

# ***The Guernsey Glee Singers***

## ***Rules of the Society***

Founded 1927 Drawn up 1951 Revised 1977 and 2017

Registered Charity: CH578

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## ***Rules of the Society***

### **1. NAME**

The name of the Society shall be "The Guernsey Glee Singers", hereinafter referred to as the Society.

### **2. OBJECTS**

The objects for which the Society is established are:

- a) To foster the appreciation of choral music of a recognised high standard
- b) To arrange and present public performances of choral works and other musical entertainment of cultural value.
- c) To acquire books, musical scores musical instruments, furniture or other such things as may be necessary for the advancement of the objects of the Society.
- d) To purchase, rent or otherwise acquire and hold such land and buildings as may be deemed necessary for the advancement of the objects of the Society and to dispose of any such lands or buildings no longer required for those objects.
- e) To borrow or raise money which may be required by the Society upon such terms as may be advisable and. In particular, by charge on all or any part of the real property of the Society.
- f) To make donations of monies for educational, cultural or charitable purposes.
- g) To do all such lawful things as are incidental or conducive to the attainment of the above objects or any of them.

### **3. MEMBERSHIP**

The members of the Society shall be such persons as are members of the Society on 1<sup>st</sup> November 2017, and do not afterwards cease to be members and such other persons as may be elected in accordance with Rule 4, and who have paid such fees and subscriptions as they may be required to pay, and have not ceased to be members under any other Rules.

#### **4. APPLICATION AND ELIGIBILITY FOR MEMBERSHIP**

Persons wishing to become members shall make application in such form and manner as the Committee may from time to time decide. Eligibility for membership shall then be at the discretion of the Conductor, and may follow a satisfactory voice test. The Committee shall reserve the right to accept or reject the application without giving reason for their decision.

#### **5. MEMBERS TO BE BOUND BY RULES**

Any person, being a member of the Society, shall be bound by the Rules of the Society.

#### **6. RESIGNATION OF MEMBERS**

Any member who desires to resign from the Society shall do so by notice in writing to the Honorary Secretary. If such notice is not given the member shall remain a member until such time as he/she may cease to be a member in accordance with Rule 10.

#### **7. RIGHTS OF MEMBERS**

Every member shall be entitled:

- a) To attend and take part in all cultural and social activities of the Society subject to the conditions of Rule 4, and to such reasonable conditions as the Committee may from time to time impose. A member who, in the opinion of the Conductor and Committee, has attended an insufficient number of practices, shall not be entitled to take part in a public performance. It is highly desirable that members should attend at least 75% of all practices, and in particular the last two regular practices preceding a performance.
- b) To attend and vote at General Meetings of the Society and to become a member of the Committee if so elected (see By-law 1.)

#### **8. ACCOUNTS**

True accounts shall be kept of the sums of money received and expended by the Society and the matters in respect of which such receipts and expenditure takes place, and of the property credits and

liabilities of the Society. At the financial year end the accounts of the Society shall be financially examined by one or more member/s elected at the Annual General Meeting.

**9. SUBSCRIPTIONS**

The subscription for all members shall be determined by the Committee and set annually to cover regular weekly or termly outgoings as they see fit.

**10. SUBSCRIPTIONS IN ARREAR**

Any member whose subscription shall not have paid by the end of the term in which it was due and payable shall cease to be a member and shall be precluded from rejoining the Society until the arrears outstanding have been paid.

**11. PURCHASE AND STORAGE OF MUSIC**

Music shall be paid for by the Society or by the members as may be time to time be decided by the Committee. Music purchased by the Society shall remain the property of the Society and stored in a safe and dry environment.

In the event that storage is no longer available or viable, the Committee shall dispose of the music only after offering it to other local choirs and exploring all other avenues

**12. RESTRICTION ON DISTRIBUTION OF INCOME AND ASSETS**

The income and property of the Society, whencesoever derived, shall be applied solely towards the objects of the Society as set forth in these Rules and no portion thereof shall be paid or transferred directly or indirectly, by way of gift, division, bonus or otherwise howsoever by way of profit to members of the Society, Provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Society, nor prevent the payment of a reasonable rate of interest per annum on money lent by any member of the Society, or payment of a reasonable or proper rent for premises demised or let by any member to the Society

or payment at a price not exceeding the ordinary price in the open market for any goods actually supplied by any member of the Society.

