**Constitution of The Guinness Choir**

**(As amended at the Annual General Meetings held on 27th October 2020 & on 28th September 2021)**

**1. Name:**

The name of the choir is ‘The Guinness Choir’, in this Constitution referred to as

‘The Choir’.

**2. Object:**

The object of the Choir shall be the study and performance of choral music.

**3. Membership:**

* 1. Application for membership of the Choir shall be made to the Secretary
  2. Admission to membership shall be subject to:

a. An audition which satisfies the Musical Director as to the competence of the singer.

b. Acceptance of this Constitution and Choir Rules

c. Payment of the membership subscription

3.3 Membership categories:

There are two categories of membership of the Choir: Full membership and Associate membership.

* + A Full Member of the Choir is a person whose name appears in the Register of members and who is not in arrears of membership subscriptions by a period of one calendar year from the date on which

subscriptions fall due.

* + An Associate Member of the Choir is a person who, whether he/she has been a Full Member or not, has indicated to the Committee his or her desire to support the activities of the Choir in a non-singing capacity and whose name, with the approval of the Committee, has been entered on the Register of members as an Associate Member, and has paid the

appropriate Associate Member subscription.

* + By paying the appropriate subscription and adding his/her name to the Register of Members, a member is deemed thereby to accept this Constitution and Choir Rules.

**4. Committee:**

4.1 The Committee shall consist of 5 Officers, namely: Chairman, Secretary, Choir Manager, Librarian and Treasurer. The following other positions may be filled by the Committee and the persons appointed shall also be members of the Committee:

Asst. Secretary, Asst. Treasurer, Ticket Secretary, Webmaster, Public Relations Officer, Social/Fundraising Secretary and 4 Section Leaders and others as the Committee may decide from time to time.

4.2 No Officer may hold the same office for more than four consecutive years unless one third of the Choir’s members, attending a duly convened General Meeting, vote by simple majority to extend the period of office for a specified period. In any event, no period of office may be extended for longer than two years.

4.3 The Committee shall meet on a regular basis but in any event at least 3 times in each calendar year. A quorum for Committee meetings will be 8 members. Minutes of all Committee meetings will be recorded by the Secretary or a person delegated to do so by the Committee.

4.4 Sub-Committees for specified purposes may be set up by the Committee. They will be chaired by a Member of the Committee but may include Full and/or Associate Choir members

4.5 The Choir, its Committees and Sub-Committees, may hold meetings by electronic means when the Chairman of the Choir, or of the relevant Committee or Sub-Committee as the case may be, deems it to be necessary

4.6 If a vacancy occurs on the Committee, the Committee shall have power to

co-opt a Choir member to fill the vacancy until the next Annual General Meeting

4.7 The duties of the **Chairman** shall be:

* To oversee the management of the Choir's business
* To convene and chair meetings of the Committee
* To delegate tasks to Committee members
* To liaise with the Musical Director regarding the selection of musical works
* To engage, in consultation with the Musical Director, conductors, musicians, soloists and accompanists as required

4.8 The duties of the **Secretary**, who shall act under the direction of the Chairman, shall include the following:

* To summon general meetings of the Choir and all meetings of the Committee
* To keep the meeting minutes of the Choir and of the Committee
* To keep a Register of members of the Choir
* To engage in correspondence on behalf of the Choir.

4.9 The duties of the **Treasurer** shall be:

* To receive all monies on behalf of the Choir and ensure their safe lodgement in the Choir's bank account
* To make all appropriate payments on behalf of the Choir. All payments must be authorised by at least 2 of the 5 Officers of the Committee.
* To keep proper records of the foregoing financial transactions.
* To present regular ongoing management accounts to the Committee.
* To present a Statement of Accounts, audited by a suitably qualified Accountant, at the Annual General Meeting of the Choir.

