

East Sussex Community Choir AGM 2020 Papers Part 2

Introduction

The following document contains the AGM agenda, feedback from the first stage of the AGM process on each section of the agenda as appropriate and a revised constitution. Items 2-5 of the AGM agenda require formal approval by the members. **Please read the following document then complete and return the voting paper below to the Chair by email: escommunitychoir@yahoo.com to be received before midnight on Monday 23rd November 2020.**

Voting Form

Please copy the table below into an email and then vote for each of the agenda items listed by placing an **X** in the appropriate box. **Send your completed voting form to the Chair: escommunitychoir@yahoo.com by midnight on Monday 23rd November 2020.**

AGM Agenda Item	Description	Vote	
		Yes	No
2	I approve the financial statement from October 2019-Aug 2020		
3	I approve the proposed membership fees		
4	I approve the report from Nick Houghton		
5	I approve the proposed Constitution for the East Sussex Community Choir		

Agenda ESCC AGM 2020

1. Election of Committee members
2. Financial statement from Oct 2019 – Aug 2020
3. Membership fees for 2020-21
4. Report from Nick Houghton on Musical Activities
5. Proposed ESCC Constitution
6. Formal proposals from members
7. AOB including responses to questions or comments from members as appropriate

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1) Election of Committee members

Nominations were received for all the acting committee members listed below and for no other members. Thus the following members are elected to the Committee unopposed:

- a. As Chair: Mary Burke
- b. As Secretary: Janet Downes
- c. As Treasurer: Linda Douglas
- d. As Librarian: Jan Osborne

2) Financial Statement

Approval is sought from members for the following financial statement:

Provisional Account for Season 2019-20 as of 26th August 2020			
		£	£
Opening Bank Balance:			2994.83
Income:			
Brighton Fest & Dome (Music)		627	
Xmas Party 2019		1422.17	
Raffle		192	
Sale of 4 Black Folders		28	
Christmas Cracker Tickets		4113	
Gerontius Tickets		1140	
Bach Choir copies		56	
Normandy Trip Payments		12364	
	Total	19942.17	
Expenditure:			
Music Copies		627	
Xmas Party payments		1750	
Flowers		125	
Stationery		25.22	
Publicity		38.4	
Website		83.84	
BrightonFest&DomeLtd(Concert)		2000	
Donation Admiral Nurses		2113.6	
Gerontius Ticket refunds		365	
Trybooking website		22.13	
Refunds Normandy Trip		12364	
	Total	19514.19	
	Surplus		427.98
Petty cash			50.00
Bank balance as of 26/08/2020			4,327.99
Total Cash			£4,377.99

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3) Membership Fees

The proposed membership fees for 2020-21 are £52 per term. Each term will consist of at least 10 rehearsal sessions. In the event of a term or part-term being cancelled an appropriate portion of the term's fees will be carried forward to the next term.

4) Report from Nick Houghton on Musical Activities

Approval is sought from members for the report from our Music Director, Nick Houghton as sent out in the first set of AGM papers.

5) Proposed Constitution

Approval is sought for the proposed Constitution that follows at the end of this document. The Committee has considered suggestions and comments put forward by members in response to the draft Constitution. A number of detailed changes and typographical corrections have been made to clause 3(c); section 4 (see clauses(c), (d), (e), j(i) and k(ii)) and section 7. In addition the ESCC is referred to as 'the Choir' throughout rather than 'the Organisation' or 'the group'.

6) Formal proposals from members

No formal proposals have been received.

7) AOB

No other items of business have been raised.

Constitution of the East Sussex Community Choir

1. Name

The name of the organisation shall be the East Sussex Community Choir hereinafter referred to as the Choir.

2. Aims

The East Sussex Community Choir is a not-for-profit organisation with the aim of promoting education in and the practice of choral singing by any means including through rehearsals, workshops, public concerts and recitals.

3. Membership

- a. Membership is open to all adults over the age of 16 living in East Sussex and is not subject to an audition.
- b. A membership fee will be charged for each academic term and will be set by members at the Annual General Meeting.
- c. Membership begins after a new member has paid the appropriate subscription for two terms.
- d. Every member shall have one vote.
- e. Members may resign at any time in writing to the Secretary; such members remain liable for any outstanding membership fees relating to the term in which they resign.
- f. Any member who has not paid a membership fee for one year is deemed to have resigned.
- g. The Committee may waive membership fees in exceptional circumstances.

4. Officers and Committee

- a. The business of the Choir will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than three times a year and shall consist of not less than three or more than five members including a Chairperson, a Secretary and a Treasurer as a minimum.
- b. Committee members shall hold office until the conclusion of the next Annual General Meeting of the Choir after their election, but shall be eligible for re-election.
- c. The Officers' roles are as follows:
 - i. The Chair, who shall chair both general and committee meetings,
 - ii. The Secretary, who shall be responsible for taking minutes and distributing all meeting papers, and
 - iii. The Treasurer, who shall be responsible for maintaining accounts.
- d. The Committee will appoint one of its members to be responsible for keeping membership records. The Committee will appoint one of its members as Librarian, with responsibility for obtaining and issuing music to members and for the collection and return of all music to the correct place and in a suitable condition.
- e. The Committee will allocate any further responsibilities additional to those described in 4(c) and 4(d) among Committee members and may co-opt other members of the Choir for specific tasks at its discretion, such co-opted Committee members to have advisory and not voting rights in Committee meetings.

