

## **CONSTITUTION OF THE KU-RING-GAI MALE CHOIR.**

### **PART 1 NAME.**

The name of the Choir shall be the KU-RING-GAI MALE CHOIR, hereinafter referred to as the "Choir".

### **PART 2 OBJECTIVES.**

The KU-RING-GAI MALE CHOIR has since its formation in 1946 provided the members with the opportunity to sing in harmony, provide good fellowship and to serve the community through its music.

The objectives of the Choir shall be:

- 2.1 To promote and perform choral music to the highest possible standard.
- 2.2 To provide an environment in which members can enjoy singing and each other's company.
- 2.3 To provide entertainment for selected audiences.
- 2.4 To raise money for selected charities and community needs through these entertainments and other public performances.
- 2.5 To do such things as are necessary and incidental to attain the objects of the Choir.

### **PART 3 MEMBERSHIP**

- 3.1 The membership shall comprise the members of the Choir together with such other people as the Committee admits to membership.
- 3.2 Membership is open to all individuals who accept the objectives and Constitution of the Choir. Members who sing in the Choir shall be male. All other members may be male or female.
- 3.3 Singing membership will be determined by the conductor on the basis of the musical ability of that person.
- 3.4 Members shall pay such fees as are determined by the Choir at a General Meeting.
- 3.5 A register of members shall be kept by the Choir showing the name, address and year of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- 3.6 Membership shall cease upon resignation or failure to pay outstanding membership fees by April 30th of the current year.
- 3.7 Membership fees shall fall due on the first day of January of each year. Fees for new members joining after 1st of July will be half the Annual Fee. The Choir year and the financial year of the Choir shall be from 1 st January to 31 st December next following.

## **PART 4      MANAGEMENT**

### **4.1      EXECUTIVE COMMITTEE**

- 4.1.1 The office bearers shall consist of the President, Vice President, Immediate Past President (for one year only), Conductor and Musical Director, Assistant Conductor/s, Marshall, Librarian, Assistant Librarian, Concert Coordinator, Secretary, Treasurer, Publicity Officer, Membership Recruitment Officer. Webmaster and Social Secretary.
- 4.1.2 The Choir shall have its affairs (other than those matters that are the responsibility of the Music Panel) managed by the Executive Committee (hereinafter referred to as the "Committee"). The Committee will comprise the President, Conductor and Musical Director (hereafter referred to as the "Conductor"), Vice President, Immediate Past President (for one year only), Secretary, Treasurer, Assistant Conductor/s, Concert Coordinator, Publicity Officer, Librarian, Membership Recruitment Officer. Webmaster and Marshall.
- 4.1.3 The office bearers and Committee will be elected by members by open ballot at the Annual General Meeting and will hold office for one year. Except as provided in clause 4.1.6, the President and Vice President have one-year terms with the Vice President automatically becoming the President the following year.
- 4.1.4 Retiring Committee members, other than the President and Vice President are eligible for re-election.
- 4.1.5 If a casual vacancy occurs on the Committee, the Committee may appoint a member to fill the vacancy until the next Annual General Meeting.
- 4.1.6 The President's term of office may be extended for a further term of one year with the agreement of members. If this occurs the term of the then Vice President is to be similarly extended.

### **4.2      MUSIC PANEL**

- 4.2.1 The Music panel is responsible for the Choir's musical repertoire.
- 4.2.2 This Panel consists of the Conductor, Assistant Conductors, Concert Coordinator and any other members invited by the Conductor.
- 4.2.3 This Panel will be chaired by the Conductor.
- 4.2.4 Notice of a Music Panel meeting will be given by the Conductor.

### **4.3      GENERAL**

- 4.3.1 The Committee shall meet as often as necessary to conduct the business of the Choir.
- 4.3.2 The quorum for Committee meetings shall be no less than one half of the Committee members.
- 4.3.3 The President shall and the Secretary shall, on the request of any two (2) Committee members, give notice of an intended meeting of the "Committee".
- 4.3.4 An office bearer and/or a Committee member shall cease to hold office upon resignation in writing, upon ceasing to be a member of the choir or, upon a resolution passed by three quarters majority of members present at a Special General Meeting called for the purpose of removal from office.
- 4.3.5 The Committee may function validly provided its numbers are not reduced below the quorum. No business shall be conducted unless a quorum is present and, if within half an hour of the time appointed for that the meeting a quorum is not present, the meeting shall be dissolved.
- 4.3.6 Matters arising in Committee shall be decided by the majority of votes of those present. In the case of equality of votes the chair shall have a second or casting vote.
- 4.3.7 Any resolution shall be put to a General Meeting of the Choir for approval by a majority vote.

## **PART 5      GENERAL MEETINGS**

- 5.1 The President shall convene the Annual General Meeting each year within the period 1<sup>st</sup> January to 31<sup>st</sup> March. A Special General Meeting shall be convened within thirty (30) days of a decision to so do by the Executive Committee or a requisition in writing from five (5) members stating the business to be discussed.
- 5.2 At least fourteen (14) days notice of all General Meetings and notices of motion shall be given to members by such means as may be determined by the Committee.
- 5.3 No business other than that specified in the notice convening a General Meeting shall be transacted at the meeting. At the Annual General Meeting the following business shall be transacted whether specified or not.
  - 5.3.1 Confirmation of the minutes of the last Annual General Meeting and any subsequent Special General Meetings.
  - 5.3.2 Receipt of the President's, & Conductor's, reports on the activities of the Choir in the previous year.
  - 5.3.3 Election of the office bearers and Committee.
  - 5.3.4 Presentation of the Treasurers report & Financial Statements for the year.

