THE CANTRELLE SINGERS CHOIR

CONSTITUTION

1. Name

The Choir shall be known as The Cantrelle Singers. The Choir is a Female Choir, typically S/S/A.

2. Aims and Objectives

The Choir has been established to meet the following objectives:

- To learn and perform music to enjoy and share with others.
- To perform publicly for the purposes of entertainment.
- To perform at community events and functions.
- To promote singing to the general public through concerts, and other events.

The Cantrelle Singers are a not-for-profit choir, with any monies, including membership fees and ticket sales being reinvested entirely back into the choir.

3. Membership

- Membership is open to anyone sharing the values of the Choir and members will be encouraged to attend the majority of rehearsals.
- Members are asked to be proactive in encouraging others to join us and in promoting the objectives and aims of the Choir.
- The Choir will be open to all adults aged 18+ who are able to sing soprano or alto.
- The final decision for membership will rest with the Musical Director after a voice check.
- The Choir is committed to equality and will not discriminate on the grounds of age, race, nationality, ethnic heritage or cultural origin, disability, religion or belief or any other aspect of identity which can lead to discrimination.
- All music issued to Choir members will be free of charge and will remain the property of the Cantrelle Singers, including folders and any/all accessories. On leaving the Choir all must be returned in good condition.

4. Termination of Membership

Membership is terminated if:

- if the member leaves the Choir.
- any sum due from the member to the Choir is not paid in full within six months of it falling due.
- the member is removed from membership by a resolution of the committee that it is in the best interests of the Choir that his or her membership is terminated due to conduct.

Any decision made by the committee to terminate a membership is final.

5. Rehearsal

- The Choir shall normally rehearse once a week during term time.
- Extra rehearsals may be arranged at the discretion of the Musical Director.
- If a change is made, members will be informed at rehearsals and by the group WhatsApp.

6. Membership Fees

- Fees will be initially set and reviewed annually by the committee prior to the Annual General Meeting (AGM).
- Fees may be increased at the discretion of the committee or advice from the Treasurer.
- The amount of fees paid will be determined by and must cover all committed expenses to include rent, music, insurance, Musical Director, Accompanist and any other *ad hoc* expenses.
- Fees will be payable by all active members by bank transfer, cheque or in cash weekly.
- Fees are due regardless of absence and members are asked to pay promptly without the need for reminders.
- Fees are payable in advance for any anticipated absence.
- Leave of absence and special circumstances may be agreed by the committee.

7. Attendance

- Every voice matters and together we form one choir whose sound and performance depend on each member's contribution.
- Members are expected to attend rehearsals and public performances. When every member commits fully and attends regularly, we can work together toward a high standard of performance.
- If a member is unable to attend a rehearsal and/or performance, they are asked to let the Musical Director and Membership Secretary know in advance.
- Members are required to sign in each week on the attendance sheet.
- Weekly attendance sheets and proposed holiday dates are to be completed to enable concerts, performances, and commitments to be planned.
- If any member is absent from rehearsals for four consecutive occasions immediately prior to a performance, it will be at the discretion of the Musical Director whether that member shall be permitted to take part.

8. Choir Management

- The Choir shall be the responsibility of the organising committee.

- The committee will 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.

The committee shall regularly consist of:

- Musical Director (Paid Position)
- Accompanist (Paid Position)
- Chair (Honorary Officer)
- Vice Chair (Honorary Officer)
- Secretary (Honorary Officer)
- Treasurer (Honorary Officer)
- Membership Secretary (Honorary Officer)
- Additional committee members as required
- Music Librarian – this post is necessary but need not be a member of the committee

Members can be co-opted into other roles as deemed necessary. The committee can also co-opt sub committees from time to time to take on specific tasks.

9. Terms of Office

- In order to maintain a sense of continuity, all officers and committee members can serve for a period of two years in the first instance but be eligible for re-election at the AGM.
- Should a committee honorary officer leave or stand down between AGM's, the committee shall be permitted to co-opt temporary positions until the next AGM.

