

**METROPOLITAN MALE CHOIR OF SOUTH AUSTRALIA  
INCORPORATED  
CONSTITUTION**



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Registered under Associations Incorporations Act, 1985.  
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**METROPOLITAN MALE CHOIR OF SOUTH AUSTRALIA INC  
CONSTITUTION.**

**1. Name**

The name of the Incorporated Association is Metropolitan Male Choir of South Australia Incorporated referred to herein as "the Choir".

**2. Interpretation**

In these rules, unless the contrary intention appears:-"member" means a member of the Choir. "The Act" means the Associations Incorporation Act 1985. "The regulations" means the regulations under the Associations Incorporation Act 1985.

Headings are for convenience only and do not affect the construction; and the singular includes the plural.

**3. Objects**

The objects of the Choir shall be:-

To further the appreciation of male voice singing.

To perform publicly to assist charities and other causes at its discretion.

**4. Powers**

Subject to the approval of the members, and in addition to the powers conferred by clause 25 of The Act the Choir shall have the power to:

receive, accept and solicit subscription fees, donations, endowments and gifts of money, funds, shares, securities and any other assets;

affiliate with any body, whether incorporated or not, having the same or similar objects, or compatible or complementary objects, and to appoint representatives to any such body;

give donations, subsidies or contributions to any association or body, whether social, benevolent, educational, patriotic, charitable or otherwise;

endow, establish or give donations to or for scholarships, bursaries and grants in aid of musical education.

**5. Membership**

Ordinary Membership

An applicant for ordinary membership shall be proposed and seconded by choir members after he has attended six rehearsals of the Choir, and has been subjected to any audition deemed necessary by the Musical Director.

Ordinary membership shall be granted if, in an open vote, the Choir elects by two-thirds majority to offer it to the applicant.

Honorary Membership

Honorary Membership may be granted to persons, who are not, or are not eligible to be, ordinary members, but who have given distinguished service to the Choir.

Honorary membership shall be approved if the Choir votes by two-thirds majority upon a recommendation from the Management Committee.

Life Membership

Life Membership may be granted to any ordinary member of the Choir deemed to have given outstanding service to the Choir or having been a member for twenty-five years.

Life membership shall be granted if the Choir votes by two-thirds majority, upon a recommendation by the Management Committee.

Gold Life Membership

Gold Life Membership shall be granted to any member of the choir having been a member for 50 years

Associate Membership

Associate Membership may be granted (1) to men who have been ordinary members of the choir but are no longer able to sing at rehearsals and/or concerts: OR

(2) to a person who is making a significant contribution to the Choir.

Associate Membership may be granted if the Choir votes by a two-thirds majority, upon the recommendation of the Management Committee. Associate Members will not be financial members of the Choir, and will not be required to pay a subscription.

## **6. Register of Members**

A register of members detailing names and addresses of all members of the Choir shall be kept by the Secretary.

The register shall record the date of joining the choir and the date and reason for termination of membership. The Secretary shall keep a roll of attendances at rehearsals and provide copies of these rules and the Rules of General procedure to new members upon joining the choir.

## **7. Expulsion of a Member**

Subject to giving a member an opportunity to be heard or to make a written submission, the Management Committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the Choir. It shall be open to a member to appeal to a general meeting of the Choir. The intention to appeal shall be communicated to the Secretary within 14 days after the determination of the Management Committee has been communicated to the member.

## **8. Income & Subscriptions**

The assets and income of the choir shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the choir except as genuine compensation for services rendered or expenses incurred on behalf of the organisation. Members, including Life Members, shall pay the yearly subscription determined at the Annual General Meeting. The annual subscription for Gold Members shall not exceed 10% of the ordinary subscription. This subscription may be reduced by the Management Committee for any member suffering financial hardship, or on approved leave of six months or more. Subscriptions shall be payable within the two months following the Annual General Meeting. Members joining the Choir after December 31 shall only be liable for half the annual subscription for that year. Members who are more than two months in arrears shall not be entitled to vote until all outstanding subscriptions have been paid.

## **9. Honoraria**

Honoraria may be payable as recommended from time to time by the Management Committee and endorsed by the members at an Annual General Meeting.

## **10. Management Committee**

The affairs of the choir shall be vested in a Management Committee comprising the following members.

