

Rules of the Guernsey Choral and Orchestral Society

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1. Name

The name of the Society shall be The Guernsey Choral and Orchestral Society, hereinafter referred to as the Society.

2. Objects

The objects for which the Society is established are:

- a) To foster the appreciation of music of a recognised high standard;
- b) To arrange and present public performances of choral and orchestral works and other entertainments of a similar nature and of cultural value;
- c) To acquire books, musical scores, musical instruments, furniture or other such things as may be necessary for the advancement of the objects of the Society;
- d) To purchase, rent or otherwise acquire and hold such land and buildings as may be deemed necessary for the advancement of the objects of the Society and to dispose of any such lands or buildings no longer required for those objects;
- e) To borrow or raise money which may be required by the Society upon such terms as may be advisable and, in particular, by charge on all or any part of the real property of the Society;
- f) To utilise its monies for educational or cultural purposes;
- g) To do all such lawful things as are incidental or conducive to the attainment of the above objects or any of them.

3. Membership

- a) Full members of the Society shall be such persons as may join in accordance with rule 6, who have paid the current subscriptions and have not ceased to be members under any other rules.
- b) Associate members of the Society shall be such persons as have paid the current minimum subscription as set out in 10 c.

4. Eligibility for membership

Eligibility for membership shall be subject to satisfactory audition and in all cases shall be at the discretion of the Conductor and subject to payment of the subscription fee, unless exempted under the terms of rule 10. The continued suitability of a member shall be a matter for the discretion of the Conductor.

The Conductor, with the approval of the Committee, shall have the right to invite guest singers or players to join the Choir or Orchestra on a temporary basis.

The Treasurer will provide the Secretary with a full list of all members as at the commencement of each term.

5. Members to be bound by rules

Any person, being a member of the Society, shall be bound by the rules of the Society.

6. Application for membership

Persons wishing to become members shall complete an application form and submit it to the Secretary. Eligibility for membership shall be in accordance with the provision of rule 4.

7. Resignation of members

Any member who decides to resign from the Society is requested to advise the Secretary in writing.

8. Rights of members

Every member shall be entitled to attend and take part in all cultural and social activities of the Society subject to the conditions of rule 4 and to such reasonable conditions as the Committee may from time to time impose.

A member, who, in the opinion of the Conductor and the Committee, has attended an insufficient number of practices, shall not be entitled to take part in a public performance. Members should attend at least 75% of their rehearsals and, in particular, the last two practices and final rehearsal preceding a performance. This condition may be waived at the discretion of the Conductor and the Committee.

Associate members shall be entitled to attend all General Meetings of the Society, but shall have no vote. Associate members shall be entitled to reserve seats for such performances, concerts or other such entertainments as may be produced, arranged or presented by the Society, during a period of at least six business days prior to the date on which the general public are first permitted to reserve seats, unless otherwise decided by the Committee.

9. Accounts

True accounts shall be kept of the sums of money received and expended by the Society and the matters in respect of which such receipts and expenditure takes place, and of the property, credits and liabilities of the Society. Once at least in every year the accounts of the Society shall be examined and the correctness of the balance sheet certified by two auditors elected by the members at the Annual General Meeting.

The accounting date for the Society shall be the 30th day of June each year.

10. Subscriptions

- a) The subscriptions for members shall be such sum or sums as the Committee may from time to time decide.
- b) Any proposal to exempt a member of the Society from payment of the subscription shall be submitted to the Committee for approval.
- c) The subscription for associate members shall be a minimum sum of £5 per annum, or such sum as the Committee may from time to time decide.

11. Subscriptions in arrear

Subscriptions for the full year shall be payable at the latest seven clear days before the AGM in each year. Members joining for the second session only shall be required to pay their subscriptions at the latest by the end of January. In default, membership may cease.

12. Purchase or hire of music

Music shall be paid for by the members or by the Society as may from time to time be decided by the Committee.

13. Restriction on distribution of income and assets

The income and property of the Society, whencesoever derived, shall be applied solely towards the objects of the Society as set forth in these rules and no portion thereof shall be paid or transferred directly or indirectly, by way of gift, division, bonus or otherwise howsoever by way of profit to members of the Society.

Provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Society, nor prevent the payment of interest on money lent by any member of the Society, or payment of a reasonable or proper rent for premises demised or let by any member to the Society or payment at a price not exceeding the ordinary price in the open market for any goods actually supplied by any member of the Society.

14. Disposal of assets in winding-up

If upon winding-up or dissolution of the Society there remains after the satisfaction of all debts and liabilities any property whatsoever the same shall not be paid and distributed among members of the Society but shall be given to some other institution or institutions having objects similar to the object of the Society and which shall prohibit the distribution of its or their income or property amongst its or their members and if so and so far as effect cannot be given to the aforesaid provision, then to some charitable object, as decided by members at a General Meeting of the Society.

15. Structure of the Society

The Society will be administered by a Committee whose responsibilities will include the overall policy of the Society, the forward planning of the Society's programme, the organisation of the Society's concerts and general financial policy such as subscription levels, administration of States' grants and obtaining and dispensing sponsorship income.

Sub committees may be appointed by the Committee as necessary.