10. Areas of Responsibility

Musical Director

- The Musical Director shall have responsibility for the musical direction of the Choir.
- The Musical Director shall oversee all Choir tuition, stage presentation and concert management, as well as other choral activities.
- The Musical Director will be paid for this tuition, and the fee will be set in agreement with the Choir committee.

Accompanist

- The Accompanist will attend and play at rehearsals and performances.
- If unable to attend rehearsal or performance, the Accompanist will inform the MD as soon as possible and with sufficient time to organise an alternative.
- The Accompanist will lead rehearsals in the absence of the MD.
- The Accompanist will use the choir keyboard for practise and performance and will maintain it in good condition.
- The Accompanist will be paid, and the fee will be set in agreement with the Choir committee.

Chair and Vice Chair

- The role of the Chairs is an honorary position appointed from the membership of the Choir.
- The Chairs must be of good standing and promote the interests of the Choir.
- They shall, jointly, be the official 'spokespersons' of the Choir in consultation with the Musical Director.
- The Chairs, (or one of them) will preside at meetings of the committee and sub committees where necessary and direct members through the agenda and maintain good order in all Choir proceedings.

Secretary

- The Secretary is an honorary position to be appointed from the membership of the Choir.
- The duty of the Secretary is to be a point of contact and also to take, record and file minutes of all Choir meetings.
- The Secretary will notify committee members of meetings and provide them with notice of agenda.
- The Secretary will notify Choir members of rehearsals and singing events.
- The Secretary will also write communications on behalf of the Choir.

Membership Secretary

- The Membership Secretary will construct and provide membership forms for new members to fill in on joining. This will include their signature giving permission to hold such records and to use photographs for advertising and social media purposes.
- The Membership Secretary will maintain a list of membership, which will be securely kept, along with a database of members personal, emergency contact, and any appropriate medical details. The database will be accessible only to the Membership Secretary, the Musical Director and anyone having a legitimate reason to need the information.
- The Membership Secretary will also maintain the Weekly Attendance Sheets and Proposed Holiday Sheets.
- The Membership Secretary will report back on attendance on a regular basis to the committee and at the AGM.

Treasurer

- The Treasurer is an honorary position, appointed from the membership of the Choir.
- It is the responsibility of the treasurer to keep the accounts up to date and in good order; to pay invoices promptly, including the fees paid to the Musical Director and Accompanist.
- The Treasurer must keep the committee informed of the financial position of the organisation.
- Finances must be audited annually and in a timely fashion for presentation at the AGM.

Music Librarian

- The Music Librarian will collate, print, store and label returned sheet music and distribute to Choir members.
- The Music Librarian is also responsible for filing returned music and arranging for printing of low stock.
- Before the AGM they will count and update the Music Spreadsheet and give up to date copies to the Musical Director and Chair.
- At the AGM the Music Librarian will report on the music spreadsheet and on any new music acquired.

PR and Publicity

- The committee will promote and be responsible for raising the profile of the Choir, through appropriate forms of media to keep the general public informed by publicising various events such as performances, concerts and fundraising events that take place during the Choir year.

11. Role of the Committee

- The committee has the responsibility to ensure the organisation meets its aims and objectives and that members observe the constitution.
- The committee will ensure that activities are carried out, and decisions made in a democratic way and in the best interests of the Choir.
- The committee shall ensure that a Safeguarding Policy is in place.
- The committee shall ensure that the Choir has public liability insurance.

12. Meetings of the Committee

- The committee shall meet regularly and as often as required to discuss Choir business and finance.
- An additional meeting can be called at any time by the Secretary, Chair or the Musical Director.
- The quorum for committee meetings is no less than 50% of committee members.

13. Annual General Meeting

The AGM shall normally be held in the first quarter of each year. The purpose of the AGM shall be to:

- Elect new honorary officers (or to re-elect).
- To receive the report from the Musical Director.
- To receive the statement of accounts from the Treasurer.
- To receive the report from the Choir chairperson(s).
- To inform the Choir of the membership subscription of the year.
- To receive the report on general attendance during the year.
- To receive the report on the Music Library.

