

**Lothian Gaelic Choir
(Established 1985)**



**Constitution & Rules
(Updated November 2003)**

1. **The Association** shall be called "Lothian Gaelic Choir".
 2. **The Objects** of the Association shall be: -
 - (a) To further the study and exposition of the Gaelic language and musical tradition by the practice, performance and promotion of Gaelic vocal and choral music in Edinburgh, the Lothians and elsewhere; and
 - (b) To advance the education of the inhabitants of Edinburgh and the Lothians by providing and contributing to suitable educational facilities for the learning, interpretation and production of Gaelic vocal and choral music.
 3. **Membership** shall consist of: -
 - (a) Honorary members
 - (b) Ordinary members
 - (c) Associate members
- All members will be deemed to accept and agree to abide by the rules contained in schedule A to this constitution.
4. **Office Bearers** shall consist of: -
 - (a) President
 - (b) Secretary (Administration)
 - (c) Secretary (Minutes)
 - (d) Treasurer
 - (e) Social Convenor
 - (f) Conductor
 - (g) Gaelic Tutor

In addition, a maximum of three members of the Association should be elected to ensure, insofar as is practicable, that each singing section (i.e. soprano / alto / tenor / bass) has, including the above mentioned office bearers, at least one representative.

The appointment of a Librarian and a Publicity Officer shall be made from the three non-designated office bearers; said posts may be held by the same person if necessary.

The duties of the office bearers shall be insofar as practicable and reasonable in accordance with the definitions contained in schedule B to this constitution.

The office bearers shall be referred to as "The Committee". All office bearers shall be elected by the members at the Annual General Meeting (hereinafter referred to as "the AGM"). They shall hold office for one year but shall be eligible for re-election.

No person shall hold a particular office (except those of Conductor and Gaelic Tutor) for more than THREE consecutive years.

5. **Management:** Management of the Association shall be vested in the Committee who shall meet at such times as shall be necessary but not less than six times per year. At such meetings four members shall constitute a quorum. The President, whom failing the Secretary (Administration), whom failing a member of the Committee nominated by the meeting, shall be the Chairperson. The Chairperson shall have a deliberative and casting vote.

The Committee shall have, save as herein provided, plenary powers in the management of the business of the Association. In particular the Committee shall be responsible for deciding in which events the Association shall participate, in consultation with, if deemed appropriate by the Committee, the members of the Association.

6. **Finance:** The finances of the Association shall be administered by the Committee and all monies of the Association shall be lodged in a bank approved by the Committee in the name of the treasurer and two trustees. The trustees shall be elected each year at the first meeting of the Committee following the AGM. All cheques and other documents shall be validly signed on behalf of the Association by the signature of the Treasurer and one of the two trustees.

7. **Honorary Members:** Honorary members shall be such persons as the Association may elect in recognition of their services to the Association.

8. **Annual General Meeting:** The AGM shall be held not later than 30th November in any year. At that meeting the Secretary (Administration) shall submit a report on the activities of the Association for the year ended on the preceding 31st day of October. The Treasurer shall submit an audited statement of income and expenditure for the same period, and office bearers shall be elected for the ensuing year. Any other competent business may be transacted. Members must be given fourteen days notice of this meeting.

9. **Special General Meetings:** These may be summoned by the Committee or by fifteen fully paid-up members on application to the Secretary (Administration). Members must be given fourteen days notice of such meetings.

10. **Subscriptions:** Subscriptions for the various classes of membership will be recommended by the Committee and approved by the association at

the AGM. All subscriptions must be paid by the end of each term as specified by the Committee. New members shall be liable to pay a reduced rate of subscription for their first term or part thereof.

11. **Voting Rights:** No member shall be entitled to vote at any meeting of the Association or Committee of the Association if their subscription is not paid up to date prior to the commencement of that meeting.

12. **Dissolution:** If the Committee by a simple majority decide at any time, on the grounds of expense or otherwise, it is necessary or advisable to dissolve the Association, it shall call a Special General Meeting of the Association, of which meeting not less than twenty-one day notice (stating the terms of the resolution to be proposed thereat) shall be given to all members. If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting, the Committee shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable organisation or organisations having objects similar to the objects of the Association as the Committee may determine.

