

LANCASTER SINGERS Charity No. 1099551

THE CONSTITUTION

DOCUMENT 'A'

31st May 2016

At a Special General Meeting of members of Lancaster Singers duly convened and held on 31st May 2016 the undermentioned resolution was passed unanimously.

Resolution

That the Constitution of Lancaster Singers [dated 3rd December 2002] be amended by adopting the provisions contained in the document marked 'A' accompanying the notice of meeting.

Signed



Chairman, Lancaster Singers
6th June 2016

Record of Amendments		
Date	Paragraph	Amendment
20 th October 2020 at the AGM	10 b (i)	Change to wording. 'greater' replaced by 'lesser'.

LANCASTER SINGERS Charity No. 1099551

THE CONSTITUTION

Document 'A'

as amended on 31st day of May 2016
with a minor amendment on 20th day of October 2020 (Para. 10 b (i))

1. TITLE

The name of the Society shall be the Lancaster Singers, hereinafter referred to as the Society.

2. OBJECTS

The objects of the Society shall be to educate the public in the arts and sciences, in particular, the art and science of music in the presentation of concerts and other activities.

3. MEMBERSHIP

The Members of the Society shall be those persons who pay the annual subscription at the appropriate rate or rates as shall be determined by the Committee, the subscription being payable by the date of each Annual General Meeting or by standing order payments put into effect prior to each Annual General Meeting, and (in the case of performing Members) who shall provide such evidence of musical ability as the Committee may require.

4. OFFICERS AND TRUSTEES

(a) The Society shall have the following officers:

- i. A chair;
- ii. A secretary;
- iii. A treasurer.

(b) The Society and its property shall be managed and administered by a Committee comprising the officers and other Members elected in accordance with this constitution. The officers and other Members of the Committee shall be the Trustees of the Society and in this constitution are together called 'the Trustees'.

(c) The Trustees shall meet at least four times in any year.

(d) A Trustee must be a Member of the Society.

(e) The number of Trustees shall be not less than three but (unless otherwise determined by a resolution of the Society in general meeting) shall not be subject to any maximum.

5. APPOINTMENT OF TRUSTEES

(a) The Society in general meeting shall elect the officers and the other Trustees.

(b) The Trustees may appoint any Member who is willing to act as a Trustee. They may also appoint Trustees to act as officers where an office is vacant.

(c) Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.

(d) The appointment of a Trustee, whether by the Society in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.

6. DELEGATION

- (a) The Trustees may delegate any of their powers or functions to a sub-committee of three or more Trustees but the terms of any such delegation must be recorded in the minute book.
- (b) The Trustees may impose conditions when delegating, including conditions:
 - (i) that the relevant powers are to be exercised exclusively by the sub-committee to whom they delegate;
 - (ii) stipulating the amount of expenditure to be authorised or to be incurred by the sub-committee
- (c) The Trustees may revoke or alter a delegation.
- (d) All acts and proceedings of any sub-committees must be fully and promptly reported to the Trustees.

7. FINANCE

- (a) The financial year shall end on 31st July.
- (b) A bank account shall be continued in the name of the Society and cheques shall be signed by any two of the following officers:
 - (i) Chair;
 - (ii) Secretary;
 - (iii) Treasurer.
- (c) The Society may receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events may be offered for sale to the public.
- (d) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any Member or Members of the Society except in payment of legitimate expenses incurred on behalf of the Society.
- (e) In the event of the winding-up or dissolution of the Society any remaining assets after all liabilities have been discharged shall not be paid or transferred to any Member or Members of the Society but shall be transferred to a charitable organisation whose objects are similar to those of the Society and whose rules preclude the distribution of income and assets among its Members.

8. ACCOUNTS, ANNUAL REPORT, ANNUAL RETURN

- (a) The Trustees must comply with their obligations under the Charities Act 2011 and any Act or Acts amending or replacing it with regard to the keeping of accounting records, preparation of annual accounts and transmission to the Charity Commission together with the Annual Report and Annual Return.
- (b) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Charity Commission.

9. GENERAL MEETING

- (a) Within three months of the end of each financial year the Members shall be summoned to an Annual General Meeting of which at least 14 clear days' notice in writing shall have been given.
- (b) All general meetings other than annual general meetings shall be called special general meetings.
- (c) The Trustees may call a Special General Meeting at any time.
- (d) The Trustees must call a Special General Meeting if requested to do so in writing by at least 10 Members or one tenth of the Membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty-eight days of the request, the Members may proceed to call a Special General Meeting but in doing so they must comply with the provisions of this constitution.
- (e) The minimum period of notice required to hold any general meeting of the Society is fourteen clear days from the date on which the notice is deemed to have been given.

- (f) A general meeting may be called by shorter notice, if it is so agreed by all the Members entitled to attend and vote.
- (g) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- (h) The notice must be given to all the Members and to the Trustees.

10. QUORUMS

- (a) No decision shall be made by a meeting of Trustees unless a quorum is present.
 - (i) A quorum for a Trustees' meeting is three or the number nearest to one third of the total number of Trustees, whichever is the greater.
- (b) No business shall be transacted at any general meeting unless a quorum is present.
 - (i) A quorum for a general meeting is twenty-one Members entitled to vote upon the business to be conducted at the meeting, or 30% of the total Membership at the time, whichever is the ~~greater~~ lesser¹.

11. NOTICES

- (a) Any notice required by this constitution to be given to or by any person must be either in writing or given using electronic communications.
- (b) A Member present in person at any meeting of the Society shall be deemed to have received notice of the meeting and of the purposes for which it was called.

12. RULES

- (a) The Trustees may from time to time make Rules for the conduct of their business.
- (b) The Society in general meeting has the power to alter, add to or repeal the Rules.
- (c) The Rules may regulate the following matters but are not restricted to them:
 - (i) the admission of Members of the Society and the rights and privileges of such Members, subscriptions and other fees or payments to be made by Members;
 - (ii) the procedure at general meeting and meetings of the Trustees in so far as such procedure is not regulated by this constitution;
 - (iii) the keeping and authenticating of records;
 - (iv) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- (d) No Rule shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.
- (e) The Rules shall be binding on all Members of the Society.
- (f) The Trustees must adopt such means as they think sufficient to bring the Rules to the notice of Members of the Society.

13. AMENDMENTS

The constitution may be amended by a two-thirds majority of the Members present at an Annual General Meeting or Special General Meeting; provided that notice of the proposed amendment has been sent to all Members in accordance with Clause 9 (e) of this Constitution and provided also that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a Charity.

- End -

Note: A PDF of this document was uploaded to the Charity Commission website on 31st October 2020

¹ Paragraph 10 b (i): Amendment to the wording: 'greater' replaced by 'lesser'. Passed by the Members in the AGM on 20th October 2020.