



Procedure rules

1 PRECEDENCE

In the event of any conflict between these rules and the Constitution, the Constitution shall take priority.

2 MEMBERSHIP

- a) Individuals shall be eligible for membership provided they demonstrate musical ability to the standard required by the Musical Director at audition.
- b) Existing members may be required to participate in voice appraisals from time to time.
- c) Annual membership fees shall be determined by vote at an Annual General Meeting.
- d) Members must pay the membership fee for a full year, whether in instalments or by a lump sum payment.
- e) The Treasurer and Membership Secretary jointly shall have the power to vary the membership fee and waive the requirement in Section 2d) above, to meet the needs of any member who faces significant temporary financial difficulties.
- f) In applying Clause 9 (4)(b)(iii), the trustees shall only terminate the membership of an individual on a unanimous vote, with the exception of the individual concerned, if a trustee, and any trustee making or connected with any complaint against the individual.

3 TRUSTEES AND OFFICERS

- a) Members standing for appointment as a charity trustee may stand for an officer role, or may stand as an ordinary trustee

- b) The officer roles shall be:

Chair
Secretary
Treasurer
Membership Secretary

- c) The trustees shall agree and keep under review officer role descriptions and a generic role description for other trustees and will publish to members the

role descriptions for officers to be appointed at least 14 clear days before an Annual General Meeting at which the appointments are to be made.

- d) Nominations for appointment as Trustees shall require a member to nominate and another member to second the appointment. Nominations must be made in writing and given to the Secretary at least seven clear days before the Annual General Meeting.

4 MUSICAL DIRECTOR

- a) The trustees shall appoint a Musical Director and an accompanist. The accompanist may also be appointed as Assistant Musical Director.
- b) The fees of the Musical Director shall be reviewed annually and must be agreed by the Trustees in the light of the outcome of an annual appraisal.
- c) The fees of the accompanist/Assistant Musical Director shall be reviewed annually and must be agreed by the trustees, advised by the Musical Director.

5 GUIDING DOCUMENT AND CODE OF CONDUCT

- a) There shall be a Guiding Document which specifies the principal benefits and responsibilities of membership of the charity and a Code of Conduct setting out in detail the obligations and expectations of members of the charity.
- b) The trustees shall keep the Guiding Document and Code of Conduct under review.
- c) The Guiding Document and Code of Conduct shall require the approval of the membership by resolution at a general meeting.

6 POLICIES

The trustees shall agree and keep under review the following policies, ensuring that they comply with the relevant legislation:

Equal Opportunities
Safeguarding
Data Protection
Health and Safety
Business Continuity
Organisational Risk
Complaints

7 MEETINGS OF TRUSTEES

- a) The trustees collectively shall be referred to as the Board of Trustees.
- b) The Board of Trustees shall meet at least three times per year.
- c) The Board of Trustees shall decide, at each meeting, whether any element of the minutes should be confidential to the trustees.

- d) The non-confidential minutes of the meetings of the Board of Trustees shall be published to the membership on the charity's website.

8 FINANCE

- a) The financial year shall end on 31st July.
- b) A bank account shall be opened and maintained by the trustees. At least two trustees must authorise any payment from the bank account.
- c) No direct or indirect payment shall be made to a member except in payment of legitimate expenses incurred on behalf of the charity. Any payment to a member in excess of £50 must be authorised by three trustees, not including the member receiving the payment if he/she is a trustee.

9 ACCOUNTABILITY OF TRUSTEES TO MEMBERS

- a) The trustees shall submit an annual report and a statement of accounts for the preceding financial year to each annual general meeting.
- b) The trustees shall propose the appointment of an independent examiner of the annual accounts for approval at each annual general meeting.

10 AMENDMENT TO THESE RULES

Any amendment to these rules shall require a resolution at a general meeting of the members passed by a majority of two thirds of the votes cast at the meeting.

DOCUMENT HISTORY

Version	Approved by General Meeting	Summary of changes
1	23 October 2018	First approval
2	19 November 2019	Section 2 amended
3	18 October 2022	Section 3 amended