

# **THE HARROGATE CHORAL SOCIETY - RULES**

Effective 1 July 2016; Amended, approved at AGM held 28 June 2017  
Amended by Trustees (as allowed by constitution) 15 Nov 2017 and 21 May 2018

## **TITLE**

- 1 The name of the Society shall be the "The Harrogate Choral Society", hereinafter referred to as the Society, and known as Harrogate Choral Society. Youth choir(s), should they exist, are sub-sections of the Society hereinafter referred to as the Halcyon.
- 2 These Rules are made in accordance with paragraph 26 of the Constitution dated -1 November 2015 by which the Society became constituted as a CIO and incorporates and replaces any Rules which have hitherto been in place.

## **MEMBERSHIP**

- 3 (a) The Society shall have the following paying classes of membership:
  - (i) Society Member (choir)
  - (ii) Halcyon Singer (choir member aged under 18)

The rights, privileges and obligations of each class of membership, except voting rights, shall be determined by the Trustees.
- (b) The Society shall also have Friends who will be invited to support the Society and attend meetings, concert and social events but will not have voting rights. Friends will be supported by a Friends Secretary who will issue all necessary paperwork.
- (c) An application for choir membership, namely the Application Form, must be completed by all prospective Choir members and Halcyon Singers.
- (d) All prospective Society choir members are required to pass a voice assessment with either the Music Director or such other suitably qualified person as approved by the Trustees. Halcyon singers will not require a voice test but will be supported to ensure they sing at the standard expected.
- (e) When a prospective Society choir member has successfully passed their voice assessment they shall be a member of the Society and shall be deemed to be bound by these Rules, a copy of which will be issued to them. Halcyon singers are bound by these Rules, which will be issued to them, once they have enrolled by completing the Application Form.
- (f) The annual subscriptions for Members, Halcyon Singers and Friends shall be decided by the Society Trustees to include the level of subscription and the due date for payment, pursuant to the Subscriptions Protocol which is available to members on the members page of the website.
- (g) The Trustees may suspend at their discretion the membership of any member whose subscription remains unpaid in accordance with his/her obligations.
- (h) If a member's subscription has not been paid as required then his/her membership is deemed to have lapsed. If the member wishes to reapply for membership during that season there will be a requirement for that member to pay the full subscription. The member will take part in the voice assessment when his/her voice part next does so.
- (i) A bursary scheme will exist for Halcyon singers to ensure cost is not a deterrent to membership.
- (j) All Society choir members will be required to take part in the triennial voice re-assessments of their voice part, ie to undertake a vocal assessment every three years, or after a period determined by the Trustees. Depending on when the member first joined the first such triennial assessment may take place less than three years after joining.
- (k) A person who has been a Society choir member, who has allowed their membership to lapse for more than one year, and who reapplies for membership will be required to take a voice assessment.
- (l) A member may resign by giving notice in writing to the Society Secretary. Subscriptions already paid for the current season will not be refunded.
- (m) The Society Trustees shall have the authority under paragraph 9(4) of the Constitution and in accordance with its provisions to terminate membership of the Society of any member.
- (n) All members of the Society, including Halcyon singers will comply with the HCS Code of Conduct.

## **MANAGEMENT**

- 4 (a) The affairs of the Society shall be managed by a committee of the Society Trustees of which the Executive Officers will be the Chairman, Secretary and Treasurer appointed in accordance with the Constitution. This committee will be supported by a management committee which will include the Trustees and Officials of the Society and/or other invited members as necessary.
- (b) The Officials of the Society shall be the Music Director, Accompanist and (if appointed) the Deputy Music Director and Deputy Accompanist who, if receiving fees or honoraria, shall not be voting members of the management committee.
- (c) The Officials of the Society shall be appointed by the Society Trustees and any fees payable to them shall be decided by the Society Trustees.
- (d) Trustees shall retire in accordance with Constitution. The new Trustees committee elected at an AGM will take effect immediately.
- (e) The Society Trustees committee shall have power to fill any Trustee vacancies that occur on the committee. The person so appointed shall retire at the next Annual General Meeting and may then be eligible for re-election.
- (f) The Society Trustees shall have power to appoint such sub-committees and/or working groups as they may deem necessary or expedient in accordance with paragraph (18) of the Constitution. Any decisions taken by such groups must be ratified by the Society committee. All such groups shall report their proceedings to the Society committee and shall conduct their business in accordance with that committee's directions. Membership of such groups shall be open to all members of the Society.

## **ELECTIONS**

- 5 (a) Nominations for Trustees shall be submitted in writing to the Secretary before the start of the Annual General Meeting. Such nomination should include names of proposer and seconder and the signature of the nominee indicating that they will be prepared to accept election.
- (b) If the number of nominations exceeds the number of vacancies a vote will be taken at the Annual General Meeting.

## **COMMITTEE MEETINGS**

- 6 (a) The Society committee shall meet at least three times annually. Such meetings will usually be management committee meetings to which Officials and/or others are invited but may occasionally include Trustee only meetings
- (b) Four Society Trustees members, of whom two are Executive Officers, shall constitute a quorum.
- (c) The Chairman shall preside at all Trustee and management meetings, except when the President attends, and shall make every effort to ensure that all matters resolved in committee or General Meetings are implemented.
- (d) The Secretary shall conduct and organise the affairs of the Society under the directions and on behalf of their committee, and keep records and minutes of all activities and proceedings.

