

# **RULES AND REGULATIONS OF THE BRISTOL CABOT CHOIR**

Registered with the Charity Commission No. 1162680

## **1. Purpose and application**

This document is intended to aid the day to day administration of the choir, and thus provides information additional to that which is required by the Charity Commission to be included within the Constitution of the Bristol Cabot Choir (the choir). It shall be read in conjunction with that Constitution, and nothing in this document shall contradict that Constitution. In the case of doubt, the Constitution shall always be accepted as definitive.

This document shall apply to all members of the choir.

## **2. Membership**

Membership of the choir shall be open to any person aged eighteen years or older who is interested in furthering the charitable objects of the choir, who has demonstrated appropriate musical ability as judged by the Musical Director, and who has paid the annual subscription at the appropriate rate as shall be determined by the Bristol Cabot Choir committee (the committee). With the exception of the minimum age requirement no individual shall be excluded from membership of the choir 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. Should the choir at any time decide to extend membership to those less than eighteen years of age, either as an *ad hoc* situation or as part of a formal apprenticeship or similar scheme, the committee shall ensure that all necessary actions related to safeguarding shall be in place, including such written policies and nominated persons as are from time to time required by legal and best practice guidance.

## **3. Subscriptions and other costs**

The annual subscription shall be £150, payable in September. Reduced subscriptions shall be available for those in full-time education or who have significant financial hardship, who should approach the Secretary in the first instance.

Music scores will normally be hired at no additional cost to the choir membership, but from time to time, purchase, particularly of compilations which may be used continually for some years, is undertaken, in which case members may be asked to make a contribution agreed by the committee to such costs, when they shall retain such scores for their own use.

#### **4. Attendance at rehearsals**

Attendance at rehearsals is obligatory, but the choir recognises the inevitability of occasional absence because of illness or conflicting business or social demands. All such absences shall be notified to the Secretary, and in the case of any member missing more than two rehearsals in any term, they shall inform the Musical Director, who will take a view as to whether or not that member may sing in the relevant performance. The Musical Director's decision shall be final.

#### **5. Officers and committee**

The management of the choir, including arrangements for concerts and other events, and the control of finance shall be by a committee consisting of the following officers; Chair, Secretary, and Treasurer, together with not fewer than three nor more than more than five other members.

The officers and other committee members shall be elected by and out of the choir's membership at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election, except where an officer or other committee member has held continuous office for three years, when they shall only be eligible for immediate re-election if no nomination for their replacement has been received.

The committee shall be the charity trustees. All members offering themselves for election to the committee must therefore be aware of, and fulfil, the statutory requirements for being a trustee.

The Musical Director may attend all committee meetings except those where his or her position is being considered, but shall not be eligible to be a trustee, nor shall have a vote at committee meetings.

#### **6. Support for other charities**

All choir members shall be asked, prior to the Annual General Meeting, to suggest local charities with an annual gross income of not more than £100,000 for consideration as the choir's 'Charity of the Year'. A representative of each charity thus suggested shall be invited to give a short presentation to the Annual General Meeting, at which all choir members present shall take part in a secret ballot to determine the successful charity.

In exceptional circumstances the committee may, in advance of the Annual General Meeting, recommend to choir members, giving their reasons, that a specific charity which does not meet these criteria should be considered. In such a case, members shall be invited to register any objections, and if any are received a secret ballot shall be undertaken.

A representative of the Charity of the Year shall be invited to address the audience at the choir's Christmas and Easter concerts, at which a retiring collection shall be held, the proceeds going direct to that charity, to be used at the discretion of the trustees of that charity. The committee may, at the end of each financial year, bearing in mind the financial state of the choir, decide to make an additional contribution to that charity direct from the choir's own funds.

## **7. Communication**

The committee shall produce an occasional newsletter to be electronically circulated to the choir members as and when deemed necessary, giving details of rehearsal schedule, concert arrangements etc. The Chair shall additionally make any relevant announcements during rehearsals.

Any choir member is welcome to approach a committee member for information during rehearsals; that committee member shall endeavour to respond fully at that time or after consulting other committee members. Any formal request for consideration by the committee shall be addressed to the Secretary using the contact details on the choir website.

## **8. Changes to the Rules and Regulations**

Whilst the intention shall be to minimise the frequency and nature of any changes being made to this document, it may at any time be changed by a quorate meeting of the committee. Any such changes shall be circulated in the newsletter, and formally notified to the choir at the AGM.

The current Rules and Regulations document shall, together with the Constitution document, be available on the choir website.

Martin H Morse  
Secretary, Bristol Cabot Choir  
3rd August 2015