

Take Note Tiverton Community Choir
CONSTITUTION

1 Name. The society shall be called the **Take Note Tiverton Community**

Choir(T.N.T.C.C)

2 Objects. The objects of the **T.N.T.C.C** are:-

- a. To foster the enjoyment of singing.
- b. To advance, improve, develop and maintain public education in and the appreciation of the art and science of singing in all its aspects with the opportunity to take part in the presentation of concerts.

3 Membership.

3.1 All new members are welcome. Members under 16 years old must be accompanied to rehearsals and all choir events by a parent, carer or guardian.

The amount of the subscriptions shall be decided at the Annual General Meeting.

- a. Subscriptions of singing members shall be payable weekly.

3.2 Copies of the constitution are available on request and on the website (www.takenotechoir.org) Signing the contacts form constitutes agreement with the constitution and membership.

3.3 The Executive Committee may terminate the membership of any individual but only for good reason and by a vote of at least two thirds of the Executive Committee and provided the individual concerned shall have a right to be heard by the Executive Committee, accompanied by a parent/guardian if under 16, before a final decision is made. If membership is terminated any current subscription paid by the member shall be refunded.

4 Appointments.

The **T.N.T.C.C.** will at the Annual General Meeting appoint a Musical Director. Payment of the musical director will be reported at the Annual General Meeting

5 Executive Committee.

The Honorary Officers of the **T.N.T.C.C.** shall be a Chairman, a Secretary and a Treasurer, each of whom shall be elected at an Annual General Meeting to serve for one year. Each post will not normally be held for more than three consecutive years by the same person unless otherwise agreed.

Other committee members may be elected at the Annual General Meeting to serve for one year.

6 Management of the T.N.T.C.C.

The affairs of the **T.N.T.C.C.** shall be managed in accordance with the Constitution. There must be at least three members of the Executive Committee present at a meeting.

6.1 The Executive Committee shall have the power until the next Annual General Meeting to fill any vacancy occurring amongst its Officers or other members of the Executive Committee.

6.2 The Executive Committee may appoint subcommittees for which any member of the **T.N.T.C.C.** shall be eligible, but shall require any such subcommittee to submit its proposals to the Executive Committee for approval.

7 Annual General Meeting.

The Annual General Meeting of the **T.N.T.C.C.** shall be held in March, or as soon thereafter as possible, to receive the Statement of Accounts, to make appointments and elect Officers and Executive Committee members as appropriate, to receive reports on the previous year's activities and to transact general business.

7.1 At least one month's notice shall be given of the date of the Annual General Meeting and at least seven days before the meeting the Honorary Secretary shall send to each member of the **T.N.T.C.C.** notice and the agenda of the meeting which shall include particulars of all motions to be brought forward.

7.2 Notice of motions for discussion and nominations for vacant positions with the consent of the nominee and seconded by a member of the **T.N.T.C.C.**, must be received by the Secretary preferably in writing at least 14 days before the time of the Annual General Meeting.

7.3 The voting on all resolutions at the Annual General Meeting shall be by a show of hands, but a ballot shall be taken if demanded by not less than three members. If voting is even the Chairman shall have a casting vote in addition to his or her own vote.

7.4 The Annual General Meeting only shall have the power by a majority of not less than two-thirds of the members present and voting to alter the Constitution of the **T.N.T.C.C.**

Special General Meeting.

The Executive Committee may call a Special General Meeting of the **T.N.T.C.C.** at any time. If at least five members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 14 days notice shall be given, stating the business to be discussed. Requirements for a quorum and voting procedure shall be as in clause 7.3 above.

9 Finance.

The financial transactions of the **T.N.T.C.C.** shall be recorded in a proper manner including receipts given for all money received. Bank or building society accounts of the **T.N.T.C.C.** shall be operated by the Executive Committee. The Chairman, Treasurer and Secretary shall be authorised to sign cheques and each cheque shall bear any two of these signatures. All monies received by the **T.N.T.C.C.** shall be paid into the **T.N.T.C.C.** bank or building society accounts.

9.1 The accounts shall be made up to March each year. A copy of the audited accounts shall be open for inspection to every member of the **T.N.T.C.C.** at the Annual General Meeting.

9.2 The income and property of the **T.N.T.C.C.** wherever it comes from, shall be applied solely towards promoting the objects of the society as set forth above and no portion thereof shall be paid either directly or indirectly to any member or members of the **T.N.T.C.C.** except in payment of legitimate expenses incurred on behalf of **T.N.T.C.C.**

10 Notices.

Every notice to a member shall be considered as duly delivered when posted to or delivered by hand at the member's address as last notified, or delivered by hand at a meeting of the **T.N.T.C.C**

11 Dissolution.

In the event of the **T.N.T.C.C** being wound up, any assets remaining after satisfaction of all debts shall be given to The Caroline Brewin Trust