

Trinity College Singers Constitution

- 1) Name
 - a) The Society shall be called Trinity College Singers
- 2) Singers shall be a society for:
 - a) 1) The promotion of choral singing in the College.
 - b) 2) The maintenance of a chamber choir, or chamber choirs, of a high standard.
 - c) 3) The organisation of regular performances and the partaking in competitions.
 - (i) Singers' repertoire may include choral music for either mixed or single-sex voices.
- 3) Singers shall be a society including the constituent choirs:
 - a) Trinity Singers
 - b) Boydell Singers
 - c) Trinitones
 - d) Trinity Belles
 - e) Provision may be made for the committee, by majority vote, to admit another choir until the time of the next Annual General Meeting/Extraordinary General Meeting, at which time the choir may be continued, and conductorship assigned as with the rules of the other constituent choirs.
- 4) Membership
 - a) Shall be open to all capitated students and staff of the College at a cost agreed by the committee, or the minimum agreed price set by CSC.
- 5) The Committee
 - a) The Committee shall consist of the following officers: One Chairperson, One Secretary, One Treasurer, and two ordinary committee members from each constituent choir.
 - i) The conductor of each choir shall be *ex officio* members of the committee, with full voting rights.
 - b) The committee shall meet not less than once per month during term time.
 - i) A committee meeting will not proceed unless at least one member from each constituent choir is present.
 - c) Officers and Committee members may be removed from office before the completion of their term of office only by a 2/3rds majority of the membership present at an Extraordinary General Meeting, subject to a quorum of 35 members.
 - d) A member of the committee who ceases to be a capitated member of the college before his or her term of office expires, shall be obligated to resign immediately.
- 6) Conductors of the choirs
 - a) Conductorship shall be open to anyone who is a capitated student of the college.
 - b) Potential conductors shall signify their intention to audition not less than 24 hours before the Annual General Meeting or Extraordinary General Meeting.
 - c) Each applicant shall conduct the choir they are auditioning for alone.
 - d) Voting for the conductor of each choir shall take place as under Section 7(c)(i) by the society as a whole
- 7) The Annual General Meeting and General Meetings:
 - a) A notice shall be posted on the Society's noticeboard or otherwise publicised to the members not less than three days before the meeting giving the date and

time of the meeting and the fact that elections to the Committee will take place thereat.

- i) The Annual General Meeting of the Society shall take place during the first week of Trinity Term.
 - b) The meeting shall be open to all members, all of whom shall be eligible to vote.
 - c) At the meeting the officers shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.
 - i) Election shall be by means of the Single Transferable Vote
 - d) An extraordinary general meeting of the Society may be called by the Committee, or by 50% of the members of the Society presenting a signed petition to the Committee.
 - i) Three days notice as provided for in the case of an Annual General Meeting shall be given
 - e) Candidates for election must be members of the Society, and each candidate must be nominated and seconded by a member of the Society.
 - f) No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.
- 8) The Officers
- a) The Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.
 - i) The chairperson shall be jointly responsible with the Treasurer for the finances of the Society
 - b) The Secretary shall be responsible for all the correspondence of the Society and shall keep a record of it, and for keeping the minutes of all meetings of the Society and of the Committee and to provide the Secretary of the C.S.C. with a record of the Society's activities during his/her term of office not later than the date set by the C.S.C. for submission of this report, and shall be answerable to the Committee.
 - c) The Treasurer shall be responsible for all the finances of the Society, for the collection of subscriptions and the maintenance of accounts and shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.
 - i) Under no circumstances shall the Society have more than one bank account. The responsibility for this account shall lie with the treasurer of Singers, in accordance with CSC guidelines.
 - ii) In accordance with Section 7(a)(i), the Treasurer shall be jointly responsible with the Chairperson for the finances of the society.
 - (i) Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee over-rules the advice of the Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Chairperson and the Treasurer on such a matter, then the Chairperson and the Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee shall hold responsibility for the consequences of the decision in question. If only one of the said officers dis-associate himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself/herself be forced to accept responsibility by the

vote of the Committee or of the Society, though they may be called upon to resign by the due process of the Society in which case such former officer shall bring the case to the notice of the C.S.C.

- iii) The Treasurer or the Chairperson or any persons may be requested to appear before the C.S.C., or officer or sub-committee of the C.S.C. to provide information concerning the finances of the Society.
 - (i) If a *prima facie* case exists that Society funds have been misused or mis-appropriated, the C.S.C. may ask the Senior Dean to declare the person or persons concerned indebted to the College, in which case they may not be permitted to register for the following academic year or to have their degree conferred.
 - iv) The Treasurer shall close his/her accounts on March 31st of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the C.S.C. and these accounts shall be presented to the Committee of the Society and the C.S.C. for approval.
 - v) The Treasurer shall be, *ex officio*, the Singers representative on the CSC Capitations committee, unless by the decision of the committee.
 - vi) All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Chairperson, Treasurer and Secretary.
- d) The two ordinary committee members from each constituent choir will between them assume the roles of Librarian, Public Relations Officer, Social Secretary, and Concert Coordinator for their choir, depending on the needs of that choir.
 - i) The ordinary members of committee shall be delegated any other duties by the Chairperson as are seen fit.
 - ii) These duties may include the role of Tour Manager(s), who shall be the principal organiser(s) of any tour(s) the Society undertakes.
 - e) The Public Relations Officers shall be responsible for publicising all meetings and concerts of the Society, making the posters, programs and tickets for each event. The PROs shall be in charge of maintaining the online publicity of the Society throughout the year, using social media and updating the Society's website.
 - f) The Librarians shall be responsible for purchasing and maintaining music to be used by each choir, for maintaining their choir's section of the Society's music library, and for keeping accurate records in the catalogue of the Society's music library.
 - g) The Social Secretaries shall be responsible for organising social events of the Society.
 - i) These events shall include both gatherings for the constituent choirs and Society-wide social gatherings.
 - h) The Concert Coordinators shall be responsible for locating and booking suitable venues for Society concerts on behalf of their choirs on dates chosen by the committee.
 - i) Every member of committee shall present a report detailing work done in their elected, assumed, or delegated roles at each committee meeting.
- 9) Amendment
- a) This constitution may be amended by a vote of a majority of those present at an Extraordinary General Meeting or an Annual General Meeting.

- i) Notices of such amendments must be given to the Committee at least three days before the time set for such a General Meeting.
- 10) This constitution is binding as and from the date of being approved by both the Society and the C.S.C.
- a) Nothing in this Constitution will invalidate a decision taken under a previous Constitution

October 2017