

THE FEDERATION OF CATHEDRAL OLD CHORISTERS' ASSOCIATIONS



RULES OF THE FEDERATION (2010 Revision)

1. DEFINITIONS

- (a) The Federation shall be named "The Federation of Cathedral Old Choristers' Associations."
- (b) An Affiliated Association shall be an Association of ex-choristers affiliated to the Federation by virtue of Rule 4d.
- (c) A Federation Delegate shall be the appointed ex-chorister representative of an Affiliated Association and this definition shall include an ex-chorister member of one such Association acting as an appointed representative of another Affiliated Association to vote on its behalf as its proxy.
- (d) The Executive Committee shall be the Chairman, the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer, the Publications Editor, the Marketing Officer, two Federation Delegates nominated by the Affiliated Associations sponsoring the next two Annual Festivals as at the date of the Annual General

Meeting and four Delegates representing the Affiliated Associations.

- (e) "The Independent Financial Examiner" for the purposes of Rule 6 and Rule 16 shall be an independent firm of qualified accountants (appointed annually at the Annual General Meeting) who shall review the annual accounts and certify them as being in accordance with the books and records of the Federation.
- (f) Any liability reasonably, properly and necessarily incurred by the Federation Executive or the Officers of the Federation in carrying on the business of the Federation will be made good by the Federation, and the members of the Executive and the Officers are fully indemnified by the Federation in respect of any such liability.

2. OBJECTS

- (a) To further the love of Cathedral Choral services and Christian worship.
- (b) To bring Affiliated Associations into closer touch with one another, and to promote their interests and welfare.
- (c) To encourage the formation of ex-chorister Associations where such do not exist.
- (d) To hold an Annual Festival in the home town or city of an Affiliated Association.
- (e) To issue, at least once a year, an official publication.

3. AMENDMENTS TO THE RULES

- (a) Shall only be made at an Annual General Meeting (hereinafter referred to as an A.G.M.) or Special General Meeting (hereinafter referred to as an S.G.M.) (See Rules 6 & 7).

(b) Copies of the Amendments shall be sent to the Honorary Secretary of each Affiliated Association as soon as possible.

4. MEMBERSHIP

(a) PATRONS: By invitation of the Executive Committee, subject to the approval of an A.G.M. or S.G.M. The Archbishops of Canterbury, York, Wales, Armagh and Dublin, and the Primus of the Scottish Episcopal Church shall be invited as a matter of course.

(b) PRESIDENT: The Ordinary of the Foundation (as defined in Rule 4d), related to the Affiliated Association sponsoring an Annual Festival shall, on the nomination of the sponsoring Affiliated Association, be invited to hold this office during the ensuing Festival Year.

(c) VICE-PRESIDENTS: Any nomination must be made in writing to the Honorary Secretary of the Federation, not made publicly at any meeting and must be discussed by the Executive Committee before any approach is made to the person concerned. Vice Presidents will be invited to attend meetings of the Executive Committee but will not have a vote at the meetings.

(d) AFFILIATED ASSOCIATIONS: The Federation shall be open to any Association of ex-choristers of any of the following Foundations, namely: Cathedrals, Chapels Royal, Collegiate Churches, College Chapels of Oxford and Cambridge, churches that have an active old choristers' association for young ex choristers and such other Choral Foundations as may from time to time be recommended by the Executive Committee for affiliation to the Federation.

5. SUBSCRIPTIONS

(a) shall be at an annual rate fixed at an A.G.M. or S.G.M., such rate to apply from the beginning of the next Financial Year (See Rule 20).

(b) Affiliated Associations shall be informed of any proposed change in Annual Subscription in the Agenda for the appropriate A.G.M. or S.G.M. (See Rule 6).

6. MEETINGS

The dates of meetings shall be fixed by the Executive Committee and shall consist of the following types:

(a) ANNUAL GENERAL MEETING

The Honorary Secretary, giving six weeks' notice, shall call an A.G.M. which shall normally be held early in the Financial Year (Rule 20). The notice shall include the Agenda, nominations for Honorary Officials and Independent Financial Examiner, and motions and other matters of which Affiliated Associations have given due notice. The following business shall be conducted:

(i) The presentation, and if approved, the adoption of the Honorary Secretary's Annual Report.

(ii) The presentation, and if accepted, the passing of the previous financial year's accounts duly certified by an Independent Financial Examiner (see Rule 1e)

(iii) The election of all Honorary Officials and the appointment of the Independent Financial Examiners for the current financial year's accounts.

(iv) Confirmation of the venue, dates and arrangements for the ensuing year's Festival.

(b) SPECIAL GENERAL MEETING

The Honorary Secretary, giving five weeks' notice, shall call an S.G.M. only on the request in writing of at least six Affiliated Associations.

(c) EXECUTIVE COMMITTEE MEETINGS

Three weeks' notice of Executive Committee Meetings shall be given by the Honorary Secretary and the Committee shall meet at least twice a year.