### **13. DISPOSAL OF ASSETS IN WINDING UP**

If upon the winding-up or dissolution of the Society there remains after the satisfaction of all debts and liabilities any property whatsoever the same shall not be paid and distributed amongst the members of the Society, but shall be given to some other institution or institutions having objects similar to the objects of the Society and which shall prohibit the distribution of its or their income or property amongst its or their members and if so, and so far as effect cannot be given to the aforesaid provision, then to some charitable object as decided by members at a General Meeting of the Society.

### **14. OFFICERS OF THE SOCIETY**

The officers of the Society shall consist of a Chairman, Honorary Treasurer, Honorary Secretary, Honorary Welfare Officer and Honorary Public Relations Officer elected by the members at the Annual General Meeting.

### **15. ELECTION AND DUTIES OF COMMITTEE**

There shall be a Committee for the management of the affairs of the Society and to have custody of its assets. It shall consist of the Officers of the Society, elected annually, four ordinary members elected on a rotational basis for terms of a minimum of 2 years but no more than 4 years (see Bylaw 1.1), and the Conductor and Deputy Conductor who shall be ex-officio members. The Committee shall for all purposes be the governing body of the Society and shall have power to make by-laws for the good government of the Society.

### **16. POWER TO CO-OPT**

The Committee may co-opt persons to the Committee from inside or outside the Society to fill any vacant Officer role of the Society and may, if deemed appropriate, remunerate for that service. Should a full production be presented a Producer (mutually acceptable to the

Conductor and the Committee) shall be co-opted to the Committee for the period concerned.

#### **17. RESIGNATION FROM COMMITTEE**

A member of the Committee may resign by giving notice in writing to the Chairman. In the case where the Chairman is unavailable or resigns the Vice Chairman shall receive notice of the resignation, and in the absence of a Vice Chairman any other Officer of the Society.

#### **18. VACANCIES ON THE COMMITTEE**

The Committee shall have power to fill any vacancy that may occur thereon. Any member of the Committee so elected shall hold office until the next Annual General Meeting.

#### **19. SUB-COMMITTEES**

The Committee may appoint sub-committees for the purpose of facilitating the management of any part of the activities of the Society and shall regulate the powers of such sub-committees as it may deem necessary.

#### **20. QUORUMS**

- a) **General meeting** - one third of the members of the Society shall form a quorum
- b) **Committee** – four members of the Committee shall be necessary to form a quorum. In the absence of the Chairman and vice-chairman the remaining members present shall elect one of their number as Chairman.

#### **21. ANNUAL GENERAL MEETING**

The Annual General meeting shall be convened at least seven days before the date of the meeting by email to every member and confirmed at the rehearsal the week before.

## **22. GENERAL MEETINGS**

General Meetings shall be convened at least seven days before the date of the meeting by email to every member and confirmed at the rehearsal the week before provided that:

- a) The Chairman or the Committee deem such action necessary, or
- b) Not less than ten members whose fees and subscriptions are fully paid up request that a meeting be so convened. Such a request shall be in writing, addressed to the Honorary Secretary, and shall state the business which it is proposed to bring before the meeting.

## **23. ABSENCE OF CHAIRMAN**

In the absence of the Chairman the chair shall be taken by the vice-chairman (see By-Law 3) and in the absence of both of these officers the members present at a General Meeting shall elect a Chairman from amongst the members of the Committee present.

## **24. DUTIES OF THE CHAIRMAN**

The Chairman shall be responsible for the impartial conduct of all meetings of members and of the Committee. He/she shall bring to the notice of the Committee any deficiencies in the management of the affairs of the Society. He/she shall convene such meetings, including General Meetings, as shall be necessary.

## **25. DUTIES OF HONORARY TREASURER**

The Honorary Treasurer shall, under the control of the Committee, be responsible for all financial matters of the Society. He/she shall keep such accounts as are required by Rule 8, and shall keep all monies in a bank account at a bank to be chosen by the Committee. Payments shall be made in accordance with accepted guidelines and controls for charities. He/she shall be responsible for registering the Society in accordance with the requirements of local legislation. He/she shall be an ex-officio member of all sub-committees.



