

# Sussex Harmony

## CONSTITUTION

Sussex Harmony was formed by a group of people who met in the Lewes Arms, Lewes, on 6 January 1992 with the intention of singing and playing music of the English Parish Church and Independent Chapel (now become known as “West Gallery” music or “Georgian Psalmody”), American shape-note music, and other music, whether sacred or secular, of the relevant period or style.

1. In keeping with these objectives the Quire shall:
  - a) be known as “Sussex Harmony”;
  - b) promote and perform the music at concerts and participatory singing events in a manner in keeping with both the music and the setting of such performance, to as wide an audience as possible;
  - c) research such national and local sources as may be available, with a view to publication and performance of any such material;
  - d) carry out any other activities generally associated with the music and lifestyle of the period;
  - e) aim to participate in at least one West Gallery style service each year.
- 2 The Quire shall comprise Performing Members (singers, players etc), non-performing Associate Members and Honorary Life Members as elected.
- 3 The Quire shall hold at least one business meeting each year, being the Annual General Meeting, to be held on or by the first Thursday in February. Any other business meeting shall be known as an Extraordinary General Meeting. The date of the Annual General Meeting or an Extraordinary General Meeting shall be notified in writing to all Performing Members four weeks in advance for an Annual General Meeting and at least two weeks in advance for an Extraordinary General Meeting. Each Performing Member shall be entitled to one vote at an Annual or Extraordinary General Meeting. Any proxy votes should be notified to a member of the Committee at least 24 hours before a General Meeting
- 4 Election and duties of committee members:

- a) At each Annual General Meeting there shall be elected a Committee comprising Chairman, Music Director, Secretary, Treasurer and Librarian, whose duties shall be as follows:

**Chairman** — shall chair all meetings of the Quire and lead any other formal meetings, gatherings or functions where public representation is required.

**Music Director** — shall take charge of all matters relating to performances and singing style, and shall rehearse the Quire regularly.

**Secretary** — shall be responsible for all correspondence; the taking of minutes at meetings; and shall maintain adequate records of the Quire’s activities and members’ attendance.

**Treasurer** — shall receive all subscriptions due from members in due time; shall be responsible for the payment of any accounts received; and shall maintain such separate bank accounts as are necessary for the proper running of the Quire.

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The Treasurer shall also be responsible for the proper recording and management of the Quire's property.

**Librarian** — shall be responsible for the Library of Music; for adding there to; and for maintaining and updating all copies used and issued.

- b) Each candidate for office must be proposed and seconded by Performing Members and, in the event of there being more than one candidate, there shall be a vote. The candidate receiving the majority of the vote shall be elected to office.
- c) Each elected Officer shall serve for a period of one year and shall be eligible for re-election to any office.
- d) The Committee shall have the power to agree any matter on a simple majority of those present, provided that there is a quorum of three Committee members and all members of the Committee have been given reasonable notice of the meeting; the matter is fully discussed; and Performing Members are advised of such decisions at the next available opportunity. The Committee shall also have the power to delegate tasks as necessary, e.g. costumes, publicity etc.

### 5 The accounts:

- a) There shall be appointed at the Annual General Meeting three persons who shall have a mandate to sign cheques on behalf of the Quire, any two of whom shall be required to validate any cheque or other financial authority.
- b) There shall be appointed at the Annual General Meeting an auditor for the Quire's accounts.
- c) Audited accounts shall be produced for — and made available to all Performing Members at — the Annual General Meeting. Individual major events and monies received from publications and recorded music shall be separately accounted for and the relevant balances shown in the annual accounts.

### 6 Membership and subscriptions:

- a) Performing Membership shall be open to people who have both a contribution to make towards, and an interest in, the Quire's aims and objectives, but they shall only be elected to full membership after a period of at least eight rehearsals; such membership being at the discretion of the Committee. Associate Membership shall be open to any person who wishes to support the Quire and its aims and objectives. Associate Members shall not have the right to vote at meetings. Honorary Life Membership may be bestowed by the Quire at an Annual General Meeting.
- b) Performing Members shall pay an annual subscription, the amount of which shall be agreed at the Annual General Meeting. Subscriptions for the forthcoming year shall be payable immediately after the end of the Annual General Meeting. Those under eighteen years of age and those in full-time education shall be exempt from payment of the annual subscription. The Committee shall have the power to waive the annual subscription for adult members in exceptional circumstances. New members shall pay a subscription commensurate with the number of months remaining until the next Annual General Meeting. Associate Members shall pay an annual subscription to offset the cost of any communication and postage. The amount of this subscription shall be determined at the Annual General Meeting.
- c) If, in the view of the Committee, any member abuses the privileges of membership, that member may be asked to leave the Quire.

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- 7 In order to take part in a performance Performing Members shall be required to attend a minimum of two-thirds of the designated practices, unless this requirement is waived by the Music Director.
- 8 Music
  - a) Performing Members shall be entitled to received one copy of any sheet music used, and shall remain responsible for it, A charge shall be made for further copies. Certain books of music, purchased by the Quire will be available for loan to members, but lost books must either be replaced or paid for.
  - b) Use of Quire music outside the Quire will be governed by the laws of copyright as appropriate and will require the consent of the appropriate person.
- 9 The Quire may, from time to time, use such of its monies as arc available for the purchase of items such as costumes, stage props, music books, instruments and other equipment for the proper running of the Quire and for the staging of events. The Quire may also make charitable donations. All such outgoings shall be at the discretion of the Committee and any single payment of more that £250 shall require the consent of the members at an Annual or Extraordinary General Meeting.
- 10 In order to advance its aims and objectives, the Quire may publish material, either in book form or by any other reprographic process. Such material shall always be well researched and well presented — any decision as to publishing being left to the Committee to advise on and agree.
- 11 Copies of any research undertaken on behalf of the Quire shall be added to the Library in due course as projects are completed.
- 12 The Quire shall be affiliated to the West Gallery Music Association, or other appropriate body, in whatever way possible.
- 13 In the event of the Quire ceasing to exist for any reason, the remaining funds and property shall he disposed of for the purposes for which the Quire was originally founded, and at the discretion of the Committee in consultation with the West Gallery Music Association or other suitable body.
- 14 Any changes to this Constitution shall be made only at an Annual or Extraordinary General Meeting and shall require a two-thirds majority of those eligible to vote.

Dated 22 January 2004