

**CONSTITUTION
OF
GOVANHILL VOICES
2015**

1. Name

The name of the Society shall be '**Govanhill Voices**' hereinafter referred to as the Society.

2. Aims

The aims of the Society shall be:

- i. To provide opportunities for people from all cultures, backgrounds and abilities to learn songs and sing together;
- ii. To celebrate the diversity and richness of our multicultural society and the value of community;
- iii. To support community activities, events and fundraising;
- iv. To nurture and support members' skills in singing, song leading and other activities.

3. Membership and Participation

- i. Eligibility
Membership of the Society is open to any person aged eighteen or over interested in furthering the aims of the Society. There will be no auditions, and ability to read music is not required. All songs will be taught "by ear".
- ii. Termination
Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- iii. Voting rights
At general meetings of the Society, every member shall have one vote.
- iv. Fees
A subscription fee may be charged.

4. Officers and Committee

The management of the Society shall be in the hands of a Committee consisting of the following Officers: - Chair, Secretary and Treasurer and not fewer than three nor more than six other members. The Officers and the other Committee members shall be elected by and out of the Society's members at an Annual General Meeting and be eligible for re-election. Committee members are appointed until the following Annual General Meeting at which point they must stand for re-election. Committee members may not be immediately re-elected after serving on the Committee for three consecutive terms ('term' being the duration between two consecutive Annual General Meetings).

The Committee shall be entitled, by majority vote, to co-opt members of the Society onto the Committee, either by virtue of their particular role in furthering the aims of the Society or in order to replace Committee members resigning from the Committee before the end of their tenure. No more than three serving Committee members shall be co-opted. Co-opted Committee members shall have full voting rights and shall stand down before or at the first Annual General Meeting following their appointment, but may be re-appointed in subsequent terms.

5. Management

All arrangements for concerts/performances and other events and the control of finance shall be in the hands of the Committee.

6. Role of the Song Leader

The Song Leader may receive an honorarium from the Society on terms agreed with the Committee. The Song Leader shall be reimbursed for expenses incurred.

The Song Leader will be invited and encouraged to attend and contribute to Committee meetings. The Song Leader will not vote at committee meetings.

The Song Leader will leave the committee meeting, when the terms of his/her position are being discussed, unless invited by the Committee to stay.

7. Powers

In furtherance of the aims but not otherwise the Committee may exercise the following powers:

- i. Power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

- ii. power to buy, take on lease or in exchange any property necessary or the achievement of the aims and to maintain and equip it for use;
- iii. power subject to any consents required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed;
- iv. power to employ such staff (who shall not be members of the Society) as are necessary for the proper pursuit of the aims; the Song Leader is not considered to be a member of staff, but may receive payment as set out in clause 6.
- v. power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the aims or of similar charitable purposes and to exchange information and advice with them;
- vi. power to establish or support any charitable trusts, associations or institutions formed for all or any of the aims;
- vii. power to appoint and constitute such advisory committees as the Committee may think fit;
- viii. power to do all such other lawful things as are necessary for the achievement of the Aims.

8. Meetings and Proceedings of the Committee

- i. The committee shall hold at least three ordinary meetings each year. A special meeting may be called at any time by the Chair, or by any two members of the Committee, upon not less than four days' notice being given to the other members of the Committee of the matters to be discussed, but if the matter includes the appointment of a co-opted member then not less than fourteen days' notice must be given.
- ii. The Chair shall act as Chair at meetings of the Committee. If the Chair is absent from any meeting, the members of the Committee present shall choose one of their number to be Chair before any other business is transacted.
- iii. There shall be a quorum when at least one third of the number of members of the Committee for the time-being, or three members of the Committee (whichever is the greater), are present at a meeting.
- iv. Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the chair of the meeting shall have a second or 'casting' vote.
- v. The Committee shall keep minutes of the proceedings at meetings of the Committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
- vi. The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
- vii. The Committee may appoint one or more sub-committees, consisting of two or more members of the Committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

9. Equal Opportunities

No individual eligible for membership shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of gender, race, colour, age, religion, sexual orientation or disability.

10. Finance

- i. The financial year shall end on 1 September.
- ii. A banking account shall be operated in the name of the Society and all cheques shall be signed by any two nominated members of the committee.
- iii. The Society shall receive donations, grants in aid and financial guarantees.
- iv. The income and property of the Society whencesoever derived shall be applied solely towards promoting the aims of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in the following circumstances:-
 - 1) payment of legitimate expenses incurred on behalf of the Society
 - 2) payments made for services that the Committee deem to be in the best interests of the Society (e.g. payments made to the Musical Director). In such circumstances, there must be a written agreement between the Committee and the member receiving payment, detailing the amount payable. The amount paid must be reasonable. The number of members receiving such payments must be a minority of the membership.

11. Annual General Meeting

Within six months of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least twenty-one days' notice in writing shall be given to all members.

The Committee shall present to each AGM the report and accounts of the Society for the preceding year.

Nominations for election to the Committee must be made by members of the Society.

Should nominations exceed vacancies, an election shall be held.

12. Special (Extraordinary) General Meeting

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least twenty-one days' notice in writing must be given to members, may be called for by the Committee or upon request to the Secretary signed by at least two members of the Society. The notice must state the business to be discussed.

13. Procedure at General Meetings

The Secretary or other person specifically appointed by the Committee shall keep a full record of proceedings at every general meeting of the Society.

There shall be a quorum when at least twenty per cent of the members of the Society at the time or six members, whichever is the greater, are present at any general meeting.

14. Accounts

The financial accounts shall be scrutinized and examined by a person who is independent of the Committee and then submitted to the members of the Annual General Meeting.

15. Alterations to the Constitution

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that twenty-one days' notice of the proposed alteration has been sent to all members.

16. Dissolution

In the event of the Society being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar aims to those of the Society.