



Rules

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Responsible Lead	Chair/Honorary Secretary
Document summary	Outlines rules for organisation

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1	Adopted 5/11/97	Annual General Meeting
2	Amended 10/11/04	Annual General Meeting
3	Amended 2/11/05	Annual General Meeting
4	Amended 7/11/07	Annual General Meeting
5	Amended 23/4/14	Extraordinary General Meeting
6	Amended 18/10/17	Annual General Meeting
7	Amended 7/11/18	Extraordinary General Meeting
8	Amended 6/11/19	Annual General Meeting
9	Amended 3/11/21	Annual General Meeting
10	Amended 26/10/22	Annual General Meeting
11	Amended 30/4/23	Extraordinary General Meeting

LIVERPOOL WELSH CHORAL UNION
(Registered Charity No. 258458)



RULES

1. NAME

The Society will be called 'THE LIVERPOOL WELSH CHORAL UNION'.

2. AIMS AND OBJECTS

The aims and objects of the Society will be the study and practice of choral music in order to foster the public knowledge and appreciation of such music by means of public performance.

3. MEMBERSHIP

- (A) The Members of the Society will comprise Choristers.
- (B) Choristers will, at the commencement of each season pay such annual subscription as will from time to time be determined by the Executive Committee.
- (C) Honorary Subscribers of the Society will pay such annual subscription as will from time to time be determined by the Executive Committee.

4. OFFICERS

- (A) The Society will invite such person(s) to be its Patron(s) as the Annual General Meeting may from time to time determine.
- (B) The Society will appoint a President and such Vice-Presidents as the Annual General Meeting may from time to time determine.
- (C) The Executive Officers of the Society will comprise Chair, Vice-Chair, Honorary Secretary, Finance Faculty Lead, Performance Faculty Lead, Communications Faculty Lead, and Membership Faculty Lead.

In the absence of a Vice Chair, each lead will liaise with the Chair to resolve situations as they arise. Each lead will represent a Vice Chair.

For representation of Faculties, please see **Appendix 1**.

- (D) The Non Executive Officers of the Society will comprise Administrator, Honorary Secretary, Librarian, Recruitment Officer, Registrar, , Stage Manager, Archivist, Membership Secretary, Publicity Officer, Publications Officer, Health & Safety Officer, Safeguarding Officer, Uniform Secretary, Community Liaison Officer, Data Protection Officer. All meet regularly within their respective faculties.

5. MEMBERSHIP OF EXECUTIVE COMMITTEE

- (A) The Executive Committee will comprise the Executive Officers and nine Ordinary Members. The President will ex officio be entitled to attend meetings of the Executive Committee. The Musical Director, Accompanist, Non-Executive Officers and such members of the Society as will have been co-opted in accordance with Rule 6(A) will (subject to the discretion of the Executive Committee) be entitled to attend meetings of the Executive Committee, but will not be deemed to be members of the Executive Committee and will not be entitled to vote at such meetings.
- (B) Each of the Executive Officers and Non-Executive Officers will be elected at the Annual General Meeting and will in the first instance serve for one year. An Executive Officer or Non-Executive Officer retiring at an Annual General Meeting will be eligible for re-election, apart from the Chair or Vice-Chair retiring after having served in that capacity

for three years who will not be eligible for re-election in the same capacity until the Annual General Meeting in the third year after that in which they retire.

- (C) Each of the nine Ordinary Members of the Executive Committee will in the first instance, serve for three years, three being elected at each Annual General Meeting. An Ordinary Member retiring from the Executive Committee at an Annual General Meeting by rotation will be eligible for re-election, unless they have served in that capacity for six years, in which case they will not be eligible for re-election in the same capacity until the Annual General Meeting in the third year after that in which they retire. A Non-Executive Officer will be eligible for election as an ordinary member of the Executive Committee.
- (D) No member of the Society will be eligible for election as an Auditor.

