

UNIVERSITY OF DUBLIN CHORAL SOCIETY



**CONSTITUTION
2011**

1) Name

The name of the society shall be the University of Dublin Choral Society, hereinafter called "the Society".

2) The Society

The Society shall consist of a Patron, Vice Patron, President, Vice-Presidents, Honorary Vice-Presidents, Conductor, Ordinary Members, Associate Members and Honorary Members.

3) Role of The Society

The role of the University of the Society shall be the encouragement of choral music within the University of Dublin and in particular the performance of choral works.

4) Patron, Vice Patron and President

4.1 The Committee shall invite a suitable individual to become Patron of the Society. The Patron shall be entitled to two complimentary tickets for each series of concerts given by the Society.

4.2 The Committee shall invite a suitable individual to become Vice-Patron of the Society. The Vice-Patron shall be entitled to two complimentary tickets for each series of concerts given by the Society.

4.3 The Committee shall invite a suitable individual to become President of the Society. The President shall be entitled to two complimentary tickets for each series of concerts given by the Society.

5) Vice-Presidents

The number of Vice-Presidents and Honorary Vice-Presidents together with the procedure for their election shall be left to the discretion of the Committee. Each Vice-President and Honorary Vice-President shall be entitled to two complimentary tickets for each series of concerts given by the Society.

6) Conductor

6.1 The musical direction of the Society shall be in the charge of a Conductor who shall be appointed by the Committee on such terms as it shall see fit.

6.2 The selection of music to be performed, together with the choice of soloists and other relevant matters, shall be made by the Conductor in consultation with the Committee.

6.3 The duties of the Conductor shall include:

- (a) selecting music, in consultation with the Committee, for the Society's performances;
- (b) choosing soloists, in consultation with the Committee, for the Society's performances;
- (c) hearing and adjudicating on any auditions arranged by the Committee for the Society;
- (d) instruction and rehearsing the choir and orchestra in accordance with Article 10; and
- (e) Engaging orchestral players and soloists in consultation with the committee.

7) Membership

7.1. Ordinary Membership is open to all holders of current identity cards issued by the University of Dublin (Trinity College) whether as undergraduate, postgraduate or staff. Only Ordinary Members are entitled to vote at meetings of the Society. All property of the Society is vested in its Ordinary Members only.

7.2 Associate Membership is open to graduates of the University of Dublin and other persons as agreed from time to time by the Committee.

7.3 The Committee may choose to elect to Honorary Membership any member of the Society who has made a significant contribution to the Society. The criteria for such election shall be as decided by the Committee from time to time.

7.4 In all Articles of this Constitution, unless otherwise specified, the word 'Member' shall include all classes of membership.

7.5 Each candidate for either Ordinary Membership or Associate Membership shall give his/her name, address and College standing to the Secretary or the Registrar as appropriate. Applications for Membership shall be considered by the Committee. Candidates may be required to pass an audition in accordance with Article 10 of this Constitution. Subject to vacancies existing and the successful passing of any required audition the candidate shall be deemed to be elected to Membership on payment of the appropriate annual subscription. Members may be required to pass an audition at any time or before renewing their membership.

7.6 Should any Member behave in a manner which, in the opinion of the Committee, is designed to interfere with the interests of the Society, an Extraordinary General Meeting may be called in accordance with Article 9 to consider a motion of expulsion. The matter shall be decided by a two thirds majority of Ordinary Members present and voting. Membership shall be deemed to have been withdrawn from any such Member from the moment a motion of expulsion is passed.

7.7.1. All Membership subscriptions shall be as determined by the Committee from time to time.

7.7.2. Any Member who fails to renew his/her subscription shall not be eligible to vote at meetings of the Society or perform in any concert given by the Society.

7.7.3. Any Membership whose subscription goes unrenewed for three College terms shall be required to re-apply for Membership in accordance with Article 7.5.

7.7.4. Honorary Vice-Presidents and Honorary Members shall not be liable for annual subscriptions.

8) **Committee**

8.1 The Society shall be managed by a Committee consisting of the Conductor and not less than eight and not more than twelve Members elected annually. Not less than eight of the Committee shall be Ordinary Members. Not less than four of the Committee shall be undergraduate members of the Society.

8.2 All positions on the Committee are honorary. The Committee shall include a Conductor, Secretary, Treasurer, Librarian, Registrar, Minutes Secretary, Friends Secretary, Publicity Officer and Social Officer. The Committee may also appoint from among its members an assistant to any of these officers.

8.3 Each member of the Committee shall be required to attend all Society rehearsals, Committee Meetings and General Meetings or to furnish in advance an excuse to the Chairperson or the Secretary.

8.4 The Committee shall have the power to make such regulations neither inconsistent with or in contravention of the Constitution as it may deem proper in the interests of the Society.

