

# **The Upbeats Community Choir**

November

# 2023

---

**Singing is available for all and not dependent on ability, gender or age, where those that meet leave every week feeling more upbeat. Singing together to increase the health, wellbeing and the local community within North Ayrshire.**

Our agreed  
constitution



# **The Upbeats - Community Choir**

## **Constitution<sup>1</sup>**

### **1. Name**

The choir shall be known as The Upbeats.

### **2. Aims & Objectives**

As a community choir, we aim:

- 2.1. To promote adults singing together regardless of age, gender or musical ability to improve;
  - health and mental wellbeing of all members,
  - friendships across different age groups and across north Ayrshire
  - & increase community involvement and local development in the arts.
- 2.2. To contribute to the musical, artistic and physical life of North Ayrshire.
- 2.3. To offer public performances, paid and unpaid and any other collaborative work which the Musical Director and the Committee may decide upon.

### **3. Membership**

- 3.1. Membership is open to anyone over 17 years old who are interested in singing within a community choir and who are able to commit to weekly rehearsals. As well as singing, members are encouraged to help out with the set up and clearing away during rehearsals and concerts.
- 3.2. Interested individuals can attend a few rehearsals before deciding to join the choir.

---

<sup>1</sup> This constitution was agreed with members at AGM held on Thursday 30th November 2023

- 3.3. Membership fees will be reviewed and approved by the Committee once a year. Membership fees are due every term and payable in September, January and April.
- 3.4. Members are free to leave the choir at any time and will not be liable for any future fees. Paid membership fees are non refundable.

## **4. Attendance**

- 4.1. Rehearsals will take place from 7.30 – 9.30pm every Thursday (except school Holidays) in Clark Memorial Hall - Bath Street Largs KA30 8BL. All members are encouraged to arrive on time and help set up and clear away.
- 4.2. The Musical Director may request extra rehearsals before a special event within reason, and in consultation with the choir members.
- 4.3. Any member whose behaviour when attending choir's events (rehearsals, meetings, concerts) is considered to bring the choir into disrepute, may be requested to resign by the Committee and Musical Director, in tandem.

## **5. Administration**

### **5.1. Affairs**

The affairs of the community choir shall be vested in a Committee. Members of which are to be elected at annual AGM's, by a show of hands. The date of the AGM to be held no later than the end of September each year.

### **5.2. Musical Director**

The Musical Director shall be an ex-officio member of the Committee and duly notified of all Committee meetings.

### **5.3. Roles of Committee**

#### **5.3.1. Chairperson**

- The Chairperson shall preside over all General and Committee meetings and shall conduct such meetings in an orderly manner and in accordance with the choir's constitution.
- In the absence of the Chairperson, the Committee shall have the power to nominate a Committee member in a temporary capacity.
- In a tied vote at any meeting the Chairperson shall have the casting vote.

#### **5.3.2. Secretary**

- The Secretary shall attend to all of the correspondence relating to the choir. The correspondence shall be presented at Committee meetings.

They shall record and maintain the minutes of all meetings, EGMs & AGMs, and shall produce such minutes when required to do so by the Chairperson.

- They shall send out notices of Committee and General meeting to the appropriate members at the correct times for each meeting.

### **5.3.3. Treasurer**

- The Treasurer shall be responsible for the safe keeping of all monies entrusted to them on behalf of the choir, as ratified by the Committee. They shall ensure that all membership fees, donations, grants and contributions are lodged in a bank or credit union and duly acknowledged and received.
- The Treasurer shall inform the other Committee members if membership fees are unpaid.
- All monies paid out shall be properly vouched for and a receipt obtained for the same.
- The Treasurer shall prepare a statement of accounts for presentation and approval at the AGM. Interim statements, if required, shall be provided to the Committee.
- The Treasurer shall be responsible for ensuring that the choir shall be aware of impending financial problems, where they pose a threat to the continuance of the choir.

### **5.3.4. Communication Officer**

- The Communication Officer shall be responsible for the planning and delivery of the digital content strategy.
- The Communication Officer shall be responsible for the development and maintenance of the website.
- Support the creation of photography, images, visuals.
- Support on the creation of written content.

## **6. General Committee Terms**

- 6.1. Nominations for Officers and Committee members should be duly proposed and seconded and be presented at the time of the AGM.
- 6.2. Nominees may not be elected in absentia. If necessary where a majority is not agreed. The Chairperson has the casting vote.
- 6.3. The annual member's subscription shall be decided at the AGM and shall be operational until the next AGM.
- 6.4. Only members fully paid up before the AGM are entitled to vote.
- 6.5. As a group, the Committee is responsible to ensure that membership fees are paid according to the constitution.
- 6.6. The Committee shall meet at least twice a year, or more often at their own discretion. They shall not sit without a quorum which shall consist of three committee members.

- 6.7. The proceedings of each AGM are to be written and kept by the Secretary or a nominated Committee member. Such minutes, signed and dated by the Chairperson be accepted as evidence of the facts therein stated.
- 6.8. The Committee may, at any time, appoint a sub-committee to help in some aspects of the affairs of the choir. They may appoint members other than Committee members to sit on such sub-committees, but all sub-committees are responsible to the Committee.
- 6.9. No Committee Member shall hold office for longer than five years. Such an elected member may offer themselves for re-election in the absence of no replacement.
- 6.10. Alterations to the constitution may be made at any time by a General Meeting at which 66% (2/3) of the members are present.

## **7. Musical Director**

- 7.1. The position of Musical Director will be reviewed annually at a Committee meeting, usually before the AGM.
- 7.2. The fees paid to the Musical Director shall be negotiated between the Musical Director and the Committee.
- 7.3. The Committee shall have the power to terminate the appointment of the Musical Director, only after a vote by the entire Committee, where a majority finds in favour of the termination.
- 7.4. All fees and expenses, already agreed upon by the Committee, owing to the Musical Director, must be paid-immediately and accounted for before every AGM.
- 7.5. The Musical Director has the right to resign their position with the choir, giving 12 weeks notice in writing.
- 7.6. The Musical Director shall propose a plan of events for the year(s) ahead, taking into consideration the progress of the choir, numbers singing and the wishes of the majority of the choir's members. They shall advise the Committee and the choir on the suitability of selected pieces to be rehearsed and performed.

## **8. Finance**

- 8.1. The sources of income open to the choir shall be:
  - Annual Membership fees.
  - Private donations.
  - Revenue from public concerts
  - Grants or sponsorship that may be recommended by the Committee
- 8.2. Dependent on, the assets of the choir, shall be held by the Committee in the name of The Upbeats. In the event of closure, the

assets shall be released, and after the debts have been paid, any balance shall be donated to a local charity in North Ayrshire.

- 8.3. In the event of the choir's closure and the debts outweigh the assets, any outstanding debt shall be shared equally across Committee members.

**Agreed by Chairperson**

Alison Tunnicliff

**Date** 30 November 2023

**Agreed by Secretary**

Sharon de Meza

**Date** 30 November 2023

**Agreed by Treasurer**

Joanne Pauline

**Date** 30 November 2023

**Agreed by Communication Officer**

Julie Armenaud

**Date** 30 November 2023