

CONSTITUTION

OF THE

[CHOIR NAME]

Adopted: [DATE] Last reviewed: [DATE]

HOW TO USE THIS TEMPLATE

This template provides a near-complete draft constitution for a community choir. Text shown in [RED BRACKETS] must be completed or chosen before adoption. Guidance notes in italics may be deleted once the document is finalised.

Before adopting this constitution, the committee should read it in full, adapt each clause to reflect how the choir actually operates, and seek appropriate legal advice if the choir is registered or intends to register as a charity or incorporated association.

This template was produced by ChoirManagement.com as a general-purpose starting point. It does not constitute legal advice.

1. NAME

1.1 The name of the organisation is [CHOIR NAME] (referred to in this document as "the Choir").

Guidance: Use the full legal name of the choir as it appears on your bank account or any formal registrations.

2. PURPOSE

2.1 The purpose of the Choir is to:

- Bring together singers of [all abilities / auditioned standard — choose one] to rehearse and perform choral music;
- Foster a welcoming, inclusive and musically rewarding environment for all members;
- Contribute to the cultural and community life of [town/city/region].

2.2 The Choir is not established for the private profit of any individual and any surplus funds shall be applied to the furtherance of its purposes.

Guidance: Adapt the purpose statement to reflect your choir's actual mission. If you are applying for charitable status, the purpose must align with charitable objects under the law of your jurisdiction.

3. MEMBERSHIP

3.1 Eligibility

Membership of the Choir is open to any person who:

- Meets any applicable audition or voice placement requirements as determined by the Committee;
- Agrees to abide by this Constitution and any policies adopted by the Committee;
- Pays the applicable membership subscription when due.

3.2 Categories of membership

The Committee may establish the following categories of membership:

1. Full member — a singer with full voting rights who meets all membership conditions;
2. Associate member — a non-singing member who supports the Choir without voting rights;
3. Honorary member — a person granted honorary membership by the Committee in recognition of exceptional service, with terms as determined by the Committee.

3.3 Admission

Applications for membership shall be made in such form as the Committee determines. The Committee shall have the authority to accept or decline any application for membership and is not required to give reasons for any decision to decline.

3.4 Subscriptions

The amount of the annual membership subscription shall be set by the Committee prior to the commencement of each membership year. The membership year shall run from [DATE] to [DATE].

A member whose subscription is more than [4 / 6 / 8 — choose one] weeks in arrears may, at the discretion of the Committee, be suspended from rehearsals and performances until the subscription is paid.

3.5 Resignation

A member may resign at any time by giving written notice to the Secretary. Resignation does not entitle a member to any refund of subscription already paid.

3.6 Termination of membership

The Committee may terminate the membership of any member who:

- Has failed to pay their subscription within the period specified in clause 3.4;
- Has acted in a manner that the Committee considers to be contrary to the interests or values of the Choir;
- Has breached any policy adopted by the Committee.

Before terminating membership, the Committee shall:

4. Give the member written notice of the proposed termination and the reasons for it;
5. Allow the member at least [14] days to respond in writing;
6. Consider any response received before making a final decision.

A member whose membership has been terminated may appeal to a general meeting by giving written notice to the Secretary within [21] days of notification of the decision.

4. COMMITTEE

4.1 Composition

The affairs of the Choir shall be managed by a Committee consisting of the following officer positions:

- President (or Chair)
- Vice-President (or Deputy Chair)
- Secretary
- Treasurer
- [Up to X] ordinary committee members

Guidance: Add or remove positions to reflect your choir's actual structure. Common additional roles include Membership Secretary, Music Librarian, Events Coordinator and Publicity Officer. The Conductor is not typically a voting committee member but may attend meetings as an observer or by invitation.

4.2 Election and term

Committee members shall be elected at each Annual General Meeting by the full members of the Choir. Each committee member shall serve a term of [one / two] year(s) and shall be eligible for re-election. A person shall not serve in the same officer role for more than [three] consecutive terms without a break of at least one year.

4.3 Casual vacancies

If a committee position becomes vacant between Annual General Meetings, the Committee may appoint any eligible member to fill the vacancy until the next Annual General Meeting, at which point the position shall be subject to election.

4.4 Removal from office

A committee member may be removed from office by a resolution passed by a two-thirds majority at a general meeting, provided that the member concerned has been given at least [14] days' written notice of the proposed resolution and has been given an opportunity to address the meeting.

4.5 Meetings of the Committee

The Committee shall meet at least [monthly / bi-monthly / quarterly — choose one] during the active season. Meetings may be held in person or by electronic means. The quorum for a committee meeting shall be [half the number of committee members plus one].

The Chair shall preside at all committee meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both, the committee members present shall elect a chair for that meeting.

Decisions of the Committee shall be made by a simple majority of those present and entitled to vote. In the event of an equal division of votes, the person presiding shall have a casting vote in addition to their deliberative vote.

4.6 Conflict of interest

Any committee member who has a personal, financial or other material interest in a matter being considered by the Committee must declare that interest at the commencement of discussion on the relevant item, must not participate in the debate on that item, and must not vote on any resolution relating to it. The declaration and abstention shall be recorded in the minutes.

4.7 Minutes

The Secretary shall keep minutes of all committee meetings and general meetings. Minutes shall record those present, all motions moved and by whom, all amendments, the result of each vote, and all actions agreed with the name of the person responsible and the due date. Confirmed minutes shall be stored in a manner accessible to all authorised committee members.

