



Bedford Modern Singers

TITLE

The choir will be known as The Bedford Modern Singers

OBJECTIVES

1. The objectives shall be:-
 - (a) A mixed not for profit SATB adult choir welcoming singers of all abilities with no auditions and no requirement to read music.
 - (b) To facilitate social interaction between OBMs, staff, parents and, friends of Bedford Modern School by meeting together for an uplifting evening of fun and song
 - (c) To engage with the local community by singing at events which support local and national charities
 - (d) To participate in performances at festivals or local concerts
 - (e) To sing a wide range of song styles both accompanied and a capella
 - (f) To meet during term times as agreed with by the Director of Music at BMS

MEMBERSHIP

2. The membership shall consist of any OBM, staff member, parent or friend of BMS who can join without audition. The membership fee will be set each year at the AGM in line with current costs.
3. Membership fee for 24/25 = £150

COMMITTEE

4. The business of the Choir shall be managed by a Committee of:
 - (a) Chair, Secretary and Treasurer ("the Officers") – elected at AGM
 - (b) Up to 5 other members and no less than 3 ordinary members
5. The Committee may appoint, within the ordinary members, a number of other positions as required, for example events secretary, publicity officer etc.
6. The Committee shall have the power to invite individuals to meetings on an ad hoc basis in recognition of their specialist knowledge or expertise.
7. Meetings of the Committee shall be held as required but usually at least one meeting shall be held per term. At all Full Committee meetings a third of members, at least two of whom are office holders, shall form a quorum.
8. Each member of the Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have a casting vote in the event of a tie.



9. In consultation with the Secretary and Treasurer, the Chair shall have executive authority to act on the Committee's behalf.

ELECTION OF OFFICERS

10. The Officers of the Choir shall be elected at the AGM.
11. All nominations for the offices of Chair, Secretary and Treasurer, must be received in writing by the Secretary 14 days before the date of the AGM. All nominations must be proposed and seconded.
12. If more than one nomination is received for any of the Officer positions in paragraph 4 (a) a ballot shall be held and each member of the Choir present shall be entitled to one vote in respect of each vacancy.
13. The Officers shall be elected for 1 year.
14. The re-election of Officers will be conducted where possible on a rolling basis to ensure continuity of the Committee.
15. Should an Officer retire during their term of office, the Committee shall appoint a temporary Officer to serve until the next AGM. They shall be eligible for re-election at the next AGM. In the event of the Chair retiring during their term of office, then either the Treasurer or Secretary shall be appointed Chair until the next AGM.

ELECTION OF ORDINARY MEMBERS

16. Nominations for Ordinary Members of the Committee must have the consent of the nominee and may be received in advance in writing by the Secretary or made in writing from the floor of the AGM. If the number of nominations exceed the number of vacancies, a ballot shall be held and each member of the Choir present shall be entitled to one vote.
17. Ordinary members shall be elected for a three year term of office, and shall only be eligible for re-election for a subsequent term provided that they are still members of the choir.
18. Should a Member cease to be a parent/guardian of a pupil at the School during their term of office, then their term of office will come to an end.
19. The Committee will have the power to co-opt a member to fill a vacancy occurring between AGMs. The co-opted member shall retire at the next AGM but shall be eligible for re-election provided that they are still parents/guardians of pupils at the School.
20. A member of the Committee failing to attend three consecutive meetings may be deemed to have retired from the Committee. The Secretary of the Committee shall however approach the member in the first instance to determine if any exceptional circumstances prevent their attendance.
21. A motion of no confidence in a member of the Committee may be passed at any committee meeting thereof, provided that full notice of the motion is circulated with the Agenda.
22. If a motion of no confidence is passed by a two-thirds majority of those present and voting, the subject of the no confidence motion shall be deemed to have resigned with immediate effect.

ANNUAL GENERAL MEETING

23. The AGM shall be held every year following the end of the summer term and before the start of the Autumn term.



24. The AGM will be chaired by the Chair of the choir. If the office of Chair is vacant then another Officer will take the Chair.
25. All members shall be notified not less than four weeks in advance of the date fixed by the Committee for the AGM. The agenda shall be made available to Members at least seven days prior to the date fixed for the AGM.
26. The business of the AGM shall be conducted in the following order:
 - (a) A report of the work of the Committee
 - (b) Approval of the accounts of the Choir
 - (c) Any resolutions submitted by members of the Choir
 - (d) Elections of the Officers and the Ordinary Members, where required
27. Members wishing to raise items of business at the AGM must inform the Secretary not less than 14 days in advance of the date fixed for the Meeting. In the event of the notice being received out of time, it shall be at the discretion of the Chair and Secretary as to whether the matter shall be included on the Agenda for the Meeting.

EXTRAORDINARY GENERAL MEETINGS

28. An Extraordinary General Meeting ("EGM") of the choir can be called at any time, within 28 days of the receipt by the Secretary of a request, in writing, signed by at least 10 members of the Choir, or by a resolution of the Committee, stating fully the reasons for such a meeting.
29. The Secretary shall give 7 days' notice of an EGM and will specify the purpose for which such a meeting has been called.

ALTERATIONS TO THE CONSTITUTION

30. No alteration to, or amendment of, or addition to, this Constitution shall be made, except at an AGM or an EGM called for the purpose and shall be carried by the votes of two thirds of the members' present at such a meeting. When any alteration of the Constitution is proposed, the full details shall be given to the Secretary 14 days before the notification of the appropriate meeting is due.



DISTRIBUTION OF FUNDS

31. The methods used to raise and allocate funds shall be at the sole discretion of the Committee.

DISSOLUTION

32. In the event that the Choir dissolves, any remaining funds should be distributed. It will be the role of the Committee, on dissolution, to distribute such funds in keeping with the principles of the Choir and to close all Bank Accounts.

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34.

Appendix to Constitution

ROLES OF OFFICE HOLDERS

CHAIR

1. The Chair shall, in conjunction with the Secretary compile the agenda for meetings of the Committee, take the chair at those meetings and ensure that the decisions of the meetings are conveyed to the Director of Music and the Conductor
2. The Chair will take the chair at the Annual General Meeting.
3. The Chair, on retirement from office, shall hand over to the incoming Chair (or the Secretary) all records etc belonging to the Choir.

SECRETARY

4. The Secretary shall convene meetings of the Committee and in conjunction with the Chair compile and circulate the agenda for those meetings. He/she will take minutes of all meetings, and conduct correspondence of the Choir.
5. The Secretary will also keep a register of all members of the Committee.
6. The Secretary shall act on all occasions under the direction of the Committee.
7. The Secretary, on retirement from office, shall hand over to the incoming Secretary (or Chair) all records etc belonging to the Choir.



TREASURER

8. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Choir.
9. The Treasurer shall receive all monies belonging to the Choir from whichever source derived, for which he/she shall be held responsible, and shall pay all the accounts of the Choir as directed by the Committee, shall keep a debit and credit account.
10. The Treasurer shall ensure that withdrawals from the Choir's funds will be made against the signatures of two named Committee members and that the lists of signatories is kept accurate.
11. The Treasurer shall act on all occasions under the direction of the Committee.
12. The Treasurer, on retirement from office, shall hand over to the incoming Treasurer (or Chair) all records and cash belonging to the Choir.