

CHELMSFORD COMMUNITY GOSPEL CHOIR CONSTITUTION

1. Name

The choir shall be known as **Chelmsford Community Gospel Choir**, hereafter called 'the choir'.

2. Aims

The aim of the choir is to sing gospel music in a relaxed environment and to promote the positive message behind gospel music to the people of Chelmsford and beyond.

3. Objectives

- To learn and perform gospel music to performance standard.
- To educate members about the various styles of gospel music.
- To perform gospel music at events and functions as shall be requested.
- To promote gospel singing to the general public through concerts and other events.
- To learn to sing gospel music and to maintain the enjoyment of music making.
- To meet on average once a week for rehearsals.
- To hold social events each year to encourage better group integration and unity amongst members.
- To involve members in the choir's management and financial viability.

4. Membership

Members will have usually reached their 18th birthday before being eligible for membership of the choir. However the Musical Director and Chair can exercise discretion and allow:

- Those 16-18 years old to become members on condition that their parents/guardians sign their membership form to confirm their consent.
- Those under 16 to take part in choir activities if accompanied by their parent/guardian.

Anyone wishing to join and maintain membership of the choir must meet the criteria of the choir management committee and Musical Director:

- Be willing to work hard as part of a dedicated team.
- Follow the instructions of the Musical Director or other nominated officer.
- Be able to attend 80% of rehearsals and concerts in any given year.
- Undertake an audition if so requested.
- Be proactive and promote the objects and aims of the choir.
- Uphold the member code of conduct.

Membership of the choir is subject to a probationary period of one month.

Any information provided by members may be added to the choir's membership database. Committee members may use it to maintain contact with members by post, email, text message or telephone. No information will be passed to other organisations. In accordance with the Data Protection Act, the membership database will be treated as confidential material. Members can request access to or removal of their own information.

CHELMSFORD COMMUNITY GOSPEL CHOIR CONSTITUTION

5. Choir management

A committee will exist to ensure the choir is managed in a democratic way, and all committee members shall take collective responsibility for the decisions made at a meeting of the committee or sub committee. The committee shall regularly consist of:

- Chair (Honorary officer).
- Secretary (Honorary officer).
- Treasurer (Honorary officer).
- THREE additional members, preferably representing the choir's different vocal sections.
- Musical Director (member of choir management but not defined as an officer).

Members can be co-opted into roles such as choir librarian, communications and uniform co-ordinator as necessary. The committee can also co-opt sub committees from time to time to take on specific tasks, such as the organising of fundraising ventures.

6. Role of the committee

The committee has the responsibility to ensure the organisation meets its aims and objects and that members observe the constitution, rules and regulations. The committee will also receive the accounts of the choir and decide on fundraising actions and policy. The committee will ensure that activities carried out and decisions made are in the best interests of the choir. If necessary the committee can organise sub-committees to take on specific tasks such as finance or fundraising or the organising of a specific event. No member of the committee shall exercise their right to power for the detriment of the choir.

7. Election to office

Any CCGC member, who has read the Chelmsford Community Gospel Choir constitution, signed the membership form, and paid (as applicable) the membership fee.

The election process is as follows:

1. Nominations for CCGC committee (including standing members) will be made prior to the AGM, which will usually be held at the end of January.
2. Members can self-nominate or be nominated by another CCGC member.
3. The nominee will only win that office by majority vote.
4. If the nominee is unopposed, they must still be voted in by a majority vote.
5. If there are no nominations for a particular office, then that office must remain vacant until a nomination comes forward.
6. All elections will be conducted at CCGC AGM, following a democratic process where a majority is needed to win.

8. Term of office

In order to maintain a sense of continuity, all officers (except Musical Director) shall serve for a period of two years in the first instance but be eligible for re-election. The officers may serve for a further term of two years (total of four years) but after such time should relinquish their office. In the event of no new nominations, officers may serve for longer, subject to the views of the membership.

CHELMSFORD COMMUNITY GOSPEL CHOIR CONSTITUTION

9. Areas of responsibility

Chairperson

The Chairperson (or 'chair') is an honorary position appointed from the membership of the choir. The chair must be a person of good standing and promote the interests of the choir. The chair shall be the official 'spokesperson' of the choir in consultation with the MD and will also approve communications and press releases in the name of the choir. The chair will preside at meetings of the committee and sub committees (where possible) and direct members through the agenda and maintain good order in all choir proceedings. The chair also encourages the active participation of everyone in the activities of the choir.

Secretary

The Secretary is an honorary position, appointed from the membership of the choir. The duty of the Secretary is to take and record minutes of all choir meetings. The Secretary will notify committee members of meetings and also provide them with notice of agenda.

Treasurer

The Treasurer is an honorary position, appointed from the membership of the choir. The treasurer must be adept with finance and accounting procedures. It is the responsibility of the treasurer to keep the accounts up to date and in good order, to pay invoices promptly and to form a good professional relationship with suppliers. The Treasurer must keep the committee informed of the financial position of the organisation.

The committee will identify and oversee any areas of responsibility that other members fulfil, as required.

