

## **GUILDFORD PHILHARMONIC CHOIR**

(formerly Festival Choir, founded 1946)

### **RULES**

#### **The Guildford Music Scheme**

1. The Guildford Philharmonic Choir forms part of the music scheme of the Guildford Borough Council. It performs regularly with the Guildford Philharmonic Orchestra in the annual series of concerts promoted by the Council with financial assistance from the South East Arts Council.

#### **Choir Membership**

2 The Choir shall consist of men and women who wish to rehearse regularly and to perform those works selected by the Concerts Committee for each season.

#### **Obligations of Membership**

3 Members are required to pay the annual subscription in full by 30th September in each season. Members who join the choir between 1st October and 31st December in any season are required to pay the full subscription. Members who join after 1st January are required to pay half the annual subscription for the remainder of that season.

4 Members are required to provide such evidence of their singing ability as the Chorus Master may from time to time desire.

5 Members are required to attend rehearsals regularly and to advise their section representatives, preferably in advance, if they are prevented from attending a rehearsal or singing in a concert. Section representatives should inform the Chorus Master, via the Choir office, of those members who are unable to sing in a concert. The Chorus Master may limit participation in concerts to those members who attend a specified minimum number of rehearsals.

#### **President and Vice-President**

6 The Choir may appoint a President and a Vice-President for a period of five years subject to reappointment for similar or lesser periods thereafter.

#### **Constitution of the Committee**

7 (a) Any two members of the Choir may nominate as a candidate for membership of the Committee any other member by notice in writing to the Choir Office not less than 14 days before the date of the Annual General Meeting.

(b) Each member so nominated shall indicate on the nomination paper whether he or she is willing to stand as a candidate for the post of Chairman.

(c) At each Annual General Meeting the Choir shall elect **first** from the nominees a Chairman, and **then** up to **seven** other members to serve on the Committee, provided always that at least one member is elected from each voice part (soprano, alto, tenor and bass).

(d) If the **seven** members **and the Chairman** so elected do not include one member from each voice part arrangements shall be made for a member of that voice part to be co-opted.

(e) The members so elected or co-opted shall remain in office for one year and shall be eligible for re-election.

(f) The Committee may co-opt members of the Choir to fill vacancies and to assist the Committee when required.

(g) The Chorus Master of the Choir and the Manager of the Guildford Philharmonic Orchestra shall be ex officio members of the Committee.

### **Functions of the Committee**

8 (a) The primary function of the Committee is to foster a happy, dynamic and thriving Choir.

(b) The Committee shall meet not less than five times during the concert season and on such other occasions as the Chairman or, in his absence, the Vice-Chairman may recommend.

(c) The quorum for any meeting of the Committee shall be five elected members which must include the Chairman or Vice-Chairman.

(d) The Committee may appoint one or more working parties to consider and report on particular matters.

(e) The Committee shall approve and maintain minutes of each meeting.

(f) The Committee shall report its activities regularly to the Choir.

### **Responsibilities of the Committee**

9 (a) Leading the Choir in recruiting new members.

(b) Ensuring that new members of the Choir are welcomed on first arrival.

(c) Promoting social activities for the Choir.

(d) Updating the Register of Choir members.

(e) Supervising rehearsal attendance lists of Choir members in each voice part.

(f) Preparing for Choir rehearsals.

(g) Distributing and collecting hired music.

(h) Arranging pre-booking of concert tickets.

(i) Determining the rate and organising the collection of membership subscriptions.

(j) Exercising budgetary control over all expenditure to be incurred from Choir funds.

### **Annual General Meeting**

10 The Annual General meeting of the Choir shall normally be held in May on a date to be determined by the Committee in consultation with the Chorus Master.

11 Notice of the date of each Annual General Meeting shall be sent by the Chairman to all members of the Choir not less than 21 days before the meeting and shall specify the items to be considered. The minutes of the previous meeting together with a statement by the Hon. Treasurer of the current financial position of the Choir shall also be sent.

12 The Chairman or, in his absence, the Vice-Chairman shall preside at all Annual General Meetings and Committee meetings.

13 Members shall reach decisions at Annual General Meetings by a majority vote of all members present. The Chairman shall have only a casting vote and only where a majority cannot be achieved.

14 The agenda for each Annual General Meeting shall include the following items:-

(a) Minutes of the previous Annual General Meeting.

(b) Report by the Chairman.

(c) Report by the Hon. Treasurer on the Choir's current financial position and on the audited accounts for the previous season, together with an indication of the rate of membership subscription for the coming season.

(d) Election of Chairman, Vice-Chairman and members of the Committee for the coming season.

(e) Report by the Chorus Master, including details of the music to be performed by the Choir in the coming Season.

(f) Recommendation by the Choir to the Guildford Borough Council for the appointment of a Chorus Master for the coming season.

(g) Appointment of an auditor.

(h) Any other business.

### **Procedure at Annual General Meetings**

15 (a) if any member wishes to propose a matter for inclusion in the agenda of an Annual General Meeting he shall send notice of such matter to the Chairman not less than 28 days before the meeting.

(b) any amendment to a recommendation in a Report or a motion included in the agenda shall be proposed and seconded before it is discussed;

(c) if an amendment is proposed it shall be disposed of before any other amendment is moved. If it is negatived a second amendment may then be moved and disposed of until no further amendment is proposed. If every amendment is negatived the original recommendation or motion shall then be put to the vote.

#### **Finance**

16 The financial year shall end on 30th April.

17 The bank account shall be held in the name of Guildford Philharmonic Choir and cheques shall be signed by the Hon. Treasurer and one other authorised member of the Committee.

18 The annual financial accounts shall be audited and submitted to the members of the Choir for adoption at the Annual General Meeting.

#### **Amendment of Rules**

19 Any of these rules may be amended by a two-thirds majority of the Choir members present at any Annual or Extraordinary General Meeting, provided that 14 days' notice of the proposed amendment(s) has been sent to all members.

Adopted May 1985

Rule 16 revised 1987

Rule 7 revised 1988

The Office of the Guildford Philharmonic Choir

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