



Affiliated to "Making Music"

Registered Charity No. 288724

*These Rules are meant to apply to, benefit and guide both genders equally.  
e.g. The exclusive use of he rather than he/she is chosen to promote easier reading.*

1. **The Rules of the Lymington Choral Society have been prepared by the Committee under the terms of the Model Constitution dated 7<sup>th</sup> March 2016, Article 12.**

## 2. **Classes of Membership**

- (a) **Performing Members** shall be persons from all walks of life whose aim it is to enjoy making music with others and to develop their musical expertise.
- (b) **Honorary Members.** Persons identified by the Committee who have been of exceptional support to the Society and whom the Society wishes to honour, will be invited to hold free Honorary Membership.
- (c) **Patrons/Associate Members.** Persons who wish to support the Society other than by singing shall be eligible as Patrons or Associate Members.

## 3. **Subscriptions**

- (a) The rates of subscriptions shall be determined each year by the Committee.
- (b) No paying Member shall be entitled to exercise any right or privilege of membership until his subscription for the current term and any arrears shall have been paid.
- (c) Performing Members' subscriptions shall be due and payable within three weeks of the first rehearsal of each term
- (d) Patrons/Associate Members' subscriptions shall be payable within three weeks of the first day of the Society's financial year. An Associate Member who joins after the first concert of the said year shall pay a reduced subscription for that year on a pro-rata basis.

## 4. **Duties of Members**

- (a) Every Member shall by undertake to support the role of the Society in pursuit of its object, and for Performing Members by the practice and performance of choral music selected by the Society.
- (b) Performing members are expected to attend all rehearsals for a concert. In the event of a Performing Member missing more than three rehearsals for a concert he shall only be entitled to sing at that concert with leave of the Committee, in consultation with the Musical Director.

- (c) **Concert Guidance and Discipline.** Performing Members are expected to adhere to the separate Concert Guidance and Discipline document, issued prior to each Concert.

## 5. **Committee**

- (a) Article 5 of the Constitution provides the basic Committee structure.
- (b) Officers and Committee members shall serve for no more than two consecutive 3 year terms. Should there be no nominations for a replacement Committee member after the second term, the Committee member may be nominated annually.
- (c) In addition to the Officers, there will be the following Committee Members:
  - (1) Four Voice Section representatives
  - (2) Any other representative from the various activities within the Society, eg:
    - (i) Associate Members/Patrons representative
    - (ii) Librarian
    - (iii) Fundraising Representative
    - (iv) Publicity Representative
- (d) The Committee shall at any time and from time to time have power to appoint one of themselves or some other member to fill any casual vacancy among the Officers or the Committee, and any person so appointed shall hold office or such membership until the next annual general meeting and thereafter shall be eligible for re-election.
- (e) The Committee may co-opt up to three members at any one time to serve on the Committee until the next annual general meeting or for such shorter period as it may think fit. Any co-opted member shall have the right to vote in the Committee.
- (f) The Committee may invite up to three members to be present at a Committee meeting or sub-group meetings to advise and assist in deliberations on specific matters that may arise from time to time.
- (g) As well as the Musical Director who attends Committee Meetings as a non-voting member, the Accompanist may also be invited to attend but will also not be entitled to vote.
- (h) The Minutes of Committee meetings will be made available to the membership by the Secretary, and displayed on the Society's Website.

## 6. **General Meetings**

- (a) The Society's annual general meetings shall be held in October or November on a day and time fixed by the Committee.
- (b) The 21 day notice of an annual general meeting should be in writing and displayed conspicuously during choir rehearsals by the Secretary and on the Society's Website.
- (c) Timely delivery to Members of the business to be transacted and the independently examined accounts for the preceding year shall be deemed to have been made by:
  - (i) placing them on each Member's seat immediately prior to a choir rehearsal for all voices at least 14 days before the date of the meeting; and

- (ii) by exhibiting a conspicuous notice of the meeting on the Society's notice board at each choir rehearsal and on the Society's Website between the date of the notice and the meeting.
- (d) Nominations for Officers and Committee Members due for re-election will be placed on the Notice Board at each rehearsal and on the Website. Those named should be proposed and seconded by other members 14 days before the annual general meeting.
- (e) Subject to sub-para (f) below, no business except the passing of the accounts, the election of the Officers, the Committee Members and the Independent Examiner, the appointment of the Musical Director on the recommendation of the Committee, and any business which the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting.
- (f) Notice of any additional item, to be signed by not less than 10 Performing Members shall be given to the Secretary, prior to the general meeting, in time to be considered by the Committee in order to be assessed for suitability for inclusion in the general meeting.  
(Note. This rule in no way abrogates the right of a member to propose amendments to a motion which has itself been proposed and seconded at a meeting under the general law applicable to meetings. This right does not extend to amendments which would result therefrom in an increase of liability of the Society or any of its Members, nor which would substantially change the character or nature of the original motion.)

