

DERBY HOSPITALS CHOIR CONSTITUTION
(REVISED April 5th 2019)

1. The organisation will be known as “Derby Hospitals Choir”.
2. The objective of the choir is to raise funds for a designated health care organisation, charity or project by means of an annual Christmas Concert.
3. Membership of the choir will be open to all persons working and who have worked in the Derby and District Hospitals and their allied organisations. Membership is encouraged to include any other people who enjoy singing as part of a choir.
4. The choir will be administered by a committee comprising of three officers, namely a chairperson, treasurer and secretary, plus a minimum of nine other members all of whom shall be elected by the choir members present at an appropriate Annual General Meeting. Job titles may be given to committee members as and when the need arises.
5. The chairperson, treasurer and secretary will be elected for a term of four years but will be eligible for re-election upon completion of that term of office.
6. The chairperson will be elected by the committee.
7. Each year three committee members will retire by rotation but each one will be eligible for re-election if they indicate their willingness to continue.
8. Nominations for officers and committee members must be lodged in writing to the secretary by a proposer and seconder not later than one week before the Annual General Meeting and, if required, before any vote is taken, briefly introduce themselves with some indication of their interests in the work of the committee. If more nominations are received than vacancies available the election will be by ballot.
9. The committee has the power to co-opt additional and ex officio members at its discretion to act until the following Annual General Meeting.
10. Six committee members shall constitute a quorum.
11. The committee will meet a minimum of four times each year.
12. The chairperson will have a casting vote.
13. The Annual General Meeting will be held in April each year.

14. The beneficiary of the proceeds of the concert each year will be chosen by the committee.
15. The funds of the choir will be held in accounts at an approved and designated bank. The bank mandate will specify that the signature of any two of the three officers will be required for cheque payments and any other appropriate transactions. The choir funds shall only be used for the objective specified in Clause 2 of this Constitution. Any funds relating to social activities or members' general interest shall be clearly definable in the records and they shall be self financing.
16. The committee will have the power to retain sufficient funding for working capital.
17. The annual financial accounts will be prepared for the year ended 31st January and will be audited by a qualified independent body. These financial statements will be presented at each Annual General Meeting by the treasurer.
18. Should the choir disband the disposal of the net funds and property (e.g. sheet music, etc.) held in the choir name will be decided and allocated by the committee members in office at that time, but shall not be distributed among members. Failing full agreement the funds will revert to the last concert beneficiary.
19. The committee will have power to recommend, for approval by the members, the appointment of Honorary Life Member, or other suitable title, to any member or former member in recognition of long and outstanding services rendered by that person to the choir.
20. In extraordinary circumstances the committee may, at its discretion, make a temporary adjustment to these rules solely in order to continue the business of the choir, but subject to ratification at the following Annual General Meeting.