6. POWERS AND DUTIES OF EXECUTIVE COMMITTEE

- (A) The Executive Committee will be responsible for the general conduct and management of the Society's affairs. In particular it will be empowered to dispose of funds for the purposes of the Society, to appoint the Musical Director and Accompanist, to promote concerts and (after consultation with the Musical Director) to select programmes, engage conductors and soloists, fill any vacancy among the Executive Officers, the Officers or its own number, co-opt not more than three additional members of the Society and appoint faculties or working groups (whether comprising members of the Executive Committee or not) as it may determine to be appropriate.
- (B) The Executive Committee will meet as often as it may determine to be appropriate upon seven days' notice being given, six members forming a quorum. Any sub-faculty or working group, appointed by the Executive Committee will meet as often as may be determined by the Executive Committee. Any member of the Executive Committee or of any sub-faculty appointed by it who for any reason (not acceptable to the Executive Committee) fails to attend three consecutive meetings will be deemed to have resigned.
- (C) All matters at meetings of the Executive Committee or any faculties or any sub-committees appointed will be discussed, and if necessary, the outcome will be determined by a majority of votes (by ballot if required), each voting member present having one vote and the Chair of the meeting a second or casting vote if necessary.
- (D) The Trustees of the choir will consist of the Executive Officers and the nine Ordinary Members. The Trustees are responsible for the lawful and financial resources of the choir, and, as such, are required to sign a Declaration of Understanding of said role, agreeing to its responsibilities, in answer to that laid out by the Charities Commission.

7. GENERAL MEETINGS

- (A) An Annual General Meeting of the Members of the Society will be held at least once in each year and in no event more than fifteen months after the previous Annual General Meeting. Such Annual General Meeting will receive the Executive Committee's report and the audited accounts for the period ending on the previous 30th June; will elect the President, such Vice-Presidents as the Society may deem appropriate, the Executive Officers, the Non-Executive Officers and three ordinary members to serve upon the Executive Committee; will appoint an auditor for the ensuing year; will consider any resolution submitted by the Executive Committee (including any resolution to invite one or more persons to be Patron(s) of the Society); will consider any resolution submitted by a member of the Society to the Secretary not less than 7 days prior to the Annual General Meeting; and will transact any other relevant business relating to the Society's affairs.

Any Annual General Meeting, Executive Committee meeting, or sub-faculty meeting of the Liverpool Welsh Choral can be held by electronic means (e.g. Zoom or similar) if it is felt to be expedient or in the best interests of the Choir. The decision to hold such a meeting to be made by the Executive Committee by means of electronic communication.

- (B) The Executive Committee may convene at any time an Extraordinary General Meeting of the Members of the Society to transact such business as is stated in the notice convening the meeting and will do so either in the event of any serious financial difficulty of the Society or upon the request of any twenty Members of the Society.
- (C) Not less than fourteen days' notice of any General Meeting of the Society will be given to each Member, such notice in the case of Choristers being given verbally at not less than two consecutive rehearsals. Forty Members will (apart from that provided in Rules 11 and 12) form a quorum at any General Meeting of the Society. All questions at any General Meeting will (apart from that provided in Rules 11 and 12) be decided by a majority of votes (by ballot if required), each Member present having one vote and the Chair of the meeting a second or casting vote if necessary.

8. CHORISTERS

- (A) Any person wishing to join the Society as a Chorister should apply to the Head of Membership Faculty and if after private audition by the Musical Director the applicant is considered satisfactory such person will be admitted to the Society as a Chorister.
- (B) The Executive Committee may from time to time direct that any Chorister or section of Choristers be privately re-auditioned and will ordinarily arrange that each section of Choristers be privately re-auditioned at intervals to be agreed by the Executive Committee with the Musical Director, who will report to the Executive Committee upon the results of such re-auditions.
- (C) Copies of music lent to a Chorister will be returned as directed by the Librarian (Concerts Faculty), failing which the Chorister will be responsible for any additional cost incurred by the Society.
- (D) Any Chorister unable to attend a rehearsal or concert should notify the Head of Membership Faculty, giving the reason for his or her absence.