7. MOTIONS

(a) Any Affiliated Association or Federation Delegate desirous of having a motion or matter considered at an A.G.M. or S.G.M. shall give notice thereof in writing to the Honorary Secretary of at least two weeks in advance of the Honorary Secretary's notice convening

(i) an A.G.M. as prescribed by Rule 6a, or

(ii) an S.G.M. under 6b

(b) Any motion submitted at an A.G.M. or S.G.M. shall be declared to be carried if two-thirds of the votes cast are in favour.

(c) At an A.G.M. or S.G.M. the Chairman of the meeting may require any Federation Delegate present and wishing to vote to produce a voting card or appropriate written evidence of his appointment to represent an Affiliated Association and/or to vote on its behalf as its proxy.

8. QUORUM

(a) A.G.M. or S.G.M. One-third of Affiliated Associations.

(b) Executive Committee Meetings. Five Committee Members.

9. EXPENSES

The ordinary expenses incurred in the management and organisation of the Federation shall be borne out of Federation Funds.

10. NOMINATIONS

(a) Nominations for Honorary Officials submitted by an Affiliated Association must be received by the Honorary Secretary in writing at least two weeks in advance of the Honorary Secretary's notice convening an A.G.M. or S.G.M. as prescribed by Rule 6.

(b) If at the A.G.M. there is a single nomination of an Office the sole nominee shall be elected to that Office without a vote being taken.

(c) If at the A.G.M. there is more than one nomination for an Office a Ballot shall be held.

11. THE BALLOT

(a) One Ballot Paper shall be issued to each Federation Delegate.

(b) The Office shall be filled by the nominee receiving the majority of votes.

(c) Any Federation Delegate present at an A.G.M. and wishing to vote in a Ballot may be required by the Chairman of the Meeting to produce a voting card and, if necessary, appropriate evidence of his appointment to represent an Affiliated Association and to vote on its behalf as its proxy.

12. CASUAL VACANCIES/APPOINTMENTS

(a) The Executive Committee shall have the power to appoint a successor from members of Affiliated Associations to fill a vacant Office until the next A.G.M.

(b) The Executive Committee shall also have the power to co-opt members of Affiliated Associations to assist in the transaction of its business from time to time as may seem expedient or necessary. Such co-opted members shall serve in that capacity until the A.G.M. next following their appointment. Any persons co-opted onto the Executive Committee will not have a vote at meetings.

13. THE CHAIRMAN

The Chairman shall be elected annually. If, however, he be re-elected for five consecutive years, he shall then stand down and shall not be eligible for re-election as Chairman until a further year has elapsed.

14. THE HONORARY SECRETARY

The Honorary Secretary shall:

- (a) Keep Minutes of all meetings, and shall supply a summary of the Minutes of the A.G.M. or S.G.M. to all Affiliated Associations.
- (b) Call the Meetings.
- (c) Conduct the Federation's correspondence.
- (d) Keep a record of the names, addresses and telephone numbers of members of the Executive Committee, and Honorary Secretaries of all Affiliated Associations, and Associated Members.
- (e) Perform such other duties as may devolve upon him from time to time.

15. THE ASSOCIATION DELEGATES

Up to four Delegates representing the Affiliated Associations may be elected to sit on the Executive Committee, each for a term of two years. To ensure an overlap, only two Delegates will be elected at the AGM each year. They will liaise between the Associations and the Executive Committee and report to Association Delegates at each A.G.M.

16. THE HONORARY TREASURER

The Honorary Treasurer shall keep proper and sufficient accounts of the Federation funds, and shall present at each meeting a Statement of Accounts, and to the A.G.M. the previous financial year's accounts duly certified by an Independent Financial Examiner (see Rule 1e).

17. THE PUBLICATIONS EDITOR

The Publications Officer shall be responsible for all publications, one of which shall be "the magazine of the Federation of Cathedral Old Choristers' Associations". This should contain:

- (a) An Editorial

- (b) Association Notes
- (c) A list of names etc., as in Rule 14 d.
- (d) An account of the last Federation Festival
- (e) Details of the next impending Federation Festival and A.G.M.
- (f) Association Re-union dates
- (g) Other relevant articles of interest.

18 THE MARKETING OFFICER

The Marketing Officer shall be responsible for the Federation Shop. This shall involve:

- a) The selling of goods, keeping stock records and submitting a yearly stock take report to the Hon Treasurer.
- B) The development of new lines and the ordering of stock upon approval of the Executive Committee.
- c) Making arrangements for setting up and managing the Shop at Festivals and AGMs and supplying FCOCA Shop Leaflet.
- d) Issuing numbered membership cards and keeping a database of all Federation Members and Associate Members.
- e) Producing publicity material for distribution to all new members informing of the function of the FCOCA
- f) Liaising with the Publications Editor re Sales of OACs to Cathedral Shops

19. CHANGE OF ADDRESS

Executive Committee members and Honorary Secretaries of Affiliated Associations shall inform the Federation's Honorary Secretary immediately of any change of address.

20. THE FINANCIAL YEAR

The Financial Year shall be from 1st January to 31st December.



Richard Belton
Honorary Secretary
May 2010