President

Immediate Past President (first year only)

Vice President

Secretary

Treasurer

Music Director

Functions Manager

Public Relations Officer

Plus two persons representing the members of the choir.

Election of the Management Committee

The management committee office bearers shall be elected by the members of the choir at the Annual General Meeting each year.

## **11. Powers of the Management Committee**

The management and conduct of all business of the Choir in accordance with the duties of office.

The Management Committee shall have the care and control of all assets of the Choir.

The Management Committee shall seek the consent of the choir for major concerts, choir tours and significant departures from regular performance routines. Consent shall be expressed by two-thirds majority of financial members present at a regular rehearsal or meeting.

The Management Committee shall be responsible for the interpretation of these rules.

## **12. Management Committee Appointments**

The Management Committee shall appoint annually the following officers:-

Music Director and Deputy Music Director

Accompanist and Deputy Accompanist  
Organist  
Public Officer

These appointments shall be made prior to the Annual General Meeting.

The Management Committee may, from time to time, make, vary or revoke Rules of General Procedure (not inconsistent with this Constitution) for the regulation of the internal affairs of the Choir and the rules in force at any time shall be binding on all members.

### **13. Executive Committee**

An Executive Committee comprising of President, Secretary, and Treasurer shall be competent to handle business of an urgent nature in the event that the Management Committee cannot be convened for the purpose, provided that the committee is informed of any such business transacted at its next duly convened meeting.

### **14. Sub-Committees**

The routine affairs of the Choir may be facilitated by a number of sub-committees. The sub-committees shall have no executive authority except as approved by the Management Committee but will be required to make recommendations to the Management Committee for consideration and sub-committees will vary from time to time but may include;-

Finance Committee

Music Committee

Function Management Committee

### **15. Disqualification of committee members**

The office of any committee member shall become vacant if that committee member is:-

(i) Disqualified by the Act.

(ii) Unable to perform his duties by reason of ill health.

(iii) Absent without apology from more than three consecutive meetings in a financial year.

(iv) Expelled as a member under these rules

### **16. Meetings**

#### Management Committee

The Management Committee shall meet from time to time as mutually agreed by its members, or as convened by the President, Vice President, or Secretary, and in any case at least once every two months, except when the Choir is in recess or on tour.

(i) The President, or in his absence, the Vice President, shall preside at all Management Committee meetings. Should both these officers be absent, the members present shall appoint one of their number to preside at the meeting.

(ii) Five members of the Management Committee personally present shall constitute a quorum. If no quorum is present within half an hour of the time called for the meeting, then the meeting shall stand adjourned, and be reconvened at least one week later and if no quorum is then present within a quarter of an hour of the time fixed, the meeting may be conducted by the members present, if they so wish.

Any casual vacancy on the Management Committee may be filled by an appointee of the Management Committee. Such appointment shall remain in place until the next general election of officers.

### **17. Rehearsals**

Rehearsals shall be at times and places determined by the Music Director with the approval of the Management Committee. The main business of these meetings shall be singing, but matters referred to the Choir by the Management Committee may be discussed.

Members are to be diligent in attendance at rehearsals and public performances, and are expected to tender an apology when unable to attend, and to give written notice for leave of absence greater than four weeks.

### **18. Annual General Meeting**

The Annual General Meeting shall be held at a time and place determined by the Management Committee.

The purpose of the Annual General Meeting shall be to elect officers for the year, appoint an auditor, receive the Annual Reports from the President, Secretary, and Treasurer and to conduct any other General Business.

Twenty-five percent of financial members present shall constitute a quorum.

## **19. Special General Meeting**

Special General Meetings may be called by the Management Committee when it regards them as necessary, or by a petition of not less than twenty financial members. One week's notice of such meetings and their purpose shall be provided except where stated otherwise.

Twenty-five percent of financial members personally present shall constitute a quorum.

At any Special General Meeting or Annual General Meeting of members if no quorum is present within half an hour of the time fixed for the meeting, the meeting shall stand adjourned and be reconvened at least one week later, and, if no quorum is then present within a quarter of an hour of the time fixed, the meeting shall be conducted by those members present.

## **20. Voting at Meetings**

Voting at meetings on all matters, unless otherwise stated, will be by show of hands, provided that a secret ballot may be used on any question should the chairman so decide. Except where otherwise stated, a simple majority will decide the vote. The chairman will have a deliberative vote as well as a casting vote.