8.5 The quorum for meetings of the Committee shall be six.

8.6 The Secretary shall hold the chair at meetings of the Committee. In the case of the unavoidable absence of the Secretary the Committee shall elect from among its members an acting chairperson for that meeting.

8.7 Any matter put to a vote at meetings of the Committee shall be decided by a simple majority. In the event of an equality of opposing votes the Conductor shall have a casting vote.

8.8 The Committee for the ensuing year, other than the Conductor, shall be elected by secret ballot at the Annual General Meeting. Nominations for any position on the Committee shall be proposed and seconded in writing by any Ordinary Members not less than three days before the date of the Annual General meeting. All nominations received shall be publicly displayed on the Society's notice board(s) for two days before the Annual General Meeting. In the case of any member of the outgoing Committee seeking re-election

to any position the appropriate nomination shall indicate the number of committee meetings to which that member was called and the number of attendances by that member. Members shall be deemed elected upon receiving a simple majority of those Ordinary Members present and voting.

8.9 The newly elected Committee shall meet within three weeks of its election to elect its Officers and to decide a programme for the following Michaelmas Term. The outgoing Committee shall remain in office for the duration of the Hilary Term and shall hand over the books and authority to the new Committee not later than 30th June.

8.10 An Officer of the Society once elected may only be removed from Office if, in the opinion of two thirds of the Committee, that Officer has failed to fulfil his/her duties in a responsible fashion. The impeached Officer may appeal the decision of the Committee to an Extraordinary General Meeting convened in accordance with Article 9. A two thirds majority of Ordinary Members present and voting will be necessary to overturn the decision of the Committee. In the event of a member of the Committee resigning or being removed from Office the Committee may co-opt an Ordinary Member of the Society to fill the vacancy.

8.11 The duties of the Secretary shall include:

- a) dealing with the general correspondence of the Society;
- b) preparing an annual report for submission to the Annual General Meeting;
- c) distributing complimentary tickets for and issuing invitations to performances by the Society;
- d) booking a suitable venue for concerts and rehearsals.
- e) arranging for auditions for intending Members where appropriate;
- f) dealing with the general day to day business of the Society in consultation with the Conductor and Treasurer as appropriate.

8.12 The duties of the Treasurer shall include:

- a) keeping a good and proper record of all the financial transactions of the Society;
- b) collecting subscriptions from Members;
- c) making all payments authorised by the Committee;
- d) preparing the Society's accounts for audit and a statement of said audited accounts for presentation to the Annual General Meeting;
- e) applying on behalf of the Society for grants from the Central Societies Committee and from any other appropriate source;
- f) running the Society's bank accounts in accordance with Article 11.

8.13 The duties of the Librarian shall include:

- a) buying, storing and cataloguing all music owned by the Society;
- b) ordering and returning any choral music borrowed or hired by the Society;
- c) issuing music to Members of the choir on such terms as the Committee shall have authorised;
- d) collecting issued music from Members after each series of concerts;
- e) organising the stewarding of the concert venue;
- f) issuing keys of the Society's Committee Room and any other keys in the possession of the Society to persons authorised by the Committee.

8.14 The duties of the Registrar shall include:

- a) keeping a record of the names, addresses and College standing of Members in a membership index;
- b) notifying Members of the arrangements for all rehearsals;
- c) keeping a record of attendance of Members at all rehearsals;
- d) notifying Members who are not qualified to perform in Society concerts;
- e) providing refreshments, where possible, during rehearsals and as authorised by the Committee.

8.15 The duties of the Minutes Secretary shall include:

- a) taking and keeping an accurate account of meetings of the Society and its Committee;
 - b) ensuring the proper upkeep of the past records of the Society in suitable minute books;
- 8.16** The duties of the Friends Secretary shall include:
- a) issuing letters and other suitable material to those deemed by the Committee to be Friends of the Society.
 - b) arranging a suitable venue and associated refreshments for Friends' Receptions.
- 8.17** The duties of the Publicity Officer shall include:
- a) ensuring the proper publicity of the Society's activities;
 - b) arranging for suitable sponsorship of the Society's activities in consultation with the Treasurer;
 - c) arranging for the printing of all promotional items, concert programmes and concert tickets;
 - d) arranging for the sale of concert tickets and programmes;
 - e) keeping copies of all programmes and press notices of the Society's concerts.
- 8.18** The duties of the Social Officer shall include:
- a) arranging all social events authorised by the Committee.

9. General Meetings

9.1 An Annual General Meeting (A.G.M.) of the Society shall be held between 1st February and ninth week of Hilary Term each year. Notice of this meeting shall be publicly displayed on the Society's notice board(s) not less than seven days before the date of the A.G.M. Verbal notice of the A.G.M., together with requests for nominations for election to the Committee, shall be given to a regular meeting of the Society not less than fourteen days before the A.G.M.

