

# Laetare Singers

## *Constitution Rules agreed at the AGM on 21 January 2024*

- 1 The Society shall be called “ Laetare Singers.”
- 2 The object of the Society is to promote residential courses and day-schools for choral singing.
- 3 The business of the Society shall be conducted by a Committee consisting of a Chairperson, a Treasurer, a General Secretary, a Winter Event Secretary, a Summer Event Secretary, a Choral Day Secretary, and a Librarian.

These Officers shall be elected annually at the Annual General Meeting (AGM), and may serve for no more than five consecutive years at a time, unless this results in more than two Committee members being forced to retire at the same time.

It shall be permissible for no more than one committee member, but not the Chairperson, to hold two posts on the committee simultaneously, though casting only a single vote. The tenure of both posts would end on expiry of the earlier term, at which time, nomination would be permitted for re-election at the AGM to enable completion of a full tenure period for the second post.

Sharing of a post between two people, both as equal individual voting members of the committee, may also be permitted.

The Committee may co-opt not more than two additional members, for a period of up to 12 months each. Such members shall have equal individual voting rights.

The quorum at Committee meetings shall be four officers.

- 4 A President may be elected at an AGM, on the nomination of the Committee. A President is an Honorary Life Member.
- 5 Musical Directors shall be appointed by the Committee. They should consult with the relevant Secretary about the musical programme of the Society, and will be paid a fee as agreed by the Committee.
- 6 The funds of the Society shall be used solely for the object of the Society as stated in rule 2.

No Member of the Society shall receive any payment, direct or indirect, for anything except reasonable expenses in the Society’s work, but which may include payment of an appropriate fee for professional auditing of the annual accounts, if the auditor happens also to be a member.

- 7 The Treasurer shall keep banking accounts for the Society as approved by the Committee, and shall keep a full record of the Society’s finances.
- 8 The Chairperson shall chair meetings wherever possible. In the event of absence, the chair shall be taken by the member present who is next in order in rule 3. The Chairperson shall have a vote and a casting vote.
- 9 The AGM will be held annually every January, either in-person at the Winter Course venue, or on-line. Nominations of Officers and notice of matters for discussion must be

# Laetare Singers

communicated to the General Secretary not less than 6 weeks before the meeting. The accounts of the previous financial year, the Treasurer's and Events Secretaries' reports shall be presented at the meeting, and the officers shall be elected. The quorum for an AGM shall be 25 members.

- 10 All members shall be circulated by e-mail with details of the AGM, Agenda and supporting papers 28 days in advance of the meeting. These papers will include details of nominations for election of committee members, and advanced and proxy voting forms for elections and any other motions. Any comments on matters for discussion will be considered by the AGM. If a member does not have suitable access to email, they may request paper documents by post.
- 11 Following receipt of the AGM papers, any member who notifies apologies of absence to the Chair (through the General Secretary) a minimum of 14 days in advance of the AGM, will be invited to submit an indication of their vote to the Chair (through the General Secretary) prospectively on each motion. Alternatively, the member can appoint a nominated and attending proxy beforehand (who can be the Chair) to vote for them at the AGM after any pertinent discussion. In the event of the member wishing to appoint a proxy vote, the name of their proxy should be communicated to the Chair a minimum of 7 days in advance of the AGM.
- 12 If, notwithstanding the provision for early or proxy votes, the scheduled AGM is less than quorate, the Chair (through the General Secretary) may within the following 14 days, identify and contact absent members (except where votes have already been included from Rule 11 above) to invite them to cast a vote retrospectively on each motion, without revealing the outcome of the votes already cast. Any such retrospective votes received within 14 days of the invitation would be included in the numbers required to be considered quorate.
- 13 Anyone who has paid the fees for any two of the Society's residential choral singing courses arranged within the four most recent normally functioning years is a Member of the Society and has a right to vote.
- 14 A General Meeting may be held at the Summer Course venue, or on-line at any time of year to discuss Laetare Singers matters.
- 15 Any five members may require the General Secretary to call, or in default may themselves call, a Special General Meeting of the Society, giving 28 days' notice in writing or email to all members stating the object of the meeting, to which the scope of the meeting shall be confined. The quorum for such a meeting, which may be held on-line, shall not be less than 25 members.
- 16 The Society may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose, of which 28 days' notice shall have been given to the members. Such a Resolution must give details of how any assets held by or in the name of the Society should be disposed, provided that, if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Society but shall be given or transferred to some other institution having objects similar to the objects of the Society.
- 17 Alteration of these Rules shall require the assent of two-thirds of the members present and voting at an AGM or Special General Meeting. A Resolution for the alteration of the

# *Laetare Singers*

Rules must be received by the General Secretary of the Society at least 6 weeks before the meeting at which the resolution is to be brought forward. At least 28 days' notice of such a meeting must be given by the General Secretary to the membership and must include notice of the alteration proposed.

- 18 A copy of these rules shall be posted at each course or day school arranged by the Society. Rule 11 shall be included in appropriate publicity material.