

The Constitution 2025

1. Name

The name of the organisation is Old Wives Lees Community Choir also known locally as OWL Choir

2. Aim

To run a community choir chiefly accessible to the community of Old Wives Lees and the remainder of the Parish which includes Chilham & Shottenden. To also welcome new members from nearby villages.

3. Values

To promote community cohesion and wellbeing of participants through the enjoyment of singing and provide inclusive and accessible singing opportunities for all abilities.

4. Objectives

To provide inclusive and accessible singing opportunities in the community.

To carry out activities of the choir without discriminating against any individual on any grounds, including race, religion, age, sexual orientation, physical or mental ability, and with respect for all members.

To receive monies and other forms of assistance only to further the aims of the choir.

5. Membership and Subscriptions

a) Membership is open to any individual over the age of 16. Children can attend and participate if they are accompanied by a responsible adult. Musical experience is not necessary, and auditions will not take place.

b) The Treasurer will keep a full record of all members and subscriptions paid.

c) Prospective members will join the choir by paying a fee for each term. First session attended is gratis.

d) The committee will decide the membership fee at the beginning of each year. The committee will be concerned with keeping the cost as low as possible for members.

6. Meetings

Practices and meetings will be held at the Village Hall, Old Wives Lees. Practices will be bi-weekly.

a) The Treasurer will email minutes of meetings to all members of the choir and the Musical Director.

b) Any proposed changes to the constitution or proposal to wind up the choir will be emailed to members at least 14 days before the meeting at which the proposal is to be discussed, except where a personal matter is discussed. Any other matters will be put to a vote at any meeting and decided by a simple majority of those present.

c) The Chair will have the casting vote wherever there is a tied vote.

d) The AGM will be held annually. The committee will ensure all choir members have written notice of the meeting no less than 14 days before it is due.

e) The business of the AGM will have standing items; these will include:

- Election of Committee Officers.**
- Financial report**
- Other Officers' and/or Committee reports – including Choir Leader's report**

f) A written notice of any extraordinary General Meeting and agenda will be emailed to all members no less than 14 days before the date of the meeting.

g) A general meeting can be called by the Founder or Musical Director at the request of the committee or by at least five members.

- h) Committee meetings can be called by the Founder or Musical Director or at least 3 committee members. The quorum for a committee meeting is 3 committee members, 2 of which need to be officers.**

7. Committee Officers & Members

- a) The committee will comprise:**
- **Founder/Chairperson (officer)**
 - **Treasurer-Secretary (officer):**
 - **Musical Director**
 - **Deputy Musical Director**
 - **Music Advisor**
 - **Media Manager & Music Librarian**
 - **Recruitment**
 - **Social and Events Secretary**
- b) Any member of the choir can volunteer to serve as a committee member, and all members will be expected to help with the running of the choir from time to time.**
- e) The committee can co-opt any member as a full committee member to fill an officer vacancy until the next AGM. Officers may stand for re-election.**
- f) The committee can establish working groups and sub-committees to deal with specific aspects of the running of the choir. Any working group must consist of at least two members. Any proposals made by the working group shall be subject to approval by the committee.**

8. Finance

- a)The choir will have a bank account in its name which will be maintained by the elected officers. All monies will be paid into that account. The Financial year will run from 1st December to 31st December.**
- b)There will be two signatories able to sign cheques, the Treasurer and Founder/Chairperson**
- c)The choir shall receive donations and grants in aid.**

d)The income and property of the choir whence so ever derived shall be applied solely towards promoting the object of the choir as outlined above and no portion shall be paid to any member(s) of the choir except in payment of legitimate expenses incurred on its behalf.

e)Each AGM will receive a financial statement for the preceding year.

9. Changes to the Constitution

a) Changes to the constitution can be made by the AGM or a general meeting called specifically for the purpose

b) Any member of the choir can propose and second a change to any other part of the constitution by writing to the Chair, at least 21 days before the meeting at which the proposal is to be discussed.

10. Dissolution

a) The choir can only be dissolved by a vote at a general meeting.

b) If the proposal to wind up the choir is passed, and after settling all proper debts and obligations the disposal of any remaining assets shall be decided by those at the dissolution meeting.

Position	Signature	Name (Printed)
Chair/Founder		
Secretary-Treasurer		
Musical Director		

**Deputy Musical
Director**