16. Constitution of the Committee

The committee will comprise:

- a. A Chairman
- b. A Vice-Chairman
- c. A Secretary
- d. A Treasurer
- e. Three regular members of the Choir
- f. Three regular members of the Orchestra
- g. The Conductor
- h. The Orchestral Conductor
- i. The Leader of the Orchestra

The Conductors and Leader will be ex-officio members of the Committee.

The Committee will have the power to co-opt up to three further members.

17. Periods of service of officers

There will be a maximum period of **continuous** service for all officers, as under:

Chairman and Vice-Chairman	3 years
Secretary and Treasurer	5 years

At the end of these terms, the retiring officers will remain eligible for membership of the Committee and for service in other official capacities.

18. Elections

All elected members of the Committee shall be full members of the Society and shall be elected each year by the members at the Society's AGM.

Members at the AGM shall elect two auditors.

All persons for election shall be nominated and seconded in writing, together with confirmation of their willingness to serve, to the Secretary at least two weeks before the AGM. Notices of all candidates shall be posted at rehearsals prior to the AGM.

The Secretary will arrange for proxy votes to be made by absent members who so wish.

There shall not be any nominations from the floor at the AGM.

The additional members co-opted by the Committee shall all be full members of the Society.

The Committee shall have the power to co-opt temporary members for a specific purpose, but such persons shall attend meetings only for discussion of that purpose.

19. Quorums

Five members of the Committee shall constitute a quorum, provided that at least one of those present shall be the Chairman, the Vice-Chairman or Secretary.

One third of members of the Society shall form a quorum at a General meeting.

20. Committee vacancies

The Committee shall have the power to fill any vacancy that may occur, any such member to hold office until the next AGM.

21. Duties of the Treasurer

The Treasurer shall, under the direction of the Committee, be responsible for the overall financial affairs of the Society. He shall keep such accounts as are required by the rules and shall keep all monies in an account at a bank determined by the Committee.

22. Duties of the Secretary

The Secretary shall ensure that a register of members is maintained and that a correct record is kept of the Committee's proceedings and see that all notices required by the rules are duly sent or displayed.

23. Annual General Meeting

The Annual General Meeting shall be held during the Autumn Term and shall be convened by notice in writing delivered by the Secretary to every member at least fourteen days before the date of the meeting. The Secretary will arrange for proxy votes to be made by absent members who so wish. The business of the Annual General Meeting shall be to consider the outcome of the Society's previous year, to receive reports from its officers as appropriate and to elect officers and committee members for the forthcoming year. Any other business, including changes to these Rules, must be considered at a Special General Meeting under Rule 24.

24. Special General Meetings

Special General Meetings shall be convened by notice in writing delivered by the Secretary to every member at least twenty-one days before the date of the meeting provided that:

- a) The Chairman deems such action necessary, or
- b) Not less than twenty-five members whose fees and subscriptions are fully paid up request that a meeting be so convened. Such a request shall be in writing, addressed to the Secretary and shall state the business which it is proposed to bring before the meeting. No other matter shall be dealt with at such a meeting.
- c) The Chairman will have a casting vote only.
- d) The Secretary will arrange for proxy votes to be made by absent members who so wish.

25. Absence of the Chairman

In the absence of a Chairman from an AGM or SGM, the chair shall be taken by the Vice-Chairman as elected in rule 16. In the absence of the Chairman and Vice-Chairman the members present at the meeting shall elect a chairman from amongst the Committee members present.

26. Conductor

The Committee shall appoint the Conductor of the Society. The Conductor shall be responsible for selecting the music to be performed, subject to ratification by the Committee, for the training of the choral members of the Society and for conducting concerts.

With the agreement of the Committee, guest conductors may be temporarily appointed.

27. Orchestral Conductor

The Committee may appoint an Orchestral Conductor of the Society. The Orchestral Conductor shall be responsible for training the orchestra and selecting music to be performed by the orchestra alone in any performance of the Society. It is appropriate for such choice of music to be made in consultation with the Conductor so as to provide an appropriate programme and is subject to ratification by the Committee.

28. Accompanist

It shall be the duty of the Conductor to make recommendations to the Committee regarding the appointment of the accompanist and to ensure his/her continued suitability.

29. Leader of the Orchestra

It shall be the duty of the Conductor, in conjunction with the orchestral representatives on the Committee, to make recommendations to the Committee regarding the appointment of the Leader of the Orchestra and to ensure his/her continued suitability.

30. Honorary membership

The Committee shall have power to nominate honorary life members of the Society in recognition of special services to the Society over the years.

Such nominations will be presented to the membership for their consideration at a General Meeting.

Such honorary life members shall not be required to pay any subscription and shall be entitled to all the benefits of membership of the Society.

31. Alterations to rules

These rules may be altered by a resolution approved by a majority of not less than two-thirds of the members present at a Special General Meeting properly convened in accordance with the rules, provided that notice of intention to propose an alteration to the rules be given to the Chairman, in writing, signed by the persons proposing and seconding the proposed alterations, at least twenty-one days before the date of the meeting at which the alteration is to be proposed, and that a copy of the proposal is contained in the notice convening the meeting.