

CONSTITUTION – September 2015

1 – Title

The name of the group shall be “The Ellesmere Port Ladies Community Choir” – known as The Fireflies. Hereinafter called “The Choir”.

2 – Aims and objectives

- a. The choir meets as a group on a weekly basis and sings for enjoyment and pleasure.
- b. The choir supports
 - local events
 - community activities
 - charity events
 - members’ activities
 - friends and family concerts.

3 – Membership of the group

- a. The choir is a ladies non-audition community singing group.
- b. The designated geographical area shall be West Cheshire, Wirral and North Wales.
- c. Facilitating new membership under the guidance of the MD.

4 – Committee

- a. The choir is organised by a voluntary management committee.
- b. The committee shall meet as frequently as business requires at the call of the chairperson.
- c. The elected officers shall consist of chairperson, secretary and treasurer. Also bookings secretary and minutes secretary.
- d. The committee shall consist of voluntary members of the choir.
- e. The Quorum of the committee shall be 3 members and 2 elected members.

5 – Functions of the committee

- a. To consider matters referred by the MD and choir members
- b. To liaise between the MD and choir members
- c. To organise choir activities in pursuance of the Aims and Objectives.

6 – Funding

- a. The choir to be self funding
- b. Funds are raised by a monthly subscription from choir members. The amount is to be set by the committee and agreed by choir members at the AGM
- c. A donation is requested, as appropriate, to cover expenses

- d. There shall be paid out of the funds of the choir the reasonable out of pocket expenses of the elected members when engaged in authorised choir activities.

7 – Annual General Meeting

At least 28 days notice of the Annual General Meeting shall be sent to each member of the choir. This general meeting shall be held after the closing of the accounts year, but before 31st March, each year to transact the following business

- a. To read and approve the minutes of the previous Annual General Meeting
- b. To elect the officers of the Committee
- c. To receive and, if approved, adopt a statement of the choir accounts to the end of the preceding year
- d. To adopt any alteration of the Constitution which has not been previously approved at an AGM
- e. To appoint a suitably qualified person to examine the accounts
- f. To deal with any matter raised by the Committee or notified by members of the choir in writing to the chairperson at least two weeks before the AGM.

8 – Administration

The business of the choir shall be carried out by the elected officers supported by the members of the committee. Persons with special skills may be co opted to the committee to carry out specific tasks.

9 – Examination of accounts

The financial year of the choir shall be from 1st January to 31st December. The accounts shall be examined for the financial year and a Certificate of Examination shall appear on the Treasurer's Financial Statement.

10 – Alteration of Constitution

Any alteration to this constitution shall require the assent of not less than two-thirds of the full membership of the choir represented and voting at the AGM or at a meeting specially called for that purpose. The text of any such proposed alteration shall be sent to choir members not less than 28 days before the meeting.

No alteration shall be made which would have the effect of causing the choir to cease to be eligible for affiliation to the National Association of Choirs.

11 – Voting

Voting shall be limited to one vote per choir member. A simple majority shall be sufficient to carry a motion.

12 – Dissolution

The choir may be wound up only after consultation with all choir members. If, upon winding up or dissolution of the choir, there remains any financial assets, after the satisfaction of all its debts and liabilities, the same shall be donated to the designated charity of choice that year.

Constitution agreed at the AGM on April 4th 2016.