5. DECISION MAKING

5.1 Motions

Any decision of the Committee or a general meeting that is intended to be binding must be made by way of a formal motion. A motion must be moved by one member and seconded by another before it can be debated. Once moved and seconded, the motion must be put to a vote before the meeting proceeds to other business, unless a procedural motion to defer or table it is itself moved, seconded and carried.

5.2 Voting

Voting shall be by show of hands unless a secret ballot is requested by at least [three] members present. Proxy voting is not permitted. A simple majority of those present and eligible to vote shall be sufficient to carry a motion unless a higher threshold is specified elsewhere in this Constitution.

5.3 Urgent decisions

In circumstances where a decision is required between committee meetings and it is not practicable to convene a meeting, the Chair may seek a decision by email or other electronic means. Any decision made in this way shall be confirmed at the next committee meeting and recorded in the minutes.

6. FINANCE

6.1 The Choir shall maintain a bank account in the name of the Choir. At least [two] authorised signatories shall be required for any payment exceeding [AMOUNT]. The authorised signatories shall be the [Treasurer and one other committee member / Chair and Treasurer].

6.2 The financial year of the Choir shall run from [DATE] to [DATE].

6.3 The Treasurer shall maintain accurate financial records and shall present a financial report to each committee meeting. A full financial statement shall be presented to the Annual General Meeting.

6.4 The accounts of the Choir shall be reviewed [independently reviewed / audited — choose one] by a person appointed at each Annual General Meeting who is not a committee member.

6.5 No committee member shall be personally liable for the debts of the Choir incurred in the proper exercise of their duties, provided that they have acted in good faith and within the authority granted by this Constitution.

6.6 The Committee may authorise reasonable out-of-pocket expenses incurred by committee members in the performance of their duties, subject to production of receipts.

7. ANNUAL GENERAL MEETING

7.1 The Choir shall hold an Annual General Meeting (AGM) once in each calendar year, no later than [three / four / six — choose one] months after the close of the financial year.

7.2 At least [21] days' written notice of the AGM shall be given to all members. The notice shall include the agenda, the financial statements for the preceding year, and any proposed resolutions.

7.3 The quorum for the AGM shall be [number] full members, of whom at least [two] shall be committee members.

7.4 The business of the AGM shall include:

- Confirmation of the minutes of the previous AGM;
- Presentation and adoption of the annual financial statements;
- Election of committee members;
- Appointment of the accounts reviewer;
- Any other business of which due notice has been given.

7.5 Any full member may submit a resolution for consideration at the AGM, provided it is received by the Secretary at least [14] days before the meeting.

8. SPECIAL GENERAL MEETINGS

8.1 The Committee may call a Special General Meeting at any time.

8.2 The Committee must call a Special General Meeting if it receives a written request signed by at least [10% / 20 — choose one] full members stating the business to be considered. The meeting must be held within [42] days of receiving such a request.

8.3 At least [14] days' written notice of a Special General Meeting shall be given to all members, together with the agenda. Only the business stated in the notice may be transacted at a Special General Meeting.

9. POLICIES

9.1 The Committee may adopt, amend or revoke policies on any matter within the scope of the Choir's purposes, including but not limited to attendance, conduct, rehearsal expectations, performance eligibility and the use of the Choir's facilities and communication channels.

9.2 Policies shall be documented separately from this Constitution and shall be made available to all members. A policy may be amended by a simple majority vote of the Committee.

9.3 In the event of any inconsistency between a policy and this Constitution, this Constitution shall prevail.

Guidance: This section is important. It allows the Committee to set and change operational rules (attendance thresholds, subscription rates, etc.) without amending the Constitution. Policies should be documented in a separate Members' Handbook or Policy Register.

10. DISPUTE RESOLUTION

10.1 Any dispute between members, or between a member and the Committee, shall in the first instance be referred to the Chair (or, where the Chair is a party to the dispute, to the Vice-Chair) for informal resolution.

10.2 If the dispute is not resolved informally within [21] days, either party may request that it be considered at the next committee meeting. The member concerned shall be given the opportunity to address the committee before any decision is made.

10.3 A member who is dissatisfied with the committee's decision may appeal to a general meeting by giving written notice to the Secretary within [21] days of being notified of the decision. The decision of the general meeting shall be final.

11. AMENDMENT OF THIS CONSTITUTION

11.1 This Constitution may only be amended by a resolution passed by a two-thirds majority at a general meeting.

11.2 Notice of any proposed amendment shall be given to all members at least [21] days before the meeting at which it is to be considered, together with the text of the proposed amendment and a statement of the reasons for it.

11.3 No amendment shall be made that would cause the Choir to cease to comply with the requirements applicable to it under the law of its jurisdiction.

12. DISSOLUTION

12.1 The Choir may be dissolved by a resolution passed by a two-thirds majority at a general meeting, provided that at least [21] days' notice of the proposed dissolution has been given to all members.

12.2 In the event of dissolution, after the payment of all liabilities, any remaining assets of the Choir shall not be distributed to members but shall be transferred to [another choir or community music organisation / a charitable organisation with similar purposes — choose one], as determined by the meeting that approves the dissolution.

Guidance: The dissolution clause is important for organisations with charitable status or those holding significant assets. If you are a registered charity, this clause must comply with the requirements of your charity regulator.

ADOPTION

This Constitution was adopted at a general meeting of the Choir held on [DATE].

Signed:

Chair: _____ Date: _____

Secretary: _____ Date: _____

ChoirManagement.com — This template is provided as a starting point only and does not constitute legal advice. Always seek appropriate professional advice before adopting a governing document.