

Guidelines on how to form an Old Choristers' Association

Version Two



Scoca

Introduction

The document below is the Constitution of the Guildford Cathedral Choir Association (CGCCA) and is reproduced here with kind permission of the Association. It was amended in September 2011 to comply with the requirements of the HMRC to enable gift aid to be claimed although the Association is not a registered charity. The two key clauses in this respect are the objects (2) and alterations clauses (10).

When forming or re-forming an Association it is recommended that a group of potential members get together to debate and agree the rules of their new Association.

These guidelines / recommendations are not absolute but it is strongly recommended that all the following subject areas should be discussed and "drafted into" or "formally excluded" from a set of rules. Some of these subject areas are more obvious than others but are given as a prompt / check list for consideration.

When agreed these could be incorporated into a handbook or constitution which could be formally adopted at a Special Meeting or Annual General Meeting of the Members of the Association.

1. TITLE

The Association shall be called "The Guildford Cathedral Choir Association" (GCCA).

2. OBJECTS

Guildford Cathedral Choir Association is governed by a constitution that was amended on September 17th 2011. Its objective is to advance the education of the public in the art and science of English cathedral music by supporting and furthering the provision of this music by organists, Lay clerks, the Guildford Cathedral boys' choir and the Guildford Cathedral girls' choir, thus helping to ensure that its tradition is maintained and developed as part of the Cathedral's worship and heritage.

3. PATRON

The Patron of the Association shall be the Bishop of Guildford.

4. OFFICERS

The Officers of the Association shall consist of:

President who shall be the Dean of Guildford as Ex Officio President.

Vice Presidents - Barry Rose, Philip Moore, Andrew Millington and Residentiary Canons of the Cathedral. Chairman, Honorary Secretary, Honorary Treasurer, Precentor (ex officio) Organist (ex officio) and not less than three committee members.

For any meeting four persons shall form a quorum.

5. ELECTION OF OFFICERS AND ANY ADDITIONAL VICE PRESIDENTS

Elections shall be made at the AGM of the Association. The Chairman, Honorary Secretary and Honorary Treasurer shall retire from office each year but shall be eligible for re-election.

6. ELECTION OF COMMITTEE

The Committee shall be elected to serve for three years, but thereafter will be eligible for re-election. The Committee shall have power to co-opt members to assist them in the administration of special functions where necessary.

7. MEMBERSHIP

Any person shall be eligible for membership who has been a choir member or organist. Current adult members of the choirs, including the organists, are also eligible for membership. The Committee has the authority to invite persons closely connected with the choir to be Associate Members. The Committee shall have the power to confer Honorary Membership at its discretion.

Old Choristers of other Cathedrals may be elected as associate members. Associate members shall be entitled to attend the meetings and functions of the Association but shall not be eligible to serve on the Committee or have voting powers at the Annual General Meeting or at any other meeting.

8. MANAGEMENT

The Committee shall elect its own Vice-Chairman who may also preside at General Meetings of the Association (in the absence of the Chairman). The Committee shall meet at least once a year in addition to the AGM.

9. SUBSCRIPTIONS

Subscriptions shall be paid annually, at a rate which shall be agreed at each AGM.

10. ALTERATION OF CONSTITUTION

The Constitution of the Association shall not be altered or added to except at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose, for which the Hon. Secretary shall give at least twenty one days notice. No Amendments to the constitution can be made that would alter in any way the objects of the Association or its charitable purposes.

11. ANNUAL REUNION

The Annual Reunion of the Association shall be held in the Autumn and shall consist of the AGM and Evensong in the Cathedral and such other activity as may be found acceptable.

12. GENERAL MEETINGS

The AGM shall be held in the Autumn of each year.

Extraordinary General Meetings may be called at any time for any specific purpose and members shall receive at least 21 days clear notice of such a meeting and the agenda. It shall be requisite for the Committee to call such a General Meeting on the written demand of at least seven members. No matters other than those for which the Meeting has been called may be discussed at an Extraordinary General Meeting. For any meeting four persons shall form a quorum.

13. ACCOUNTING. Etc.

A Banking Account shall be kept in the name of the Association.

The Honorary Treasurer shall be required to keep all accounts of receipts and expenditure and to produce a balance sheet to be presented with his report at the AGM.

The accounts and balance sheet shall be audited by an Honorary Auditor to be elected each year at the AGM.

Withdrawals of money shall be signed by two of the following: Chairman, Honorary Secretary, Honorary Treasurer and Organist.

14. NON-PAYMENT OF SUBSCRIPTIONS

Members whose subscriptions have been in arrears for a period of two years shall be notified by the Hon. Secretary in writing that their membership has lapsed and that their names shall be deleted from the list of members.

15. THE COMMITTEE

The Committee has full power to superintend and conduct the business of the Association according to the constitution thereof and shall in all things act for and in the name of the Association. Every issue shall be decided by a majority of votes and if the votes are equal the Chairman, or in his absence the Vice-Chairman, shall have the casting vote.

The Committee may deny membership to, or expel any members whose conduct, either within or outside the Association shall in the opinion of the Committee render them unfit for membership.

The Committee shall have the power to deal with any matter not covered by this constitution.

September 2011