9. REHEARSALS

- (A) Rehearsals will ordinarily be held between 6.45pm and 9.00pm on each Wednesday during the season which will commence and terminate on such dates as will be determined by the Executive Committee. At the request of the Musical Director, the Executive Committee may direct that additional rehearsals be held at any time.
- (B) All rehearsals will be under the direction of the Musical Director, apart from in the case of rehearsals to be directed by a guest conductor appointed for the concert in question. No person other than a Member of the Society will be admitted to any rehearsal without the permission of the Musical Director or (where applicable) such guest conductor.
- (C) The rehearsal schedule for each concert will indicate the required minimum number of rehearsals to be attended for such concert, and will also indicate the rehearsals for such concert at which attendance is compulsory.
- (D) A Chorister who fails to attend the required minimum number of rehearsals for a concert or fails to attend any rehearsal for a concert at which attendance is compulsory will not be entitled to take part in such concert without the prior consent of the Executive Committee. In considering whether or not to give such consent the Executive Committee will have regard to any representations by the Chorister as to the reasons for his or her non-attendance at rehearsals, and may seek the views of the Musical Director as to the Chorister's musical competence.
- (E) In the event of it being impossible to convene a full meeting of the Executive Committee in sufficient time, the powers of the Executive Committee pursuant to Rule 9(D) may be exercised by the Chair and any two other members of the Executive Committee.

10. RESIGNATION OF CHORISTERS

- (A) Any Chorister wishing to resign from the Society will notify the Head of Membership Faculty.
- (B) In the event of any Chorister failing to pay such annual subscription by time of AGM, from time to time, be determined by the Executive Committee, the Executive Committee may (after giving the Chorister the opportunity to be heard) require such Chorister to resign or exclude such Chorister from taking part in any one or more of the Society's concerts until subscriptions are paid.
- (C) In the event that upon any private re-audition of a Chorister his or her musical ability or record of attendance is not considered satisfactory by the Musical Director, the Executive Committee may (after giving the Chorister the opportunity to be heard) require such Chorister to resign or exclude such Chorister from taking part in any one or more of the Society's concerts.
- (D) In the event of any Chorister interrupting a rehearsal or concert or using improper or offensive language or behaviour, the Executive Committee may (after giving the Chorister an opportunity to be heard) require such Chorister to resign or exclude such Chorister from taking part in any one or more of the Society's concerts.

11. DISSOLUTION

- (A) The Society may only be dissolved by a resolution approved by at least two-thirds of those present and voting at a General Meeting of the Members of the Society at which (notwithstanding the previous provisions of these Rules) sixty Members of the Society or half of the total number of Members of the Society (whichever is the less) are present. Dissolution of the Society may only be proposed by the Executive Committee or any twenty Members of the Society, and such proposal will be notified to the Head of Communications Faculty not less than twenty-one days prior to the General Meeting.
- (B) If on the dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property or money whatsoever, the same will not be paid or distributed among the Members of the Society but will be given or transferred to another charitable institution or institutions having objectives similar to those of the Society.

12. ALTERATION TO RULES

- (A) No alteration or amendment will be made to these Rules (including the present Rule) which will have the effect of rendering the Society non-charitable at law.
- (B) These Rules may only be altered or amended by a resolution approved by at least two thirds of those present and voting at a General Meeting of the Members of the Society at which (notwithstanding the previous provisions of these Rules) sixty Members of the Society or half of the total number of Members of the Society (whichever is the less) are present. An alteration or amendment to these Rules may only be proposed by the Executive Committee or any twenty Members of the Society, and such proposal will be notified to the Head of Communications Faculty Secretary not less than twenty-one days prior to the General Meeting.

Appendix 1 – Faculty Representation

Communications Faculty represented by:

- Communications Faculty Lead (Publicity Officer)
- Administrator
- Honorary Secretary
- Publications Officer
- Uniform Secretary

Performance Faculty represented by:

- Performance Faculty Lead
- Administrator
- Librarian
- Community Liaison

Membership Faculty represented by:

- Membership Faculty Lead
- Administrator
- Honorary Secretary
- Registrar
- Health and Safety Officer
- Safeguarding Officer
- Data Protection Officer
- Uniform Secretary

Finance Faculty represented by:

- Finance Faculty Lead (Treasurer)
- Performance Faculty Lead
- Ordinary Member
- Administrator
- Fundraising