



# LANCASTER PRIORY CHOIR ASSOCIATION

## CONSTITUTION

### 1. NAME

The name of the organisation shall be Lancaster Priory Choir Association hereinafter known as LPCA.

### 2. AIMS AND OBJECTIVES

(a) To reconnect with former members of the choir and (b) develop continuity of interest in, connection with and fellowship between choir members both past and present.

### 3. MEMBERSHIP

To have been a member of the choir at any time.

### 4. THE COMMITTEE

a) The policy, finance and general management of the affairs of LPCA shall be conducted by the Committee who shall be responsible to the general meeting of LPCA.

b) The Committee shall consist of up to 8 people as elected at the first AGM and subsequent Annual General Meetings.

c) The Committee may co-opt further members who shall not exceed 1/4 of the total membership of the Committee as defined above. If vacancies occur among its members, the Committee shall have the power to fill these from amongst the members of LPCA without seeking further approval.

d) The Committee may, for good and sufficient reasons, remove one of its members by unanimous vote of other members present at a meeting for which at least seven days notice has been given. Any committee member so removed shall have the right of appeal to the Annual General Meeting or a duly convened Special General Meeting.

## **5. OFFICERS**

At the Annual General Meeting members will be elected as the following officers of the committee:

Chairperson  
Vice-chairperson  
Treasurer  
Secretary

Officers shall be appointed for a period of two years apart from the initial appointment of Chair and Vice-Chair who will serve for three years and for periods of two years thereafter following the inaugural AGM. Any other officers (such as publicity officer) may be appointed as the Committee may from time to time determine. In the event of a vacancy occurring amongst the officers, the Committee shall have the power to fill such vacancies from members of LPCA. Officers will be allowed to stand for re-election if they so wish following their terms of office.

## **6. TERMINATION OF MEMBERSHIP**

If in the opinion of the Committee the conduct of any member be incompatible with membership of LPCA or otherwise injurious to the status of the Group, the Secretary shall call their attention to such conduct by letter, and give them an opportunity of offering an explanation acceptable in writing, or if the Committee see fit, by appearing before the Committee or both. If no explanation acceptable to the Committee is received from such a member within reasonable time, the Committee shall have the power to take any disciplinary action which they consider appropriate, including expulsion from the Group. No motion for expulsion shall be moved unless there are at least five members present and competent to vote.

Any member so expelled shall have the right of appeal to a General Meeting.

## **7. ANNUAL GENERAL MEETING**

The Committee shall convene an Annual General Meeting of LPCA to be held a year from the date of the signature of this document for the purpose of receiving the Annual Report of the Committee and the statement of accounts. The meeting shall be open to all members of LPCA and shall elect members to serve on the Committee. The meeting shall consider, whenever necessary, proposals to amend the Constitution and other business of which due notice has been served. The Committee shall ensure that 21 days notice of the date and time of the AGM will be given to members of LPCA.

Minutes of the Annual General Meeting shall be taken and retained as a true record of the proceedings.

## **8. SPECIAL GENERAL MEETING**

The Chairperson of LPCA or the Secretary may at any time at their discretion, and within 21 days of receiving a written request to do so signed by not less than 2/3 of the members having the power to vote and giving reason for the request, shall call a Special General Meeting (SGM) of LPCA. A Special General Meeting may consider any matter that has been referred to it. The Committee shall ensure that 21 days notice of the date and time of the SGM will be given to members of LPCA.

## **9. VOTING RULES/PROCEDURES**

- a) No member shall exercise more than one vote but in the case of equality of votes at any meeting the Chairperson shall have the casting vote.
- b) 10 members shall constitute a quorum at general meetings. For Committee meetings 4 of the Committee members shall constitute a quorum.
- c) Minutes of all Committee meetings and general meetings shall be taken and having been approved by the Committee, retained as a true record of the proceedings.

## **10. FINANCE**

- a) The funds of LPCA shall be used solely to achieve the purposes/aims of LPCA.
- b) No member of the Committee or group shall benefit financially from the work of LPCA, allowance being made, however, for out of pocket expenses.
- c) The Treasurer shall keep proper account of the finances of LPCA and shall maintain the bank account opened in the name of Priory Choir Association. The Treasurer shall report to the Committee on a regular basis so that the Committee members shall be aware of LPCA's financial position.
- d) There will be three authorised signatories to the account, to include the Chairperson and two other appointed Committee members.
- e) No expenditure shall be incurred in relation to any project, no contract entered into or tender accepted unless the Committee is satisfied that the necessary funds are available.
- f) Cheques drawn on the bank account shall be signed by any two of the three signatories.
- g) LPCA shall not maintain any cash float. All cash received must be banked intact.
- h) Any authorised payment made by a LPCA member shall be refunded provided a relevant receipt has been received.
- i) The treasurer shall keep accounts of all financial transactions and at the Annual General Meeting a Statement of Account shall be presented by the Treasurer.
- j) The accounts shall be examined by a competent person outside LPCA.
- k) At the Annual General Meeting the Chairperson will present a report outlining the activities of LPCA in the previous year and how the funding received has been used to carry out its purposes and aims.
- l) Should LPCA be dissolved any surplus funds shall be disposed of in a fit and proper way to be agreed at either a Special General Meeting or at the Annual General Meeting.
- m) No donation or any part thereof can be refunded, save on dissolution in accordance with clause 11.

## **11. DISSOLUTION**

If a general meeting, by a simple majority, decides at any time to dissolve LPCA, it shall call a Special General Meeting of all members of LPCA who have the power to vote. The Meeting shall be called with 21 days notice and dissolution shall be confirmed if a 2/3 majority of members present votes for dissolution. In the event of dissolution being agreed then all assets held in the name of LPCA shall be disposed of in a fit and proper way to be agreed at the same Meeting.

## **12. ALTERATIONS TO THE CONSTITUTION**

This constitution may be changed at any General Meeting with any proposals to alter this constitution being delivered in writing to the Secretary at least 14 days in advance. An alteration shall require the approval of 2/3 majority of individual members being present and voting at the general meeting.