

## CONSTITUTION OF THE EASTBOURNE & DISTRICT CHOIRS ASSOCIATION

### 1. **Name:**

The name of the Association shall be THE EASTBOURNE & DISTRICT CHOIRS ASSOCIATION hereinafter referred to as the Association.

### 2. **Objectives:**

The objects of the Association shall be:

- i. to promote, improve, develop and maintain fellowship and support for the mutual benefit of local Choirs and Choral Societies, local singers, potential singers and audiences.
- ii. to encourage and support the growth and development of choral music within a radius of fifteen miles from Eastbourne.

### 3. **Membership:**

- i. Membership of the Association shall be open to all choirs within a radius of fifteen miles of Eastbourne who have paid the annual subscription at the appropriate rate as shall be determined by the Committee.
- ii. The Committee must keep a register of names and addresses of the Representatives, which must be made available to any other Representative upon request.

### 4. **Termination of membership:**

Membership is terminated if:

- i. the member choir resigns
- ii. any sum due from the member to the Association is not paid in full within six months of it falling due. (i.e. from 1<sup>st</sup> September annually)
- iii. any decision made by the Committee to terminate membership is final.

### 5. **Committee:**

- i. Each choir will have one named Representative. If the Musical Director is not the named Representative, they may also attend meetings.
- ii. Every named choir Representative shall have one vote. This vote is only transferable to a substitute Representative if the Secretary has received written confirmation prior to the Committee Meeting from the named Representative.
- iii. The Committee shall have power to co-opt members for any reason it thinks fit.

### 6. **Officers:**

- i. Officers:

The Chairman

The Honorary Secretary

The Honorary Treasurer

and other co-opted members, shall be elected by and out of the Association's Representatives at the Annual General Meeting. They shall hold office until the next Annual General Meeting and be eligible for re-election.

- ii. The Officers and the other Committee members shall be elected by and out of the Association's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election.
- iii. Nominations for election as an Officer of the Association must be made by members of the Association in writing. Should nominations exceed vacancies, an election shall be held.
- iv. In case of an officer vacancy arising on the Committee during the year, the Committee may co-opt a new officer from within the Committee who shall then stand for election by members at the next Annual General Meeting.

**7. Payment of Officers:**

Officers can be paid legitimate expenses incurred on behalf of the Association.

**8. Finance:**

- i. The Committee shall determine the rate of annual subscription payable by Members in General Meeting, the intention of such subscription being to cover expenses and not further or otherwise.
- ii. Unless otherwise agreed from time to time such subscriptions shall be payable in advance on 1<sup>st</sup> September in any year.
- iii. The financial year shall end on July 31<sup>st</sup> in any year.
- iv. A Bank Account shall be opened in the name of the Association and cheques shall be signed by two of any of the Honorary Treasurer, Honorary Secretary or Chairman.
- v. The Association may receive donations, grants in aid and financial guarantees for any of its activities.
- vi. Income or property of the Association shall be applied solely towards promoting the objects of the Association as set out above and no portion thereof shall be paid or transferred either directly or indirectly to any Member of the Association except in payment of legitimate expenses incurred on behalf of the Association.
- vii. In the event of winding up of the Association any remaining assets after all liabilities have been discharged shall be transferred to a charitable organisation with the object of promoting choral music.

**9. Meetings:**

- i. Before the end of September in each year the Representatives shall be summoned to an Annual General Meeting of which at least fourteen days notice in writing has been given.
- ii. A Special General Meeting may be called at the written request of any five Representatives, stating the nature of the business which is to be transacted. The Honorary Secretary shall give to all Representatives of the Association not less than fourteen days written notice of such meeting with details of the business it is intended to transact.
- iii. At a General Meeting of the Society the Chairman shall take the Chair or failing him such member as is agreed by the Committee. Any Representatives of the Association may speak and vote on any motion. Voting shall be by show of hands as counted by the Secretary. In the event of equality of votes the Chairman shall have a second or casting vote.
- iv. The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every General Meeting of the Association.
- v. Any meeting may only be considered quorate if at least one third of the voting members, having been duly summoned, are in attendance.

**10. Alterations to the Constitution:**

This Constitution may be amended from time to time by a two thirds majority of Representatives present and entitled to vote at a General Meeting of the Association provided that at least fourteen days written notice of the proposed amendment has been sent to all Representatives.

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**Constitution drawn up:**

**January 2016**

**Constitution approved by Committee:**

**October 15<sup>th</sup> 2016**

**Signed:**

**J D Macfadyen**

**(Chairman)**

**M Staff**

**(Honorary Secretary)**

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## **ADDENDUM:**

### **DATA HANDLING**

The Eastbourne & District Choirs Association is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998.

Personal data kept on behalf of the Association will consist of:

name

address

phone number

email address

This information will only be accessed by a member of the Committee or those expressly given permission to do so. In addition, such data will be held in a password-protected electronic or other secure environment.