



## **RULES OF THE SOCIETY AT 19 SEPTEMBER 2016**

### **1. The Constitution and the Rules**

- 1.1. These Rules apply to the conduct of business of the Torbay Singers (“the society”).
- 1.2. The trustees of the society (“the trustees”) have made these Rules under section 12 of the society’s Constitution.
- 1.3. The trustees may change these rules by resolution at any duly convened committee meeting or by resolution passed according to Rule 2.4.

### **2. Management Committee and Music Director**

- 2.1. The members of the management committee (“the committee”) will be the Officers and four additional members to cover the following roles: Vice-Chairman, Librarian, Membership Secretary and Publicity Secretary.
- 2.2. The members of the society in a general meeting will elect the Officers. The members of the society in a general meeting will elect the number of additional committee members necessary to fill any vacancies. The committee will decide how to allocate the additional committee roles and the tasks of managing and administering the society between its members.
- 2.3. The committee will appoint by way of a letter of appointment and written contract a Music Director who will be an ex officio non-voting member of the committee and may attend all committee meetings in line with section 10(13) of the society’s Constitution.
- 2.4. A resolution in writing or electronic form agreed by all members of the committee entitled to receive notice of a meeting of the committee and to vote upon the resolution will be as valid and effectual as if it had been passed at a meeting of the committee duly convened and held. The resolution may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more member of the committee has signified their agreement in writing.

### **3. Terms for Trustees**

- 3.1. Trustees elected to the committee will be eligible for re-election for up to three three-year terms – that is, to serve up to nine consecutive years on the committee.
- 3.2. A member of the society who has previously served as a trustee for the maximum term under Rule 3.1 may offer themselves again for election no sooner than one year after the end of their previous term.

### **4. Activities**

- 4.1. In order to achieve the objects set out in its Constitution, the society will amongst other activities form a chamber choir from its members and present public concerts by that choir, performing with other artists as determined by the trustees having considered the advice of the Music Director.

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### **5. Membership of the society**

- 5.1. The trustees will consider applications for membership from any person interested in furthering the objects of the society who is able to participate as a singer within a chamber choir.
- 5.2. To be eligible to become a member, an individual will give such evidence of musical ability as the Music Director may require and pay the membership subscription in force at the time.
- 5.3. The trustees may refuse an application for membership if the Music Director advises that the applicant has not shown evidence of musical ability sufficient to participate as a singer in the society's chamber choir.
- 5.4. The trustees may from time to time suspend applications for membership in one or more voice parts of the choir in order to maintain a proper choral balance. The trustees will consider the advice of the Music Director in determining when to suspend applications.

### **6. Equal Opportunities**

- 6.1. No individual will be excluded from membership of the society or de-barred from any official capacity on the committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

### **7. Auditions**

- 7.1. Existing members of the society will be required from time to time to audition for the Music Director in order to demonstrate their level of musical ability. The committee will arrange auditions on a three-year cycle as follows: in year 1, altos and basses; in year 2, sopranos and tenors; in year 3 no auditions for existing members.

### **8. Membership Subscriptions**

- 8.1. The trustees will set annual subscription rates and specify acceptable payment methods and the dates by which payments must be made. The trustees will communicate these rates, methods and dates to existing members no later than one month after the beginning of the financial year to which the rates will apply.
- 8.2. Members will pay subscriptions in advance according to the rates and instalment payments in force.

### **9. Holding Income in Reserves**

- 9.1. The trustees may set aside income as a reserve against future expenditure in accordance with a written policy about reserves, which will be stated in each Annual Report.

### **10. Communication with Members**

- 10.1. The trustees may communicate with members on routine practical matters at scheduled rehearsals and by electronic communications.
- 10.2. The trustees will make all reasonable efforts to seek the views of members on matters affecting their participation in and support for the activities of the society. This will include but not be limited to: consultation at scheduled rehearsals; electronic communications including online polls.

### **11. Notices**

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11.1. Any notice required by the Constitution to be given to or by any person must be in writing or given using electronic communications.

11.2. The society may give any notice to a member either:

- personally; or
- by sending it by post in a prepaid envelope addressed to the member at his or her address; or
- by leaving it at the address of the member; or
- by giving it using electronic communications to the member’s address.

Rules of the Torbay Singers adopted at 19 September 2016.

Signed for and on behalf of the trustees

..... Susan Roach  
Signature Name