## **GENERAL MEETINGS**

- 7 (a) The Annual General Meeting of the Society shall be held in accordance with paragraph 11 of the Constitution to transact the following business:
- (i) To approve the minutes of the previous Annual General Meeting and any intervening Extraordinary General Meetings.
  - (ii) To receive reports from the Chairman, Treasurer, Music Director and (if appointed) Deputy Music Director.
  - (iii) To consider and, if approved, sanction any proposed amendment of the Constitution specified in the notice of the Meeting.
  - (iv) To elect the Trustees in accordance with paragraph 13 of the Constitution and the Rules.
  - (v) To appoint the Independent Examiners for the Society.
  - (vi) To transact any other business subject to the will of the Meeting.
- (b) A notice convening any General Meeting shall, with the particulars of nominations for the Trustees in the case of the Annual General Meeting, be distributed to members not less than fourteen clear days before the Meeting and shall specify the business of the Meeting.
- (c) An Extraordinary General Meeting of the Society may be called at any time by the Trustees or shall be so called within twenty one days of receipt by the Secretary of a requisition in writing signed by no less than 10% of Society members stating the purpose for which such Meeting is desired and setting out any resolution which it is desired to propose thereat. No business shall be transacted at such Meeting other than that specified in the notice and no amendment to any resolution proposed at the Meeting shall be allowed.
- (d) At least twenty five per cent of the total members or 35 members (whichever is the greater) shall constitute a quorum for any General Meeting of the Society.

## **FINANCE**

- 8 (a) The financial year shall end on 30<sup>th</sup> June each year.
- (b) The accounts for each financial year shall be certified by the Society's Independent Examiners and approved by the members. Halcyon accounts will form part of the Society accounts.
- (c) All income and money received by or on behalf of the Society shall be applied solely towards the furtherance, promotion and execution of the objectives of the Society and no amount shall be paid by way of dividend, bonus or profit to any member of the Society, except that nothing herein expressed or contained shall prevent the reimbursement of legitimate expenses incurred in the Society's work by any member of the Society or Halcyon parent volunteer.
- (d) Treasurer(s) shall keep records of all cash received and payments made by or on behalf of the Society and Halcyon, in such manner as shall show clearly the financial aspect of all proceedings and activities.
- (e) Society and Halcyon banking accounts shall be kept into which all cash received in excess of immediate requirements shall be paid. Payments shall be signed by any two of the Executive Officers.
- (f) The Trustees shall be empowered to borrow, for the purposes of the Society, such amount of money and at such rate of interest and in such form and manner upon such security as shall be required from time to time.
- (g) The Society and Halcyon welcomes donations, grants in aid, or financial guarantees.
- (h) The library and other assets of the Society shall be used solely for the administration of the Society and its members except that assets may be hired out at the discretion of the Trustees.
- (i) The Independent Examiners, who shall not be members of the committee, shall be appointed at the Annual General Meeting each year. Independent Examiners holding office shall be eligible for re-appointment.

## **REHEARSALS**

- 9
- (a) The Music Director or appointed deputy shall have sole jurisdiction at rehearsals.
  - (b) During the concert season rehearsals shall be held weekly on dates determined by the Trustees with extra rehearsals organised as necessary.
  - (d) A register of attendance at rehearsals will be kept for all members. To sing at a concert a member is required to have attended two thirds of the rehearsals for that concert. In exceptional circumstances the Music Director may use discretion but makes the final decision.
  - (e) All members who intend to sing in any concert must attend the final two rehearsals for that concert, one of which will be the rehearsal on the afternoon of the concert. If this is not possible they must provide an explanation to the Secretary.
  - (f) The Music Director will stipulate the edition of any work to be performed and members shall be required to use such edition for all rehearsals.
  - (g) Members shall provide their own copies of music for rehearsals or pay the appropriate hire charges.

## **CHOIR PHOTOGRAPHS & COPYRIGHT**

- 10
- (a) From time to time it is necessary for photographs to be taken of the choir, either during rehearsals, concerts or formally.
  - (b) Such photographs will only be used for the promotion and publicity of the choir in furthering its objectives and the copyright of such photographs rests with the trustees of the Society.
  - (c) It is a condition of membership that Society choir members agree to such photographs being taken and sign the Application Form indicating their approval. The form must be signed by an adult in the case of a minor and the Halcyon singers form will have an option to decline permission.
  - (d) If a Society member has specifically indicated that they do not want to have their photographs taken by indicating as such on the form, then it is the responsibility of that member to ensure that they make appropriate efforts to hide or absent themselves from any photographer working to produce promotional material. The lead conductor for any performance or rehearsal will ensure no minor for whom approval has not been given is included in error.

## **PROTECTION OF CHILDREN & VULNERABLE ADULTS**

- 11
- (a) The Society, including the Halcyon singers, will have a Code of Conduct covering members, trustees, officials and volunteers, this will include the prevention of bullying
  - (b) There will be Policies relating to the protection of children and the protection of vulnerable adults
  - (c) There will be a nominated person responsible for child protection / protection of vulnerable adults.
  - (d) The responsible member will ensure the relevant protection procedures and policies are in place and kept up to date for both the Society and the Halcyon.
  - (e) The Society Committee will ensure that all volunteers aged 16 and over working with the members of the Halcyon singers are DBS cleared.
  - (f) The Society committee will ensure rehearsals are held in a safe venue.

## **INTERPRETATION**

- 12
- (a) If there should be any ambiguity or difference of opinion concerning the purport or interpretation of any rule and to deal with any matter not provided for in these Rules, reference should be made in writing to the Secretary of the Society, who shall refer the matter to the Trustees. The decision of the Trustees shall be final and binding upon all parties.
  - (b) If there is any conflict between these Rules and the Constitution the Constitution shall prevail.