

Queens Park Singers – Constitution

1. Name

The name of the society shall be Queens Park Singers, hereinafter referred to as the society.

2. Objects

The object of the society shall be to advance, improve, develop and maintain public education in and appreciation of the art and science of choral music in all its aspects by the presentation of public concerts and workshops, and for such other purposes as shall be exclusively charitable as the Committee may from time to time decide.

3. Membership

Membership of the society shall be open to any person interested in furthering the objects of the society, and who has paid the annual subscription at the appropriate rate as shall be determined by the Committee, all subscriptions being payable in advance or at the discretion of the committee. Every member shall have one vote at meetings of the society.

4. Officers and Committee

The management of the society shall be in the hands of a Committee consisting of the following officers: Chair, Treasurer, Secretary, Musical Director, and not more than five other members. The officers and the other members of the committee shall be elected by and out of the society's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election.

5. Management

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

6. Powers

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

1. 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
2. To buy or hire any property necessary for the achievement of the objects and to maintain and equip such property for use
3. Subject to any consents required by law to borrow money and to charge all or part of the property of the society with the repayment of the money so borrowed
4. To employ persons, who shall not be members of the society, to take part in concerts or other events; such persons will be paid a fee for the concert or event concerned, and will not be employed as permanent staff of the society

5. To cooperate with other charities, voluntary bodies or statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
6. To establish or support any charitable trusts, associations or institutions formed for all or any of the objects
7. To co-opt additional members to the Committee during the year, in the event of there being less than nine members at any given time between Annual General meetings. No given individual can be co-opted in two successive years.
8. To do all such other lawful things as are necessary for the achievement of the objects

7. Meetings and Proceedings of the Committee

1. The committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chair upon not less than 7 days' notice being given to the other members of the Committee of the matters to be discussed
2. The Chair shall act as chairman of the meetings of the Committee when present; otherwise the members of the committee who are present shall choose a chairman for the meeting before any other business is transacted
3. There shall be a quorum when at least four members of the Committee are present at a meeting.
4. Every matter shall be determined by a majority of votes of those voting on the question; the chairman shall have a casting vote in the case of an equal number of votes for and against
5. The Committee shall keep minutes of the proceedings of meetings and shall ensure that these are stored safely and available for inspection as required
6. The Committee may from time to time make or amend rules for the conduct of its business, the summoning of meetings and the custody of documents; no rule may be made which is inconsistent with this constitution

8. Equal opportunities

No individual shall be excluded from membership of the society or debarred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, disability, sexual orientation or political affiliation

9. Finance

1. The Financial year shall end on 31st March
2. A banking account shall be opened in the name of the society and cheques shall be signed by any two officers of the Committee
3. The society shall receive donations, grants in aid and financial guarantees. Tickets for its concerts and events shall be offered for sale to the public
4. The income and property of the society, whencesoever derived, shall be applied solely towards promoting the objects of the society as set out above, and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the society except in payment of legitimate expenses incurred on behalf of the society

10. Annual General Meeting

1. In September or October each year the members shall be called to an Annual General Meeting of which at least 21 days' notice in writing shall be given to all members.
2. The Committee shall present to each Annual General Meeting the report and accounts for the society for the preceding financial year

3. Nominations for election to the Committee shall be received from members up to and at the Annual General Meeting itself, with the prior consent of those nominated. When there is more than one nomination for a place on the Committee, an election shall be held for that place.

11. Extraordinary General Meeting

An Extraordinary General Meeting, of which at least 21 days’ notice in writing must be given to members, may be called by the Committee or upon written request to the Secretary signed by at least 10 members of the society. The notice must state the business to be discussed.

12. Procedure at General Meetings

The Secretary or other person specially 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 10 of the members are present at any general meeting.

13. Accounts

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the Committee and then submitted to members at the Annual General Meeting.

14. 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 14 days’ notice of the proposed alteration has been sent to all members, and provided that nothing herein contained shall authorise any amendment that would have the effect of the society ceasing to be a charity. No amendments may be made to clause 1 (the Name of the society), clause 2 (the Objects of the society), clause 9.4 (relating to the distribution of assets), or clause 15 (Dissolution), without the prior permission of the Charity Commission. The Committee shall send to the Charity Commission a copy of any amendment made under this clause.

15. 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 whose objects are similar to those of the society. If there is not a quorum at an Annual General Meeting or an Extraordinary General Meeting called to discuss the dissolution of the society, then a second meeting will be called seven days later to dissolve the society even if no more than two members are present.

Version 1	24 February 2002	Adopted, at the inaugural meeting of the Society
Version 2	20 September 2009	Suggested changes, for discussion at the AGM
Version 3	11 October 2009	As further amended and adopted at the AGM on that date