

Constitution for Customs Voices

1) Name

The name of the Organisation shall be Customs Voices

(hereinafter called 'the Choir.')

2) Objects

The objects of the Choir are:

- (a) to promote community activity, enjoyment and social inclusion through singing,
- (b) to provide, educational, recreational, leisure and social activities for members through the promotion of music,
- (c) to develop opportunities for friendship, companionship, mutual support and to reduce social isolation through the mutual pleasure of music,
- (d) to promote equality and diversity for all people.

3) Powers

In furtherance of the objects the Choir may:

- (a) raise funds and invite and receive contributions by any legal means other than through additional taxable permanent trading, outside the organisations primary purpose.
- (b) organise and participate in meetings, rehearsals, training, concerts and social events,
- (c) co-operate with other voluntary organisations, community groups, statutory bodies and others to achieve the objects,
- (d) produce newsletters and articles, websites and other such material as shall be deemed necessary in pursuance of the objects.
- (f) do all such other legal things as shall further the objects of the Choir.

4) Membership

4.1 Membership of the Choir shall be open to any person with an interest in furthering the objects on payment of a membership fee as shall be determined by the Committee.

4.2 Membership of the Committee shall be open to anyone who is aged over 18 years and is also a member of the Choir.

4.4 The Secretary will keep a record of the Choir's membership.

4.5 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 the Choir.

In the event, the individual or individuals concerned shall have the right to be heard by the said Committee before a final decision is made.

5) The Committee

5.1 The Committee is the body responsible for the management of the Choir

5.2 The Committee shall consist of not less than 5 or more than 10 members elected from the membership of the Choir.

5.3 The Committee may co-opt any person or persons with specific knowledge, skills or experience and for a suitable period of time **PROVIDED THAT** coopted 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 AGM.

5.5 Should any member of the Committee fail to attend three consecutive meetings without good or sufficient reason they will be deemed to have resigned from the Committee.

6) Committee procedures

6.1 All matters arising at any meeting shall be decided by a simple majority vote.

No member shall exercise more than one vote but in the case of an equality of votes, the Chairman shall have a second or casting vote.

- 6.2 The Committee shall meet not less than 5 times a year including the Annual Meeting.
- 6.3 A quorum at meetings shall be a minimum of three members including at least one officer.
- 6.4 A special meeting of the Committee may be called at any time PROVIDED, THAT at least 14 days notice shall have been given to members.
- 6.5 At the first meeting following the Annual Meeting the Committee shall elect from amongst their number a Chairman, Secretary and Treasurer and such other officers as may be deemed necessary.
- 6.6 ,The Committee may appoint such sub-committees as shall be deemed necessary and shall determine their duration, composition, powers and terms of reference.

Any sub-committee so appointed must always report back to the full Committee as soon as possible.
- 6.7 The Committee and all sub-committees shall keep minutes of all actions and proceedings and shall ensure the safe-keeping of all the Choir's documents and records. Minutes should be available for inspection by members of the organisation.
- 6.8 The Committee may make rules to govern its activities and proceedings and those of any sub-committees PROVIDED THAT such rules are not inconsistent with the provisions of this constitution.

7) Nominations to the Committee

Nominations for membership of the Committee must be in writing and in the hands of the Secretary at least seven days before the Annual Meeting.

Should nominations exceed vacancies, election will be by ballot of members.

8) Annual Meeting

- 8.1 The Annual Meeting of the Choir shall be held in the month of October each year or at such other time (not being more than 15 months after the

preceding Annual Meeting) as the Committee shall from time to time determine.

8.2 At the Annual Meeting the business ^{shall} include: i)

consideration of the annual accounts,

ii) consideration of a report on the Choir's activities during the preceding year,

iii) election of Committee members for the following year,

iv) discussion of any relevant matter(s) of which prior notice has been given,

8.3 The Secretary shall give at least 14 clear days notice in writing of the Annual Meeting to all members.

Such notice shall include details of the matters to be discussed.

8.4 A special meeting of the Choir may be called at any time by the Committee or at least 5 of the members.

Should such a meeting be requested it must be held within 14 days of the request being made.

8.5 A quorum at an Annual Meeting shall be one third of the membership,

This number shall include at least one officer.

8.6 All matters arising at an Annual Meeting shall be decided by a simple majority vote.

No member shall exercise more than one vote but in the case of an equality of votes the Chairman shall have a second or casting vote.

9) Finance

9.1 All funds raised from whatever source must only be used to further the objects of the Choir.

9.2 A bank account shall be opened in the name of the Choir and all monies raised must be paid into this account.

There shall be three signatories to the bank account and all cheques must be not less than two of the three authorised signatories.

The signatories must not be members of the same family or household

9.3 The Treasurer shall keep a record of all financial transactions and shall present regular reports to the Committee.

At the Annual Meeting the Treasurer shall present the annual accounts.

9.4 The Choir's accounts shall be kept up to date and annual accounts for each year shall be independently examined or audited as required may be by statute.

9.5 No member of the Committee shall receive payment from the Choir's funds other than for reasonable, out-of-pocket expenses incurred whilst carrying out the business of the Group.

Appropriate vouchers and receipts must be produced for any such expenses **claimed.**

10) Amendments to the Constitution

This constitution may be amended at an Annual Meeting by a resolution passed by a two thirds majority of members present and voting.

No resolution may be passed which would prevent the Choir from pursuing strictly charitable purposes.

11) Dissolution

11.1 The Choir 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.

11.2 In the event of dissolution the Committee shall be the body responsible for the orderly winding up of the Choir's affairs.

11.3 After the satisfaction of all debts and liabilities the Committee shall transfer any remaining funds and assets to such other organisation or organisations having objects similar to some or all of the objects of the Choir.