13. **Amendment:** This constitution may be amended by two-thirds of the members present and voting in favour at the AGM or a special meeting called for the purpose. A request for such an amendment may come from the Committee or from two members of the Association on application to the Secretary (Administration) not less than twenty-eight days before the meeting.

14. **Constitution and Rules.** The constitution and rules shall be entered in the minutes of the meeting, and a copy issued to all members of the Association upon becoming members.

15. **Interpretation of the Constitution:** This shall be deemed to be reasonable; any dispute shall be resolved by the Committee or, where deemed appropriate by the Committee, by the Association at a Special General Meeting.

RULES OF THE ASSOCIATION

SCHEDULE A

1. Choristers shall be admitted to the choir only after providing proof of their suitability as shall be ascertained by the Conductor and Gaelic Tutor within one month.
2. Once accepted to membership of the choir, choristers shall be expected to attend all practices, save on account of illness, or other cause deemed adequate by the Committee and intimated to the Conductor or Gaelic Tutor which failing a Committee Member in advance. In the event of any chorister being absent from four consecutive practices without such reason, his/her name may be deleted from the roll of membership.
3. Choristers selected for any public appearance of the choir should notify the Conductor at least two weeks prior to the event, if they are unable to attend.
4. Members will be held responsible for all tickets for Association functions ordered by them. Tickets not used must be returned prior to the function.
5. The choir shall elect a steward whose responsibility it will be to keep a register of attendances of all choristers.
6. Choristers will normally receive music from the Association free of charge, but the Association reserves the right to make a charge for certain music required. .
7. No member or group of members from the Association may use the name of the Association when appearing at any public performance, without the prior consent of the Committee.
8. Members of the Association will be expected to conduct themselves in an acceptable manner at all times. Members, who do not, may have disciplinary action taken against them, as decided by the Committee by majority ruling.

RULES OF THE ASSOCIATION

SCHEDULE B

PRESIDENT

The President shall act as Chairman/Spokesperson of the Association except insofar as that function is delegated to another member of the Association. The President shall also supervise the workings and actings of the Committee and Association in general and advise/direct where appropriate.

SECRETARY (ADMINISTRATION)

The Secretary (Administration) shall be responsible for conducting all correspondence relating to the Association and maintaining a record thereof. He/she shall maintain a record of names, addresses and categories of all members of the Association, to be issued as directed to all choir members, and shall be responsible for the procurement and allocation of accommodation where appropriate, procurement of transport where appropriate. Procurement of venues and for ensuring that entries for Mods shall be submitted timeously.

SECRETARY (MINUTES)

The Secretary (Minutes) shall assist the Secretary (Administration) in all matters specified above and in addition, keep minutes of all meetings of the Association and Committee. He/she will also provide each member of the Committee with minutes of the preceding Committee meeting no more than 1 week after each meeting. Minutes shall be entered in a minute book and retained for future reference.

TREASURER

The Treasurer shall be responsible for, and the recording of, all financial transactions relating to the Association. He/she shall submit annually to the AGM an audited statement of income and expenditure: such an audit being undertaken by a person or persons suitability qualified, and said statement approved by the Association at the AGM.

SOCIAL CONVENOR

The Social Convenor shall be ultimately responsible for the organisation of all social events and functions involving the association, and if appropriate in consultation with the Conductor.

CONDUCTOR

The Conductor shall control all choir practices and formal performances of the choir, and may be paid an honorarium. The Conductor will have sole responsibility for the musical aspect of the Association's objectives.

GAELIC TUTOR

The Gaelic Tutor will instruct the choir in the correct pronunciation to be used by the choir for Gaelic songs, and may be paid an honorarium.

Selection of the choir for competitive performances will be the combined responsibility of the Conductor and Gaelic Tutor.

LIBRARIAN

The duties of the Librarian will be to maintain a stock of and distribute all music required for the current programme of the choir and to keep a record of the persons who have received such music. The Librarian shall also maintain a library system of Gaelic learning materials.

PUBLICITY OFFICER

The Publicity Officer is responsible for provision of tickets/posters and for publicising the Association and appropriate events as directed by the Committee. In addition the Publicity Officer will have responsibility for updating an information pack for new members.

ADDITIONAL MEMBER

The Additional Member will be responsible for co-ordinating the use of the Choir ~ laptop and any other duties that may be required.