### **5.4      CONDUCT OF THE MEETING**

- 5.4.1 A Quorum for a General Meeting shall be half the membership eligible to vote.
- 5.4.2 Voting at General Meetings shall be by show of hands unless a secret ballot is demanded by at least ten (10) members. Decisions shall be made by a simple majority vote except for those matters that must be decided by a Special Resolution where a three quarters majority of members present, eligible and voting is required.
- 5.4.3 All votes shall be given personally and there shall be no voting by proxy.
- 5.4.4 In the case of equality of votes the chair shall have a second or casting vote except in relation to an election to an office where a revote shall be made.
- 5.4.5 Nominations of candidates for election as office bearers or other Committee members may be made at any time up to and including at the Annual General Meeting. Nominations must have a proposer and seconder and the candidates agreement.
- 5.4.6 If within half an hour of the appointed time for the commencement of a general meeting a quorum is not present the meeting, if convened upon the requisition of members, shall be dissolved, and in any other case shall stand adjourned to the same time and day in the following week and at the same place.
- 5.4.7 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

## **PART 6      OFFICE BEARERS OF THE COMMITTEE**

- 6.1 The President or, in his absence the Vice-President, shall chair each General Meeting and Committee meeting.
- 6.2 If the President and Vice President are absent from a meeting, the members present at the meeting shall elect one of their number to be Chair.
- 6.3 The Secretary shall keep, or cause to be kept, the records of the business of the Choir including the rules, register of members, minutes of all General and Committee meetings and a file of correspondence.. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.
- 6.4 The Treasurer shall ensure that all monies received by the Choir are paid into an account in the name of the Choir. Payments shall be made through a petty cash system or by cheque signed by two (2) signatories authorised by the Committee. Major or unusual expenditures shall be authorised in advance by the Committee or a General Meeting.

- 6.5 The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Choir. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.
- 6.6 Public Officer - refer to Part 10 of this Constitution.

## **PART 7 SPECIAL RESOLUTIONS**

- 7.1 A Special Resolution is one to be considered by a Special General Meeting of the Choir.
- 7.2 A Special Resolution shall be managed as follows:
- 7.2.1 Notice must be given to all members advising that a General Meeting is to be held to consider a Special Resolution.
- 7.2.2 The notice must give details of the proposed Special Resolution and give at least fourteen (14) days notice of a meeting.
- 7.2.3 A Quorum must be present at the meeting.
- 7.2.4 A minimum of three-quarters of Members present, eligible and voting (eligible members) in favour is required to pass any resolution.

## **PART 8 MISCELLANEOUS**

- 8.1 The funds of the Choir shall be derived from the fees of members, donations, grants and such other sources approved by the membership.
- 8.2 The uniform of the Choir shall be as determined by the Choir.
- 8.3 The uniform is to be worn at all public performances of the Choir.

## **PART 9 INCOME AND PROPERTY OF THE CHOIR**

- 9.1 The income and property of the Choir however derived, subject to any statutory requirements, shall be used and applied solely in the promotion of its objectives.
- 9.2 No portion of this income and property shall be distributed, paid directly or indirectly by way of dividend, bonuses, or otherwise by way of profit, to or among the members.
- 9.3 The requirements of clause 9.2 shall not prevent the payment of:
- 9.3.1 Interest (provided it is equal to the prevailing rate of interest charged by banks for unsecured loans) to any member in respect of monies advanced by the member to the Choir, or is otherwise owing by the Choir to the member.
- 9.3.2 Any remuneration to any member or servant of the Choir or other person in return for services rendered to, or payments made on behalf of the Choir.

## **PART 10 PUBLIC OFFICER**

- 10.1 The Committee shall ensure that a person is appointed as Public Officer in accordance with the requirements of the Department of Fair Trading.
- 10.2 The Committee may at any time remove the Public Officer and appoint a new Public Officer.
- 10.3 The Department of Fair Trading must be notified, on the prescribed forms, of:
- \* name and address of the Public Officer,
  - \* change of address of the Public Officer,
  - \* when a vacancy occurs.
  - \* name and address of the new Public Officer.

## **PART 11 LIABILITY OF MEMBERS**

- 11.1 No Choir Committee member or individual member, including the Conductor and

Accompanist, shall have the power or authority, either specific or implied, to pledge credit or incur any debts and/or liability of any description whatsoever on behalf of the Choir.

11.2 The above named members have no liability to contribute towards the costs, charges and expenses of the winding up of the Choir, except to the amount of any unpaid membership fees.

11.3 Neither shall any of the above named members be liable for any infringement, misbehavior or damage caused by individual members of the Choir at or to the property occupied at the time when the Choir is assembled.

## **PART 12 COMPLAINTS AND DISPUTE RESOLUTION**

12.1 The Committee shall be responsible for the investigation of all complaints.

12.2 Any dispute or difference on interpretation of Choir Rules or Constitution shall be resolved by a majority vote at a General Meeting.

## **PART 13 AMENDMENTS TO THE CONSTITUTION**

13.1 Amendments to the constitution will be determined by Special Resolution.

## **PART 14 COMMON SEAL**

14.1 The Common Seal of the choir must be kept in the custody of the Public Officer.

14.2 The Common Seal must not be affixed to any instrument except by authority of the Committee and must be attested by the signatures of two Committee members.