

Rules of the Addison Group of Singers

1. These Rules shall not be modified other than by a majority vote at a General Meeting of the membership.
2. All members must be over 18 years of age.
3. The Board shall consist of up to 8 Trustees, being the 5 Officers plus up to 3 additional Trustees.
 - 3.1 The Board shall endeavour to ensure that only one of the positions of Chair, Secretary or Treasurer has a new Trustee appointed to that role in any one year.
 - 3.2 The role of Chair must only be filled by a Trustee who has at least one year's experience as either a Trustee of the Society or as a member of a management group.
 - 3.3 The Board shall endeavour to ensure that once a Trustee has been reappointed as Trustee in a specific role for three consecutive years, he/she should not be reappointed for a fourth consecutive year. In these circumstances, the Trustee may be reappointed after an interval of at least one year.
 - 3.4 Two Vice Chairs shall be appointed to the Board. One Vice Chair shall represent the Jazz Choirs and the other shall represent the Classical Choirs.
 - 3.5 Following each AGM one member of the Addison Group of Singers shall be appointed by the Board as the designated Making Music Representative.
 - 3.6 The members of each choir shall be represented by a separate Trustee. In addition, all classes will be represented by one Trustee. Following each AGM, the new Board shall designate a Trustee to represent each choir (hereafter referred to as 'Choir Liaison Trustees') and also a Trustee to represent the classes (hereafter referred to as the Class Liaison Trustee). Their duties will be:
 - (a) To act as the mechanism through which the members of each choir and members who attend classes can voice concerns at Board level.
 - (b) To receive and fully understand the issues raised by the members in their respective choirs or in the classes.
 - (c) To be responsible for relaying to the Board such issues and concerns as may be raised by the members. However, this role does not interfere with the Trustees' duties to the Society, nor does it affect their independent voting rights as a Trustee.
 - (d) After each Board Meeting, the Choir Liaison Trustees and the Class Liaison Trustee shall also ensure that they advise the members of the Board's response on the issues raised.
 - (e) If any issue has not been resolved, the relevant Liaison Trustee shall continue to act in this role until such resolution is achieved.
4. The Board shall ensure that two or more ordinary meetings take place in any one term.
 - 4.1 In determining how many ordinary meetings are required each term, the Board shall ensure that the following agenda items are covered during one of the ordinary meetings scheduled each year:
 - (a) Trustee Annual Report;
 - (b) Staff salary and performance reviews;
 - (c) How the music programme will support the Objects and Public Benefit requirements of the Society;
 - (d) Assessment of whether the Rules are still fit for purpose;
 - (e) Policy documents including:
 - i) Financial Policy;
 - i) Risk Management Policy;

- ii) Safeguarding Vulnerable Adults Policy;
 - iii) Safeguarding Children Policy;
 - iv) Financial Reserves Policy and
 - v) Conflicts of Interest Policy.
5. The Board shall execute documents in accordance with the following process:
 - 5.1 The Board must agree whether entering into a transaction is appropriate in the circumstances and in the best interests of the Society.
 - 5.2 If the Board agrees that, in principle, the criterion at Rule 5.1 is met the Board shall appoint two Trustees who shall be responsible for conducting the required due diligence for the transaction and ensuring that the Society is able to comply with any terms and conditions. The appointed Trustees shall report back to the Board on the outcome of these assessments.
 - 5.3 Once the Board has reviewed the information provided under Rule 5.2, the Board shall review whether the criterion at Rule 5.1 is still being met and if the Society should proceed with the transaction. If so agreed, the Board shall appoint the Trustee(s), as required, who shall execute the documentation on behalf of the Society.
 6. All financial expenditures, separate to any expenditures required for the purposes of a transaction under Rule 5, shall be approved in accordance with the process agreed by the Board from time to time and set out in the Financial Policy document.
 7. The Board may co-opt people to provide skills and assistance as required but only Trustees may vote at a Board meeting.
 8. The Board may appoint members of the Classical and Jazz Choirs' Management Groups to plan the activities of their respective areas of the Society. When appointing members, the Board and members shall adhere to the following process:
 - 8.1 When the Board circulates the paperwork relating to the AGM to the membership, the Board shall invite volunteers to put their names forward to be appointed to one of the two Management Groups referred to in this Rule.
 - 8.2 Members shall advise the Secretary in writing if they wish to be considered ahead of the AGM.
 - 8.3 Following the AGM, at the next Board meeting the Board shall appoint individuals to the Management Groups.
 - 8.4 The Vice Chairs for each respective choirs shall notify the individuals who have been appointed to the Management Groups.
 9. Management Groups:
 - 9.1 Shall comprise at least one Trustee plus those individuals appointed by the Board.
 - 9.2 Shall represent their respective choirs.
 - 9.3 Each Management Group shall prepare and submit budgets for approval prior to each Board meeting.
 - 9.4 Management Groups shall hold a meeting prior to each Board meeting.
 - 9.5 Only the Board may approve payments but may delegate to members of the Management Groups the power to incur expenditure by the use of Purchase Orders.
 10. The Board and Management Groups shall be guided by the written Policies and Code of Conduct of the Society.