## **21. Office Bearers**

### Election of Officers

Election of officers at the Annual General Meeting may be by open or secret ballot, at the discretion of the chairman. Should the first ballot prove inconclusive, further ballots shall be held until the requisite majority shall have been obtained, at which event the chairman may limit the names to be submitted to any further ballots to a selected number of those who received the highest number of votes in the primary ballot.

### Elected Officers

President

Vice President

Secretary

Treasurer

Assistant Treasurer

Public Relations Officer

Librarian

Assistant Librarian

Functions Manager

Stage Manager

Part Captains

Auditor

Committee Members

## **22. Duties of Officers**

*The President* shall preside over all meetings of the Choir and of the Management Committee. He shall serve for no longer than two consecutive years.

*The Vice President* shall act as President in the President's absence.

*The Secretary* shall attend to all official correspondence, keep records of the minutes of all meetings, and file all documents.

*The Treasurer* shall act as chairman of the Finance Committee and be responsible for the financial records of the Choir as required by the Act. He shall be responsible for banking all monies received and pay accounts by any auditable means approved by the Management Committee. He shall produce the audited report of receipts and payments together with a statement of funds held annually. He shall place available funds on deposit with approved authorities with the approval of the Management Committee. He shall prepare a draft annual budget for approval by the Management Committee for the final approval of members at the Annual General Meeting.

*The Music Director* shall act as chairman of the Music Committee, conduct and direct singing at rehearsals and at public performances, be responsible for the musical development, repertoire, presentation, and

programme of the Choir. The Music Director may make recommendations to the Management Committee for their consideration.

*The Functions Manager* shall act as the chairman of the Function Management Committee. He shall be responsible for the general oversight and management of Choir concerts/functions in accordance with the Rules of General Procedure.

*The Public Relations Officer* shall aim to increase public awareness of the Choir and its activities to the ultimate benefit of the Choir.

*The Accompanist* shall accompany the Choir at rehearsals and public performances. In the absence of the Accompanist the Deputy Accompanist shall accompany the Choir.

*The Librarian* shall be responsible for purchasing new music on request by the Music Director, the keeping of records of the music library and the issuing of music.

*The Stage Manager* in conjunction with the Music Director and the Function Manager shall supervise the stage arrangements and general deportment of the Choir at all public performances.

*The Part Captains* shall assist the Management Committee in maintaining the welfare and general performance standards of their respective sections.

### **23. Patron**

A Patron and Vice Patrons of the Choir may be appointed at any duly convened meeting of members upon recommendation of the Management Committee.

### **24. Public Officer** - The Public Officer shall be appointed by the Management Committee.

### **25. Finance**

#### Financial Year

The financial year of the choir shall be the period of 12 months ending on 30 June of each year

Accounts to be kept

The choir shall keep and retain such accounting records as are necessary to explain the financial position of the choir in accordance with the act

#### Bank Operators

Operators of the Choir's bank or other investment accounts shall be the President, Vice President, Treasurer, and Secretary. Only one of these is required to sign cheques, or otherwise make payment by an auditable means approved by the Management Committee.

### **26. Auditor** - The appointment of the Auditor shall be made at the Annual General Meeting.

### **27. Seal**

The Choir shall have a common seal which shall bear the name of the Choir. The seal shall not be used without the express authorisation of the Management Committee, and every use of the seal shall be recorded in the minute book of the Choir. The affixing of the seal shall be witnessed by a member of the Management Committee.

The seal shall be kept in the custody of the Public Officer or such other person as the Management Committee may from time to time decide.

### **28. Amendments to this Constitution**

Amendments may be made to this constitution upon two-thirds majority approval of financial members present at an Annual General Meeting or a Special General Meeting called for the purpose. Notice of motion, in writing, shall be distributed to all financial members at least one calendar month prior to the date of such meeting.

### **29. Winding up and Dissolution**

Dissolution of the Choir shall take place if, in a postal ballot of all financial members, a three quarters majority elects to dissolve the Choir. Notice of motion in writing, shall be given to all financial members at

least one calendar month prior to the date of the ballot. In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation or organisations with similar purposes, that is charitable at law, and which is not carried on for the profit or gain of its individual members, any remaining funds shall not be transferred to members.'