Musical Director

The MD shall be appointed by the committee for their professionalism in music and choral production and performance. The MD shall oversee all choir tuition, stage presentation and concert management, as well as auditions and other choral activities. The MD shall consult with the honorary officers of the committee and liaise with them in decision making. In addition to the chair, the MD will act as ambassador of the choir. The MD will have sole discretion of stage management and has the necessary authority to prevent a member from taking part in a performance after stating the reasons for the decision being taken. The MD will also be responsible for selecting the choir's repertoire. The MD also reserves the right to appoint a stage manager as required. In the event that the director must leave the choir, he/she must inform the choir management as early before the leaving date as possible. It is also the responsibility of the director, in the event of such a situation, to assist in finding a new director.

10. Meetings of the committee

The committee shall aim to meet every 8 weeks to discuss choir business and finance. However the committee can meet as often as required and a meeting can be called at any time by the Secretary, Chair or the Musical Director.

CHELMSFORD COMMUNITY GOSPEL CHOIR CONSTITUTION

11. Annual General Meeting (AGM)

The AGM shall usually be held at the end of January each year. The purpose of the AGM shall be to:

- Receive the report from the Chairperson.
- Receive the statement of accounts from the Treasurer.
- Receive the report from the Musical Director.
- Elect a new Chairperson (or to re-elect).
- Elect a new Treasurer (or to re-elect).
- Elect a new Secretary (or to re-elect).
- Elect other roles as required.
- Decide the amount of the annual membership fees.

Matters can be debated at the AGM subject to notice being given in writing to the choir Secretary at least seven days prior to the meeting.

12. Extraordinary General Meetings (EGM)

An EGM can be called at any time provided the request has been made in writing-proposed and seconded. At least seven days' notice has to be given for any motion to be raised at an EGM.

13. Rehearsals

The choir shall rehearse weekly on an evening and at a venue and time decided by the Choir committee. Any changes to rehearsals will be published on the choir website and communicated to members.

14. Social activity

The social aspect of the choir is to be encouraged whenever possible, in order to nurture a friendly atmosphere through social events (for example Christmas meals, trips, etc.). Members may be asked to contribute towards the cost of social events.

15. Code of conduct for members and committee members

Each member of the choir shall conduct themselves in keeping with the expected standards as stated by the Musical Director and as laid down in the choir's equal opportunities and safeguarding policies. All members of the choir should engage in a 'sense of occasion' and conduct themselves in a professional manner at all times.

Members have a duty of care under health and safety law for themselves and others affected by their action. Members will always be notified of H&S issues at a performance venue. The choir cannot take responsibility for any injury, however caused. If a member has a health and safety issue with a venue, they must speak to the Secretary and Musical Director. A health and safety matter must not be dealt with by a member of the choir.

Members are not permitted to be under the influence of drink or drugs at a rehearsal or public performance. Any member thought to be so will not be permitted to participate.

Members must be aware in their use of social media. They must not post any communication or image that will bring the choir or its members into disrepute, and must be mindful of others' privacy, seeking permission when in doubt.

CHELMSFORD COMMUNITY GOSPEL CHOIR CONSTITUTION

In the event of an emergency or incident, members should not speak to the press, but should refer to the Chair or Musical Director.

Members are not permitted to discuss any details of choir finances or policy outside the confines of the choir.

When engaged in choir business no member shall take it upon herself to make any official complaint to the hiring organisation. If a member has a concern or grievance with the booking agent or venue then the member will write to the choir secretary who will bring the matter before the committee. A decision will be taken by the committee and it will be their decision if a complaint will be forthcoming from the choir. Any member who officially complains to a booking agent, venue or hirer without going through the choir committee will be deemed to have brought the choir into disrepute.

16. Complaints and dismissal procedure

Any breach of health and safety law, the code of conduct, equal opportunity policy, safeguarding policy, or any complaints from the public may lead to enforcement of this procedure:

1. A written statement must be submitted by a choir member to any CCGC committee member or by one committee member to another.
2. The written statement must identify who the complaint is about and why.
3. The CCGC committee member who receives the statement will call an emergency committee meeting to discuss the complaint. The identity of the choir member who submitted the written statement originally shall remain confidential.
4. The choir member in question will be notified of such at the meeting and will have a chance to present their case.
5. The committee will discuss whether or not the complaint is legitimate.
6. If the committee determines that there is a legitimate complaint, and the basis for dismissal, then the issue will be taken to the choir and there will be a secret ballot vote for dismissal.
7. The dismissal will be official and binding only if a majority of CCGC members present for the vote determine so.

17. Winding up the organisation

In the unlikely event of winding up the organisation any revenue after debtors will be distributed to organisations with the same or similar objects to The Chelmsford Community Gospel Choir.

18. Adoption of the Constitution

This constitution was reviewed and adopted by all members at the AGM on: **1st February 2018**

Chair	_____	Print	_____
Secretary	_____	Print	_____
Treasurer	_____	Print	_____
Musical Director	_____	Print	_____

CHELMSFORD COMMUNITY GOSPEL CHOIR CONSTITUTION

Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____
Member	_____	Print	_____

CHELMSFORD COMMUNITY GOSPEL CHOIR CONSTITUTION

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member

Print

Member