

The Rowland Singers Choral Society Rules

The following are Rules for the organisation and conduct of RS and are created under clause 32 of the Constitution.

1. The Rules of the Choir

- (i) Shall only be altered at the Annual General Meeting or a Special General Meeting duly called.
- (ii) No alteration shall be made to the Rules that would cause the Choir at any time to cease to be a charity at law, and no alterations shall be made to Rules 3 (the Objects of the Choir), 6 (Dissolution) or 7 (Amendment of the Constitution) without the prior written approval of the Charity Commission.
- (iii) The choir shall be managed by the committee elected in accordance with clause 18 of the Constitution. The Trustees of the choir shall consist of Chairman, Secretary and Treasurer and all other members of the committee except any ex-officio member. (See Rule 2 (iii)).
- (iv) If any Rule is incompatible with the Constitution, it shall become invalid.

2. Committee Meetings

- (i) The Committee shall meet as frequently as they wish, but not more than three months shall elapse between meetings.
- (ii) The Committee may delegate powers to a sub-committee or a small group of members. In such cases, a spokesperson must be elected to report to the full committee as necessary.
- (iii) Where the MD &/Conductor are paid professionals, they may be invited to attend committee meetings as ex-officio members with full voting rights. (See clause 22 of the Constitution).

3. Membership

- (i) A member shall be a person approved by the MD/Conductor after audition and admitted into a probationary period of membership. Acceptance or refusal of probationary membership will be advised in writing within seven days of the audition. Acceptance or refusal of full membership will be advised after the probationary period has been completed and ratified by the committee at the next available meeting. The probationary period will be a maximum of 6 months.
- (ii) Members shall be at least 16 years of age, and be admitted under the Constitution guidelines as junior members. Members below the age of 18 shall not be entitled to vote or join the committee.
- (iii) Only fully ratified and paid up members are eligible to vote at the AGM or Special Meetings. A fully paid up member is defined as one who was fully paid up for the financial year just ended.

4. Auditions of existing members

- (i) The MD has the right to re-audition members at any time to determine their vocal range and ensure continued ability.

5. Expectations for Members' attendance

- (i) Members are expected to attend as many rehearsals as possible in order to achieve and maintain a high standard of performance. In the event that a member has attended less than 70% of rehearsal time, the Committee and the MD/Conductor may agree to ask the member to stand down for the forthcoming performances.
- (ii) If a choir member fails to attend the final rehearsal for any reason, that member will only be permitted to take part in the forthcoming concert at the MD/Conductor's discretion.

6. Financial Arrangements

- (i) The financial year of the choir shall terminate on 31st August.
- (ii) The financial position of the choir shall be reviewed at every full Committee Meeting. Extra committee meetings for other purposes shall not require a Financial review, unless a financial commitment from the choir is required.
- (iii) A suitable bank account shall be maintained in the name of the choir, and operated under any two signatures of any of the named signatories There will be a minimum of 4, but more may be added at

the discretion of the Committee.

- (iv) The details of Internet Banking Account numbers, sort codes and passwords shall be known to the Treasurer and one other Trustee. These details shall be held by the Chair in a sealed envelope to be opened only in the event of an emergency.
- (v) The Committee will operate under a written set of internal financial controls, which will, where appropriate, be closely based on the Charity Commission's guidelines. These are in addition to any Rule(s) created in accordance with Clause 32 of the Constitution.

7. Subscriptions and methods of payment

- (i) The membership subscription shall be determined at the AGM for the following financial year. It shall be payable either annually (in September), in termly instalments (September, January and April) or by 9 monthly standing orders (September – May consecutively). For new and probationary members, the pro-rata subscription will become due after a one month period.

8. Annual appointment of Independent Examiner

- (i) The accounts shall be independently examined annually. This shall occur between the end of the financial year and the AGM.
- (ii) An independent examiner for the forthcoming year shall be appointed at every AGM.

9. Appointment of Musical Director and Accompanist

- (i) The committee will appoint a Musical Director/Conductor and Accompanist.
- (ii) A full rolling Contract will be issued upon appointment, the terms of which having been agreed between the appointee and the committee and shall be signed by both parties. This can be revised and re-issued at any time. The Contract will not be a Contract of Employment and shall comply with Clause 5 (2) (b) of the Constitution.

10. Repertoire

- (i) The choice of repertoire shall be in the hands of the MD/Conductor in association with the Librarian and Treasurer, within a previously agreed budget. Music may be sourced from any company or organisation, including one in which any committee member has an interest, always provided that cheaper sources of music are not available elsewhere. Music procurement will be subject to the scrutiny of the committee.
Any choir member is encouraged to suggest repertoire.

11. Music

- (i) Printed sheet music or music books (hereafter referred to as "music") for a concert programme will normally be provided by the Librarian and loaned to members for the duration of rehearsal until the final concert. Any lost or damaged music must be paid for at the current purchase price.
- (ii) Members may be required to purchase frequently used music.
- (iii) Music that is the property of the choir shall not be sold or loaned without sanction from the committee. A member may not borrow music for any purpose, without permission from the Librarian.
- (iv) When music is hired or borrowed from libraries, churches or schools, a nominal sum may be charged to members to offset the cost. Any cost incurred due to late return of music will be passed on in full to the member(s) responsible for this cost.

12. The Rules

- (i) A copy of these Rules shall be given to each member.

January 2014

Revised and amended September 2016