

The Modbury Gospel Singers Constitution

1. Name

1.1 The name of the organisation shall be The Modbury Gospel Singers (MGS).

2. Objects

2.1 To learn and perform music - particularly Gospel music, the spiritual songs of enslaved people and progenitor and derivative music - and to enjoy and share with others. Music will usually be sung in four parts – soprano, alto, tenor and bass.

2.2 To perform publicly for the purposes of entertainment.

2.3 To perform at community events and functions, including raising funds for charities and local organisations.

3. Membership

3.1 Membership is open to anyone.

3.2 Musical experience is not necessary and auditions will not take place.

3.3 The committee shall have the right, for good or sufficient reason, to terminate the membership of any individual or individuals who are deemed to be acting in a way which is considered detrimental to MGS. In the event of termination of membership, the individual or individuals concerned shall have the right to be heard by the committee before a final decision is made.

3.4 Membership is not transferable to anyone else.

3.5 The committee must keep a register of names and addresses (e-mail if available) of the members.

3.6 Every member shall have one vote.

4. Membership Fees

4.1 Fees will be initially set termly by the committee and are to be reviewed annually by the committee prior to the AGM.

4.2 Invoices for fees will be sent out two weeks before the beginning of each term. All money is to be paid into the MGS account before the beginning of each term, preferably by Electronic Transfer. Members are asked to pay promptly without the need for reminders. Anyone who has not paid their fees in full by the start of term will be considered to be “inactive” and will no longer have access to rehearsals. Inactive members can become active members again at any point following payment of their

fees in full for the current term. The treasurer shall have discretion to agree phased payment of the fee with individual members.

5. The Committee

- 5.1 The committee shall consist of not less than three nor more than nine members (but additional committee members can be considered in specific circumstances) and are elected from the membership of MGS at the Annual general meeting.
- 5.2 The officers of the committee shall comprise chair, vice-chair, treasurer, membership secretary and secretary. Other posts may be elected to the committee, as and when deemed necessary by the officers of the committee. Such elections shall be made at the Annual general meeting. The Musical Director may attend meetings but will not have voting rights.
- 5.3 The committee may also co-opt any person or persons with specific knowledge, skills or experience and for a suitable period provided that co-opted members account for no more than one third of the membership of the committee. Co-opted members do not have voting rights.
- 5.4 Resignation from the committee should be made in writing and the committee has the power to fill the vacancy until next election takes place at the annual general meeting.
- 5.5 Members of the committee are expected to attend meetings on a regular basis. If unable to attend members should notify the secretary.
- 5.6 Should any member of the committee fail to attend three consecutive meetings without good or sufficient reason as determined by the committee, they will be deemed to have resigned from the committee.
- 5.7 The Musical Director shall be chosen, hired and managed by the committee.
- 5.8 All members of the committee will retire at each annual general meeting. Any individual will be eligible for re- election.

6. Committee Procedures

- 6.1 All matters arising at any committee meeting shall be decided by a simple majority vote.
- 6.2 No member shall exercise more than one vote but in the case of an equality of votes, the chair shall have a second or casting vote.
- 6.3 The committee shall meet when business dictates.
- 6.4 A quorum at meetings shall be a minimum of three members including at least one officer.

- 6.5 The committee shall keep minutes of all actions and proceedings. Minutes shall be available for inspection by any member of MGS. Minutes of meetings shall be circulated with the agenda for the next meeting. The chair will move that the minutes of the previous meeting be agreed as a correct record subject to any corrections agreed by the meeting.
- 6.6 The chair may need to take decisions on urgent matters that must be advanced too quickly for their inclusion in meetings. In such circumstances, the chair is delegated to take such decisions after involving as many other committee members as possible. The chair shall report any such decisions to the next meeting.

7. Nominations to the Committee

- 7.1 At the inaugural meeting and at each annual general meeting, the membership shall elect the committee. Any member of MGS wishing to be a member of the committee must be nominated by one other member.
- 7.2 Anyone nominated for committee membership must indicate his or her willingness to stand for election.
- 7.3 Nominations for membership of the committee may be made at any time up to the time of the election at the annual general meeting.
- 7.4 If nominations exceed nine, there will be an election by members present and voting at the meeting.

8. Annual and Special Meetings

- 8.1 The annual general meeting of MGS shall be held in the month of June each year or at such other time (not being more than 15 months after the preceding annual general meeting) as the committee shall from time to time determine.
- 8.2 The annual general meeting shall be chaired throughout by the chair of the outgoing committee or another person nominated by the chair.
- 8.3 At the annual general meeting the business shall include:
 - a) Consideration of a report on MSG's activities during the preceding year
 - b) Consideration of the annual accounts
 - c) Election of committee members for the following year
 - d) Discussion of any relevant matter(s) of which prior notice has been given

- 8.4 The Secretary shall give at least fourteen clear calendar days' notice in writing and/or by e-mail of the Annual general meeting to all members. Such notice shall include details of the matters to be discussed.
- 8.5 A special meeting of MGS may be called at any time by the committee. Should such a meeting be requested it must be held within twenty-one clear calendar days of the request being made, with notice sent to all members of MGS at least fourteen clear calendar days before the meeting.
- 8.6 Quorum at an annual general or special meeting shall be ten members or one third of the membership, whichever is the lower number; this number shall include at least one officer.
- 8.7 Unless this Constitution says otherwise, all decisions at an annual general or special meeting shall be made by a simple majority of those members present in the room for the discussion and voting.
- 8.8 No member shall exercise more than one vote but in the case of an equality of votes the chair shall have a second or casting vote. There will be no restriction on how the chair chooses to exercise a casting vote.

9. Finance

- 9.1 All funds raised from whatever source must only be used to further the objects of MGS.
- 9.2 A bank account shall be opened in the name of MGS and all monies raised must be paid in to this account.
- 9.3 The chair, vice chair and treasurer shall be the signatories to the bank account.
- 9.4 The signatories must not be members of the same family or household.
- 9.5 The treasurer shall keep a record of all financial transactions and shall present regular reports to the committee.
- 9.6 At the annual general meeting the treasurer shall present the annual accounts.
- 9.7 MGS's accounts shall be kept up to date and annual accounts for each year shall be independently examined or audited as required.
- 9.8 No member of the committee shall receive payment from MGS's funds other than for reasonable out-of-pocket expenses incurred whilst carrying out the business of MGS as approved by the Treasurer.
- 9.9 All other expenditure on behalf of MGS must be agreed in advance by the Treasurer and one other officer.

9.10 Appropriate vouchers or receipts must be produced for any expenditure made on behalf of MGS, including any out-of-pocket expense refunds.

13. Amendments to the Constitution

- 13.1 This constitution may be amended at a quorate annual general meeting or special meeting by a resolution passed by a two thirds majority of members present and voting.
- 13.2 Such a proposal for change shall be accompanied by a copy of the relevant part of the existing constitution and the proposed amendments in the documentation for the meeting, sent out with notice of the meeting.

14. Dissolution

- 14.1 MGS may be dissolved at any time by a resolution passed by a two thirds majority of members present and voting at a special meeting called for the purpose. Should there be insufficient members attending the Special Meeting to form a quorum, the committee shall then decide how to determine the question of dissolution.
- 14.1 In the event of dissolution the committee shall be the body responsible for the orderly winding up of MGS's affairs. After the satisfaction of all debts and liabilities the committee shall transfer any remaining funds and assets to another charity, organisation or organisations having objects similar to some or all of the objects of MGS.