9.1.1. The Committee shall, in advance of the A.G.M., appoint a suitable person as chairperson for the A.G.M. The decisions of this chairperson shall be final and binding on the meeting.

9.1.2. The agenda for the A.G.M. shall be as follows:

1. Apologies
2. Minutes of the preceding A.G.M.
3. Matters arising from these minutes
4. Correspondence
5. Conductor's address
6. Secretary's report and adoption of report
7. Treasurer's report and adoption of report
8. Election of two Honorary auditors of the accounts.
9. Election of Committee
10. Motions
11. Any other business

9.1.3. Any motions for consideration at the A.G.M. shall be proposed and seconded by Ordinary Members of the Society and shall be submitted in writing to the Secretary not less than seven days before the date of the A.G.M. Any such motions received shall be publicly displayed by the Secretary of the Society's notice board(s) for not less than the four days immediately preceding the date of the A.G.M.

9.1.4. All matters at the A.G.M., other than amendments or additions to this Constitution, shall be decided by a simple majority of those Ordinary Members present and voting. No proxy voting shall be permitted. In the event of an equality of opposing votes the Chairperson shall have a casting vote.

9.15. The quorum for an A.G.M. shall be thirty-seven Ordinary Members. In the event of an A.G.M. not being quorate a revised date not less than seven days and not more than fourteen days after the previous date shall be decided by the Committee. Written notice of the revision shall be given publicly on the Society's

notice board(s) not less than four days in advance of the revised date and verbal notice shall be given by the Secretary to any other meetings of the Society held in the interim. The quorum for the revised date of the A.G.M. shall be eighteen Ordinary Members.

9.2. An Extraordinary General Meeting (E.G.M.) may be called at any time by the Secretary following a resolution to such effect by the Committee or on receipt of a signed request which states clearly the reason for the request and the purpose of the proposed E.G.M. from not less than twenty Ordinary Members of the Society. The E.G.M. shall be held not less than seven days and not more than fourteen days after receipt of such request.

9.2.1. Notice of an E.G.M. shall be publicly displayed on the Society's notice board(s) for not less than six days in advance of the date of the meeting. Such notice shall specify the reason for calling the E.G.M. and shall list the agenda for the meeting. No other business may be transacted at the meeting.

9.2.2. The quorum for an E.G.M. shall be twenty five Ordinary Members.

9.2.3. Not more than three E.G.M.s shall be held in any one season.

10. Auditions, Rehearsals and Concerts

10.1 Vocal and instrumental auditions shall be of such a nature as are determined by the Committee from time to time. They shall be heard and judged by the Conductor. The Committee may request a members of the Committee to be present.

10.2 The Committee shall fix the days and times of rehearsals during the season which shall extend from the first week of Michaelmas Term to the last week of Hilary Term, . Members are expected to attend all rehearsals if possible. The Committee shall have the powers to make such additional regulations governing attendance at rehearsals as it shall see fit and to debar from performing in a concert any Member who in the opinion of the Conductor is under-rehearsed and any Member who has not attended the final rehearsal. Visitors shall not be admitted to a rehearsal without the prior permission of a member of the Committee and the approval of the Conductor.

10.3 All Members shall wear gowns and academic hoods (where appropriate) of the University of Dublin at each concert given by the Society in any hall of the University.

11. Finances

11.1 The Society shall open and maintain a current account and not less than one deposit account in an established bank or other similar financial institution. The accounts shall be in the name of the Society. Cheques and withdrawals shall be drawn by the Treasurer and countersigned by another member of the Committee appointed for that purpose.

11.2 The Society's financial year shall be from 1st January to 31st December.

11.3 The Committee shall appoint two Ordinary Members of the Society who are not also members of the Committee to act as Honorary Auditors to audit the Society's accounts for the previous financial year. The Treasurer shall present the audited accounts to the following Annual General Meeting.

12. Amendments to this Constitution

12.1 No addition to, deletion from or alteration of this Constitution shall be made save at a General Meeting of the Society convened in accordance with Article 9.

12.2 Any change to this Constitution shall require a two thirds majority of those Ordinary Members present and voting at the General Meeting at which the proposed change is considered.

12.3 Each change to this Constitution shall be reported by the Secretary to the Central Societies Committee and any other appropriate body within the University of Dublin.

12.4 The Constitution shall be available in the Society's Committee Room for consultation by any Member at appropriate times.

13. Winding up the Society

13.1 The Society may be wound up only by permission of the Board of Trinity College, Dublin.

13.2 If the Society is wound up all property and assets of the Society as of the date of winding up shall be disbursed by the Central Societies Committee in accordance with the wishes of the Patron.

Amended March 2011