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- f. In the event of a Committee member standing down during the year, the Committee may appoint a replacement who shall hold office until the conclusion of the next Annual General Meeting of the Choir and shall be eligible for re-election at that meeting.
- g. Any Committee member not attending a meeting without apology for six months will be contacted by the Committee and asked if they wish to resign.
- h. Any Committee member who ceases to be a member of the Choir is deemed to have resigned.
- i. The Committee is responsible for appointing the Music Director and any accompanists, players or soloists required to support the Music Director and the Choir in pursuing the aims of the Choir.
- j. The responsibilities of the Music Director are to:
 - i. Work with the Committee to plan and manage the musical direction and strategy of the group.
 - ii. Meet with the Committee and advise on musical matters.
 - iii. Work with the Committee to plan and schedule repertoire within the allocated budget.
 - iv. Draw up rehearsal and performance schedules.
 - v. Take rehearsals, coach and conduct performers.
 - vi. Identify and liaise with soloists, players and accompanists as required by the Choir and recommend them to the Committee for appointment.
 - vii. Conduct the group in performances.
 - viii. Assist the Librarian in obtaining music.
- k. If, acting reasonably and properly, the Committee considers it to be in the best interests of the Choir, the Committee may, by a resolution at a Committee meeting:
 - i. Refuse an application for membership.
 - ii. Require anyone behaving in an offensive way towards other Choir members in person, in writing or via social or other media not to attend further events and meetings or to resign from the Choir or their post with the Choir if an apology is not given or the behaviour is repeated.
 - iii. Terminate the contract of a Music Director, accompanist, soloist or player.
- l. In such circumstance as described in section 4(k) the Committee must:
 - i. Give the person(s) affected twenty one days' notice in writing of the Committee meeting at which the resolution will be proposed and the reasons why it is to be proposed.
 - ii. Consider any written representations the affected person(s) or, at their option, their representative (who need not be a member of the Choir) may make about the resolution.
 - iii. Communicate their decision to the affected person(s) in writing within 7 days of the meeting taking place, and such a decision shall be final.

5. Meetings

a. Annual General Meetings

- i. The Annual General Meeting (AGM) shall be held within fifteen months of the preceding AGM.

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- ii. All members will be notified in writing by email or post at least 2 weeks before the date of the meeting, giving the venue, date and time.
- iii. At the discretion of the Committee the AGM may be held via email, mail or video conferencing should a face-to-face meeting prove to be impractical or undesirable.
- iv. Nominations for the Committee may be made to the Secretary before the meeting in writing and should be supported by at least 2 members of the Choir. Should nominations exceed vacancies, an election shall be held.
- v. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.
- vi. At the AGM:
 - 1. The Committee will present the report and accounts of the Choir for the preceding year.
 - 2. The Music Director will present a report of musical activities carried out in the preceding year and plans for the repertoire and musical activities for the next year.
 - 3. The Officers and Committee members for the next year will be elected.
 - 4. Any proposals given to the Secretary in writing at least seven days in advance of the meeting and supported by at least two members of the Choir will be discussed except as described in section 7.

b. Special General Meetings

- i. The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.
- ii. The meeting will take place within thirty-one days of the request.
- iii. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- iv. The quorum for the Special General Meeting will be 10% of the membership or ten members, whichever is the greater number.

c. Committee Meetings

- i. Committee meetings may be called by the Chair or Secretary.
- ii. The quorum for Committee meetings is three Committee members.

d. Rules of Procedure for Meetings

- i. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can support.
- ii. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

6. Finance

- a. The financial year shall end on July 31st.
- b. A banking account shall be opened in the name of the Choir and payments shall be authorised by any two officers.

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- c. Records of income and expenditure will be maintained by the Treasurer and a financial update given at each Committee meeting.
- d. At the end of the financial year the Treasurer will prepare an annual statement of account.
- e. The annual accounts will be scrutinised by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.
- f. Surpluses and other assets of the Choir cannot be distributed to its members either as part of group activities or upon dissolving the Choir.

7. Alterations to the Constitution

- a. Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.
- b. Any proposal to amend the Constitution must be given to the Secretary in writing at least seven days in advance of the meeting and be supported by at least eight members of the Choir. The proposal must then be circulated with the notice of meeting.
- c. Any proposal to amend the Constitution will require a two-thirds majority of those present and entitled to vote.

8. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Choir, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Choir.

If it is agreed to dissolve the Choir, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local not-for-profit organisation with similar aims to those of the East Sussex Community Choir. The organisation will be agreed at the meeting which agrees the dissolution.

Adopted by its members at a meeting held on _____ (date)

Name: _____ Signed: _____ (Chairperson)

Name: _____ Signed: _____ (Secretary)

Name: _____ Signed: _____ (Treasurer)