

CONSTITUTION OF THE CHAPEL CHOIR OF TRINITY COLLEGE DUBLIN

10th February 1989 - Amended 17th October 2002

1. The Society shall be known as the Chapel Choir of Trinity College Dublin.
2. The objects of the Society shall be the provision and encouragement of sacred choral music, primarily in worship in College Chapel, and elsewhere at other appropriate occasions.
3. Ordinary members shall be capitated undergraduate or postgraduate students of Trinity College Dublin, or members of its staff. Should the Committee so desire, graduates of the University, members of the administrative staff or other persons may be elected Associate Members for the duration of the current season, subject to the approval of the Committee. Ordinary and Associate membership shall be granted in return for an annual subscription of €2.00 or such other figure as shall be decided by the Committee.
4. The Society shall be managed by a Committee consisting of the following officers:
 - Chairman - Church of Ireland Chaplain (ex officio)
 - Hon. Secretary
 - Hon. Treasurer
 - Hon. Registrar
 - Hon. Librarian
 - Organ Scholar (ex officio)

The Committee may also, if desired co-opt not more than two Ordinary Members.

The duties of the Hon. Secretary shall include keeping a record of the minutes of the Committee and of the Society and dealing with general correspondence; preparing an annual report for submission to the Annual General Meeting and arranging auditions for intending choir members and publishing the results.

The duties of the Hon. Treasurer shall include keeping a record of all financial transactions of the Society, making all payments authorised by the Committee; collecting subscriptions from Ordinary and Associate Members and issuing receipts therefore; preparing the Society's accounts for audit not

later than March 31st of each year and issuing a statement of the audited accounts at the Annual General Meeting; applying on behalf of the Society for grants from the Central Societies Committee (C.S.C.) or from any other appropriate source.

The duties of the Hon. Registrar shall be to keep a record of the names, addresses and, where relevant, college standing of Ordinary and Associate Members in a card-index; notifying choral members of the arrangements for all rehearsals and keeping a record of attendance of choral members at rehearsals.

The duties of the Hon. Librarian shall include buying, storing and cataloguing all music owned by the Society; ordering and returning any music borrowed or hired; issuing music to choral members on such terms as the Committee shall have authorised and collecting of it subsequently.

The duties of each officer shall include attendance at all rehearsals where appropriate and all Committee and General Meetings save in cases of unavoidable absence. Should any member of the Committee fail to perform any of the duties assigned to him or tender his resignation and it be accepted, the Committee may in each case co-opt another Ordinary Member of the Society to fill the vacancy left by that individual.

The Committee shall have the power to make such regulations (not inconsistent with nor in contravention to these rules) as it may deem proper in the interests of the Society. At a Committee Meeting, four shall form a quorum of which one shall be the Church of Ireland Chaplain or in case of unavoidable absence, another member of the Committee appointed by him as his deputy for that meeting.

5. An Annual General Meeting, of which at least seven days' notice shall have been given on the Chapel noticeboard or sent in writing to each member, shall be held each year during Hilary Term. The meeting shall be open to all members of the Society, but only the Ordinary members shall be entitled to vote. The meeting shall be chaired by the Church of Ireland Chaplain or other person appointed by him as his deputy for that meeting. At the meeting the Hon. Secretary and the Hon. Treasurer shall read their respective reports and the election of a new Committee shall take place.

Nominations for the Committee for the ensuing season, which shall be proposed and seconded by Ordinary Members, shall be made not later than March 1st in each year and shall be posted on the Chapel noticeboard until the date of the Annual General Meeting.

Candidates for election must be Ordinary Members of the Society. No one shall be admitted to Ordinary or Associate Membership of the Society less than 24 hours before the Annual General Meeting or Extraordinary General Meeting. The Committee shall be elected by ballot at the Annual General Meeting, ballot papers having been previously circulated to Ordinary

Members by the Hon. Secretary. The new Committee shall meet in Trinity Term within two weeks after election to appoint its Honorary officers. The outgoing Committee shall remain in office until the end of Trinity Term and shall hand over the books to its successors not later than June 30th.

At the Annual General Meeting two members of the Society shall be elected honorary auditors to audit the accounts of the Society for the current season and to act as scrutineers of the ballot for the election of the Committee.

A General Meeting of the Society may be called on a resolution of the Committee or on a requisition signed by half the members of the Society.

An Extraordinary General Meeting of the Society may be called on a resolution of the Committee or on a requisition signed by half the members of the Society. An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings, such meeting to be held within two weeks of the receipt of the requisition. In the notice, which shall have been given or sent to each member at least seven days before the date of the meeting, the purpose for which the meeting has been called shall be stated and other business shall not be transacted at such meeting. Not more than three General Meetings may be held in any one season. At General Meetings twelve Ordinary Members shall form a quorum.

6. Should any member behave in a manner which in the opinion of the Committee is calculated to interfere with the interests of the Society, it shall be lawful to summon an Extraordinary General Meeting to consider the matter, and if a majority of at least two to one of those voting at such a meeting so decide, the offending member shall then and there cease to belong to the Society.
7. Audition tests shall be of such a nature as the Committee shall from time to time determine. They shall be heard by the Organ Scholar and at least one member of the Committee, together with an external examiner appointed by the Committee. They shall be held as soon as possible in Michaelmas Term, and if necessary at the beginning of Hilary and Trinity Terms.
8. The Committee shall fix the days and times of rehearsals during the season which shall extend from October 1st to June 30th. Choral Members are expected to attend all rehearsals if possible. The Committee shall have the power to make such regulations governing attendance at rehearsals as it shall think fit. Visitors shall not be admitted to rehearsals without the permission of a member of the Committee.
9. The musical direction of the Society shall be in charge of the Organ Scholar. The selection of music to be performed, together with the choice of soloists

and other relevant matters shall be made by the Organ Scholar and the Church of Ireland Chaplain jointly, in consultation with the Committee.

10. All Choral Members shall wear a surplice or gown and hood (where appropriate) at services in Chapel, as directed by the Church of Ireland chaplain.
11. All funds belonging to the Society shall be lodged in a bank account in the name of the Society and all cheques and withdrawal forms from that account shall be signed by the Hon. Treasurer and countersigned by either the Chairman or the Hon. Secretary, whichever be designated.
12. No addition to, deletion from or alteration of these rules shall be made save at a General Meeting summoned in accordance with Rule 5. The notice conveying the meeting shall contain particulars of the proposed modifications. A majority of votes of at least two to one of those present and voting shall be required to carry such changes.
Any alteration of Rule 1, 2, 3 or 4 insofar as it may concern the title, objects, membership of the Society or composition of its Committee shall be subject to the approval of the Chapel Committee of Trinity College Dublin.