#### **26. DUTIES OF HONORARY SECRETARY**

The Honorary Secretary shall, under the control of the Committee, conduct all the correspondence of the Society, attend, if possible, all meetings including meetings of the Committee, keep a correct record of the proceedings, arrange for meetings to be convened in the manner provided by the Rules and see that all notices required by the Rules are duly sent.

#### **27. DUTIES OF HONORARY PUBLIC RELATIONS OFFICER**

The Honorary Public Relations Officer shall, under the control of the Committee, be responsible for all publicity and advertising on behalf of the Society, the Society's website and social media page. In the absence of a member of the Society volunteering the Society can contract in this expertise.

#### **28. DUTIES OF HONORARY WELFARE OFFICER**

The Honorary Welfare Officer shall, under the control of the Committee, keep a register of members and monitor attendance. Members should notify him/her in advance of non-attendance, and where a member has been absent for an unexplained number of weeks, he/she shall be responsible for following up on the reason and visiting the member if deemed appropriate.

#### **29. CONDUCTOR**

The Committee shall advertise, select a Conductor and the appointment shall be subject to the approval of a majority of the Committee and recorded in a contract. He/she shall be entitled to attend all meetings of the Society and shall be an ex-officio member of the Committee. He/she shall be responsible for selecting the music to be performed by the Society. He/she shall have the right to decide the vocal suitability of any applicant for membership, and the continued vocal suitability of a member shall be a matter for his discretion. He/she shall also be responsible for appointing a suitable member of the Society to act as his Deputy. He/she shall receive such reasonable and proper remuneration

as may from time to time be decided by the Committee and in accordance with the contract.

### **30.ACCOMPANIST**

The Committee shall have power to appoint an accompanist who shall, on appointment, become an honorary member of the Society with all rights of members elected under Rule 4. The appointment shall be confirmed in a contract. He/she shall receive such reasonable and proper remuneration as may from time to time be decided by the Committee and in accordance with the contract.

### **31.TERMINATION OF APPOINTMENT**

The Committee shall be empowered to recommend to a General Meeting the termination of the appointments of both Conductor and Accompanist. To be effective the recommendation must be approved a majority of the members present at the General Meeting.

### **32.ALTERATIONS TO RULES**

These Rules may be altered by a resolution approved by a majority of not less than two thirds of the members present at a General Meeting properly convened in accordance with the Rules, provided that a notice of intention to propose an alteration to the Rules be given to the Chairman, in writing, signed by the persons proposing and seconding the proposed alterations, at least twenty one days before the date of the meeting at which the alteration is to be proposed, and that a copy of the proposal is contained in the notice convening the meeting.

### **33.PREVIOUS RULES RESCINDED**

All rules approved by the members before the date on which these Rules come into force shall be rescinded on that date but this shall not affect the validity of any action already taken in accordance with such rules so rescinded, or prevent the completion of anything begun in accordance with those rules which is not contrary to any new rule and which should be completed in the interests of the Society.

These Rules shall come into force on 1<sup>st</sup> November 2017.

## ***By-laws***

### **1. ELECTIONS AND VOTING**

- i. Ordinary committee members shall serve for a minimum of two years and up to a maximum of four years with one year elapsing before they may seek re-election.
- ii. The overall length of service for officers of the Society shall not exceed ten consecutive years.
- iii. Written nominations for officers and committee members shall be displayed at the last full meeting of the Society before the Annual General Meeting.
- iv. New members shall be eligible to vote after completing one term's membership.
- v. The Chairman shall have a single casting vote to exercise where necessary at meetings of the Society and the Committee.

### **2. DATE OF ANNUAL GENERAL MEETING**

The Annual General Meeting at which the previous year's accounts must be presented shall be held during October or at the earliest convenient date thereafter.

### **3. VICE-CHAIRMAN**

The Committee shall, at its first meeting after the A.G.M. choose from the four ordinary members one person to act as vice-chairman when necessary at both Committee and General Meetings.