- Matters can be debated at the AGM after prior notice has been given in writing to the Secretary at least seven days prior to the meeting.
- The quorum for an AGM is no less than 50% of active members.
- Each member shall have one vote.

14. 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 must be given for any motion to be raised at an EGM.
- The quorum for an EGM is no less than 50% of the active members.

15. Member code of conduct and attire

- Each member of the Choir shall conduct themselves in keeping with the expected standards as stated in the Choir constitution, promoting a positive and respectful environment.
- Members must not be under the influence of drink or drugs at a rehearsal or public performance. Any member thought to be so may not be permitted to participate.
- For performances, members shall attire in the dress code in keeping with the occasion and as directed by the MD.
- Members must receive approval from the committee before posting any form of media, e.g. photographs, audio or videos onto any social media platform site that can be viewed by the generic public, e.g. YouTube. This is to ensure that the choir is promoted to the best possible standard.
- When engaged in Choir business if a member has a concern or grievance then the member will bring the issue to the attention of the Musical Director or a Committee member.
- All members of the Choir should engage in a 'sense of occasion' and conduct themselves in a fitting manner.

16. Medication issues

- Anyone on medication is expected to take sufficient care of their own welfare.

17. Health and safety

- 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 Health & Safety 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, then they must speak with the Choir Secretary.
- Health and Safety matters will be dealt with by a member of the Choir Committee and should not be dealt with individually by a member of the Choir.

18. Safeguarding

- Refer to the Cantrelle Singers Safeguarding Policy for details.

19. Public engagement and fees

- Requests for performances should be directed to the Musical Director who shall seek authorisation from the committee.
- The Choir may perform public concerts in order to fundraise for agreed causes, organisations or for Choir funding.
- Fees and donations should be paid to the Choir treasurer by the organising body.

20. Issue and use of Choir music

- Members will be issued music free of charge as much as possible, paid for from members subscriptions.
- Music copy will remain the property of the Choir.

21. Social activity

- The social aspect of the Choir is to be encouraged wherever possible.
- The Choir as an organisation is to nurture a friendly atmosphere and social meetings and events are to be encouraged.
- Members will be asked to pay the cost of such events and meetings.

22. Massed choral participation

- From time to time the Choir may be asked to participate in combined concerts or massed choral events.
- Participation at such an event is subject to the consent of the Musical Director and the Committee, and this decision will be taken in light of the Choir diary and financial position.

23. Other event participation

- The Committee may support a number of events during the year, and members of the Choir are expected to support as many of these events as possible.

24. Dissolution of the Choir

- Dissolution of the Choir shall be at the discretion of all the members of the Choir to be expressed at an AGM or Special Meeting to be called for that purpose.
- Following such dissolution, the Chairman, Treasurer and Secretary shall be authorised to dispose of the assets of the Choir and to donate the proceeds of this disposal to a charity or charities to be selected by the Committee and Choir members.

25. Concerns – vote of no-confidence

- It is the right of every member of the Choir/Committee to raise concerns or votes of no-confidence regarding a member of the Choir, Committee, Musical Director or Accompanist.
- These concerns should be directed to the MD, Chair, Vice Chair or Secretary.
- Following investigation and consideration by appropriate members of the committee, the concern may be handled discretely with the individuals concerned.
- If a vote of no-confidence is considered appropriate, it will be put to the choir who will vote in the best interests of the choir.
- The outcome will be decided by the majority decision.

26. Amendments to the Constitution

- Any alternation to the constitution will be taken to the AGM or EGM for approval by majority vote.

Signatories:

L Stringer Chair
L. stringer
CGCELLI CGCELLI VICE CHAIR.
HEATON HEATON SECRETARY
H. Ledger Hazel LEDGER TREASURER.
Janet French Committee Member
MARINA BOLTON Committee Member
MATHAN WATTS ACCOMPANIST
R Elkington ROBERTA ELKINGTON COMMITTEE MEMBER

Dated: February 2026
Review: AGM 2027

Heather A. Uden Musical Director
HEATHER UDEN