4.10 The duties of the **Choir Manager** shall be:

* After each rehearsal, to liaise with Section Leaders on attendance of Choir members and to pass appropriate information to the Musical Director.
* To liaise with the Musical Director and Chairman and make announcements at weekly rehearsals
* To investigate concert venues and to negotiate bookings for concerts
* Following a confirmed booking, to maintain contact with the venue as required
* To ensure that suitable staging for concerts is available at the venue and to source same if not available
* To prepare a Choir seating plan for concerts
* On the day of concerts or other performances, to ensure that Choir members are aware of placings and ready to go on stage at the appointed time
* To deputise at Committee Meetings for the Chairman in her/his absence. In the event that neither the Manager nor Chairman are available, the Officers and Members of the Committee present may nominate a substitute to chair the meeting.

4.11 The duties of the **Librarian** shall be:

* To ensure the cataloguing and safe keeping of the Choir’s library of

music.

* To liaise with the Musical Director and Committee on the purchase/hire of choir and orchestral scores.
* To ensure that all Choir ‘own scores’ are returned to the library after concerts.
* To ensure that hire material is collected promptly after concerts and returned to the hire company
* If a Choir member fails to return a score, to ensure that the replacement cost is repaid to the Choir by that member.

**5. Musical Director**

5.1 In the event of a vacancy, a Musical Director shall be appointed by the Committee, which shall determine the appropriate terms of appointment. The Committee may delegate this function to a sub-group, which shall include the Chairman and Secretary and may be augmented at the Committee's discretion by the outgoing Musical Director and/or a non-member of the Choir possessing a particular musical expertise.

5.2 The functions of the Musical Director shall be:

* To ensure a high standard of musical ability among Choir members
* To audition members and potential members of the Choir
* To select, in consultation with the Chairman, musical works for the Choir
* In conjunction with the Committee, to devise a strategy for the musical development of the Choir
* To conduct rehearsals and major performances of the Choir
* To deliver the Musical Director's Address at the Annual General Meeting of the Choir.

1. **Subscriptions:**

6.1 Choir Members shall pay an annual subscription, the amount of which shall be determined by the Committee and submitted for the approval of the Annual General Meeting of the Choir.

6.2 Different subscription amounts may be determined for Full Membership and Associate Membership.

**7. Annual General Meeting/Extraordinary General Meeting**

7.1 An Annual General Meeting (AGM) shall be held each year before the end of October.

* Choir members shall be given at least 10 days’ notice of the date and venue for the AGM.
* Nominations for any vacant position as an Officer or member of the Committee should be sought 14 days in advance of the meeting. Nominees should be proposed and seconded by Full Members of the Choir.
* Any motion for consideration by the AGM must be proposed by a Full Member of the Choir and seconded by 12 Full Members and submitted in writing to the Secretary at least 14 days before the AGM.
* Copies of the Minutes of the previous AGM and the Treasurer's Statement of Accounts shall be available to Choir members at the commencement of the AGM.

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**7. Annual General Meeting/Extraordinary General Meeting (Cont’d)**

7.2 The Agenda for the AGM shall include (but is not limited to) the following matters:

* Minutes of the previous AGM
* Chairman's address
* Secretary's Report
* Treasurer's Statement of Accounts
* Musical Director's Address
* Election of Officers and Committee
* Motions proposed by members
* Annual subscription
* Any Other Business

7.3 An Extraordinary General Meeting (EGM) shall be convened at the written request, submitted to the Secretary, of no fewer than one third of the Choir members. EGM’s shall only deal with the specific issues for which they were convened. An EGM may also be convened by the Committee.

7.4 Full Members of the Choir shall have the right to vote at the AGM and EGM’s. Voting shall be by simple majority after a show of hands unless the Committee, at its discretion, deems it appropriate to deal with any particular matter by secret ballot. In the event of a tie, the Chairman shall have the deciding vote.

**8. The Constitution**

8.1 This Constitution, adopted on the 11th October 2016, shall come into immediate effect.

8.2 The Constitution shall only be amended by a two-thirds majority of Full Choir Members present and voting at an AGM or an EGM. Written notice of any such proposed amendment shall be circulated to Choir members by the Secretary at least seven days before the holding of the AGM or EGM.

**9. Rules of The Choir**

9.1 The Constitution should be read in conjunction with the Rules of

The Choir.

9.2 The Rules of The Choir may be amended from time to time by the Committee and notified to the membership within a reasonable time and in any event, before or at the first Annual General Meeting that follows the amendment.

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