

THE CONSTITUTION OF THE UNIVERSITY OF MANCHESTER CHORUS

Ratified at the Annual General Meeting on 13.03.08

1. Name

The name of the Society shall be **THE UNIVERSITY OF MANCHESTER CHORUS** hereinafter referred to as the Society.

2. Objects

The objects of the Society shall be:

- i. to provide performance opportunities for undergraduate students studying Music at The University of Manchester through singing in the Society's concerts together with The University of Manchester Symphony Orchestra.
- ii. to provide educational benefit and promote interest in choral music among members of the University and the local community by providing singing opportunities and concert performances of a high standard.

3. Membership

- i. Membership of the Society shall be open to any person interested in furthering the objects of the Society, 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.
- ii. Every member shall have one vote at the Annual General Meeting.
- iii. The Society shall hold relevant information on its members safely for as long as the Committee sees fit, in accordance with the Data Protection Act (1998) and its subsequent amendments. By joining the Society, members agree to this information being held.
- iv. The Committee has the power to refuse membership on reasonable grounds such as attainment of the total membership limit as determined by the Committee. Priority in this instance will be given to those Music Students for whom singing with the Society is a course requirement.
- v. The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee is unanimous both as to the termination and as to there being good reason for it, and 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.
- vi. The Committee has the power to award honorary membership to any individual.

4. Officers and Committee

- i. The management of the Society shall be in the hands of a Committee consisting of the following Officers: Director (Chairman), President, Secretary, Treasurer, Librarian and such other positions as the Committee deems necessary. The Officers and the other Committee members shall be elected by and out of the Society's members at the Annual General Meeting; they shall hold office until the

next Annual General Meeting and be eligible for re-election.

- ii. A senior member of the academic staff of the University's Music Subject Area shall be a member of the Committee.
- iii. The Society shall maintain close links with: the Music Subject Area, the Martin Harris Centre, the School of Arts, Histories and Cultures, and with The University of Manchester Students' Union.
- iv. The Conductor shall be a member of the Committee *ex officio*.
- v. The Committee shall have power to co-opt additional members as it deems necessary.

5. Management

All matters concerning the management of the affairs of the Society and in particular all the arrangements for concerts and the control of finance shall be in the hands of the Committee.

6. 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.
- ii. power to appoint and constitute such advisory committees as the Committee may think fit.
- iii. power to do all such other lawful things as are necessary for the achievement of the objects.

7. Meetings and Proceedings of the Committee

- i. The Committee shall hold at least **4** ordinary meetings each year. Not less than **7 days'** written notice shall be given by the Secretary.¹ A special meeting may be called at any time by the Director, or by any **4** members of the Committee, upon not less than **7 days'** notice being given to the other members of the Committee of the matters to be discussed.
- ii. The Director 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 **60%** of the number of members of the Committee for the time-being 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.

¹ This may include notice by email where available.

- v. The Secretary shall keep minutes of the proceedings at meetings of the Committee; sub-Committees shall be responsible for keeping minutes of their proceedings. These shall be stored safely and available for inspection as required.
- vi. 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. However, no rule may be made which is inconsistent with this constitution.
- vii. The Committee may appoint one or more sub-Committees, consisting of three or more members, 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.

8. 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.

9. Finance and Property

The financial year shall end on **July 31st**.

- i. Cheques shall be signed by no fewer than **2 signatories**, of which there shall be no fewer than 3 and no more than 6.
- ii. Liability for expenses shall be shared equally by all members of the Society from the funds of the Chorus, but losses or damage (e.g. scores loaned to members) shall be borne individually.
- iii. Tickets for any or all of the Society's concerts and other events shall be offered for sale to the public.
- iv. The income and property of the Society shall be vested in the Treasurer, who shall maintain and operate bank account(s) in the Society's name. This income and property 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.

10. Annual General Meeting

Within the second semester of the University's academic year, the members shall be summoned to an Annual General Meeting of which at least **14 days' notice** shall be published.

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 **1 day** 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 **7 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 **25%** of the membership of the Society. The notice must state the business to be discussed.

12. Procedure at General Meetings

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

There shall be a quorum when at least **33%** of the members of the Society at the time are present at any general meeting.

13. 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 **7 days' notice** of the proposed alteration has been sent to all members.

14. 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 vested in the University of Manchester and the University of Manchester Students' Union.

End