## 7. Complaints and Grievances Procedure

- (a) All Members are encouraged to speak informally to individual Committee members should they wish to make comments, or give feedback on any Society related matter. It is important that the Society members feel they are in an atmosphere of trust and openness.
- (b) The following complaints and grievances procedure is available to those who wish to make a formal complaint. The procedure has been provided through 'Making Music', the National Federation of Music Societies, and is based on guidance from 'Voluntary Arts UK'. There are three Stages to the procedure:

**Stage 1:** Should a member wish to make a formal complaint at any time on a Society related matter, they should submit it in writing to the Committee, via the Secretary. It is important that any complaint regarding the Musical Director/Accompanist should be referred to the Committee, via the Secretary, and not to the Musical Director/Accompanist themselves. Should the complaint relate to an individual Committee member, the complainant should address the letter to the Chair.

Should there be more than one member with the same complaint, each should submit individual letters. The Secretary will acknowledge receipt of the complaint(s) and refer to the Committee within 7 days. The Committee will consider an appropriate response to the individual(s) within 14 days, the Chair will convene a special Committee Meeting if appropriate. The response could be in the form of conversation with the individual(s) by a nominated Committee Member, or by letter signed by the Chair.

**Stage 2:** If the Committee considers a meeting with the complainant is needed, this will be held between the complainant and a nominated Committee Member to discuss their concerns, and try to reach agreement within a further 14 days after Stage 1. Where the complaint might require further investigation, mutually agreed timeframes will be established as necessary. The complainant would be able to bring someone with them should they wish. Every effort will be made to find a resolution to the complaint that is agreeable to all parties. Should agreement be reached at this meeting, a confirmation letter will be sent to the individual. Where this is not possible, the Committee will take a final decision, except in any situations where an external authority is required, at which time, the matter will move to Stage 3.

**Stage 3:** If the complainant is still unhappy, then an independent individual would become involved to mediate and help to resolve the matter. If the matter is financial or involves a breach of people's rights, an external authority will become involved.

- (c) The Secretary will keep records of all discussions relating to the complaint.
- (d) This Complaints and Grievances Procedure will be displayed on the Notice Board at rehearsals and on the Website.

## **8. Management**

- (a) The Committee shall manage the affairs of the Society according to the Constitution and shall instruct the Officers to apply the funds and property of the Society to its objects, or to such other purposes as the Committee shall deem expedient in the best interests of the Society.
- (b) The income and property of the Society shall be applied solely towards promoting the objects of the Society and no portion shall be paid or transferred to any member of the Society except in payment of legitimate expenses incurred on behalf of the Society and approved by the Committee, which payment and approval shall be recorded in the Committee Minute Book.
- (c) Operation of Accounts. Three named signatories, all Committee members, shall be appointed annually by the Annual General Meeting. The authorisation of two out of the three named signatories shall be required in relation to all transactions.
- (d) The Committee shall be responsible for the intellectual property owned by the Society, e.g. the website.
- (e) The Committee may employ and dismiss the Musical Director and Accompanist under the terms outlined in their individual contracts, in pursuit of the Society's objects.
- (f) In the proper and businesslike execution of his duties and the exercise of his rights in relation to the affairs of the Society every member of the Committee acting in good faith shall be entitled to be indemnified out of the property of the Society against all liabilities incurred by him on behalf of the Society.

9. **Independent Examiner** At each annual general meeting an Independent Examiner shall be appointed whose duty it shall be to audit the accounts for the current financial year (which shall expire on the ensuing 31<sup>st</sup> July) by the ensuing late September. In the event of the Examiner being unable or unwilling to act, the Committee shall appoint a new Independent Examiner in substitution therefor whose appointment shall be ratified at the next annual general meeting.

10. **Honorary Archivist.** The Committee may from time to time appoint and dismiss an Honorary Archivist to record the history of the Society, of which Records shall at all times be the property of the Society The Committee shall be responsible for making arrangements for their safekeeping.

11. **Membership of the Society** involves acceptances of these Rules by members and is deemed to constitute members' consent to the holding of relevant personal data for the purposes of the Data Protection Act 1998 or any amending Act.

13. **Authorisation and Amendment of Rules.** These Rules have been prepared and authorised by the Committee on 13 September 2016, which has sole authorisation to add to, rescind or amend under Article 12 of the Constitution.

Signed by

Shirley Hewitt  
Chair  
13<sup>th</sup> September 2016

**These Rules will be displayed on the Notice Board at rehearsals and on the Website.**