assets shall be used to further the work of other community-based choirs with similar aims and objectives.

15. Dissolution
The organisation may be formally dissolved by vote at General Meeting. Any such motion to dissolve the organisation shall be treated in the same way as a motion to amend the constitution, as outlined in clause (13) above.