

BECKENHAM CHORALE

CONSTITUTION

1. Name

The name of the Society shall be Beckenham Chorale hereinafter referred to as the Society.

2. Objects

The aims and objects of the Society shall be the study and practice of choral music in order to foster the public knowledge and appreciation of such music by means of public performance.

3. Membership

Membership of the society shall be open to any person interested in furthering the objects of the society who has demonstrated the necessary musical skills to the satisfaction of the Musical Director and who has paid the annual subscription at the appropriate rate or rates as shall be determined by the Committee, all subscriptions being payable in advance.

Every member shall have one vote.

The Committee has the power to terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

4. Equal Opportunities

No individual shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

5. Officers and Committee

The management of the Society shall be in the hands of a Committee consisting of the following Officers, Chairman, Honorary Treasurer and Honorary Secretary, and five to seven other members. The Officers and the other Committee members shall be elected by and out of the Society's members at the Annual General Meeting and they may hold office until the next Annual General Meeting and be eligible for re-election subject to what follows. The Officers and Committee members may, subject to a right to resign, serve for a maximum of five consecutive years and after a break of at least three years shall be eligible for re-election. The Committee are the charity trustees. The Musical Director may attend meetings of the Committee by invitation.

6. Honorary Appointments

From time to time and at their sole discretion the Committee shall have power to appoint or terminate the appointment of a President, Patron and/or Honorary Members

7. Management

All the arrangements for the concerts and other events and the control of finance shall be in the hands of the Committee.

8. Powers

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

- i) power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- iii) power subject to any consents required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed;
- iv) power to fill casual vacancies amongst the offices or Committee members by co-option until the next Annual General Meeting. The Committee may co-opt up to two additional members to fulfill specific roles.
- v) power to engage such musical directors, chorus masters, accompanists, soloists and musicians as are necessary for the achievement of the objects.
- v) 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;
- vi) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- vii) power to appoint and constitute such advisory Committees as the Committee may think fit;
- viii) power to do all such other lawful things as are necessary for the achievement of the objects.

9. Meetings and Proceedings of the Committee

- i) The Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairman, or by any two members of the Committee, upon not less than four days' notice being given to the other members of the Committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.
- ii) The Chairman shall act as chairman at meetings of the Committee. If the Chairman is absent from any meeting, the members of the Committee present shall choose one of their number to be chairman before any other business is transacted.
- iii) There shall be a quorum when at least one third of the number of members of the Committee for the time-being, or three members of the Committee (whichever is the greater), are present at a meeting.
- iv) Every matter shall be determined by a majority of votes of the members of the 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.
- v) A member of the Committee who has a financial or other interest in a matter being considered by the Committee shall declare it, shall withdraw from any discussion of the matter, and shall not participate in any vote thereon.

- vi) The Committee shall keep minutes of the proceedings at meetings of the Committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
- vii) The 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.
- viii) The Committee may appoint one or more sub-committees, consisting of three or more members of the Committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

10. Annual General Meeting

Within six months of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least 21 days' notice in writing shall be given to all members.

The Committee shall present to each AGM the report and accounts of the society for the preceding year. Nominations for election to the Committee must be made by members of the society in writing and must be in the hands of the secretary of the Committee at least 14 days before the AGM. Should nominations exceed vacancies, an election shall be held.

11. Special (Extraordinary) General Meeting

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 21 days' notice in writing must be given to members, may be called for by the Committee or upon written request to the Secretary signed by at least 15 members of the Society. The notice must state the business to be discussed.

12. Procedure at General Meetings

The President, or in his/her absence the Chairman, shall chair general meetings and in the case of equality of votes shall have a casting vote.

The secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting.

There shall be a quorum when at least 10% of the members of the society at the time or 10 members, whichever is the greater, are present at any general meeting.

13. Finance

- i) The financial year shall end on 30 June.
- ii) A banking account shall be opened in the name of the Society and cheques shall be signed by any two of the Officers.
- iii) The Society shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.
- iv) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall

be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.

14. Accounts

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

15. Alterations to the Constitution

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.

No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 9 iv) (distribution of assets), or clause 15 (dissolution), without the prior written consent of the charity commission.

The Committee shall send the Charity Commission a copy of any amendment made under this clause.

16. Dissolution

In the event of the Society being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Society. The Committee shall recommend a specific institution(s) to the members at a General Meeting for approval.

NAME OF CHARITY – BECKENHAM CHORALE

**GOVERNING INSTRUMENT – CONSTITUTION SEALED 31 OCTOBER 1972, AMENDED
14 OCTOBER 2008, AMENDED 29 SEPTEMBER 2015**

DATE REGISTERED – 21 MAY 1971

CHARITY REGISTRATION NUMBER – 262048