

The Constitution of The Watsonian Community Choir

The Watsonian Community Choir is an independent Section of The Watsonian Club, a Company Limited by Guarantee. In the pursuit of its objects, the Choir shall abide by any rules established by The Watsonian Club affecting its sections generally.

The Constitution was approved by The Watsonian Council on 6 November 2019 and adopted by the Choir at its inaugural General Meeting on 6 June 2022.

1. Naming and Title

The Section shall be called the Watsonian Community Choir, abbreviated in print and commonly referred to as the Choir.

2. Purpose

The purpose of the Choir is to encourage group social singing and engagement within the George Watson's College, Watsonian and local communities, and with the aim of supporting various charities annually through locally held community concerts.

3. Office Bearers

The elected Office Bearers of the Choir shall consist of:

- i. Chair
- ii. Vice-Chair
- iii. Secretary
- iv. Treasurer

Any two of the foregoing offices may be filled by the same person. The Office Bearers shall retire bi-annually at the AGM and shall be eligible for re-election.

4. Committee

The direction and control of the affairs of the Choir shall be delegated to a Committee, which shall consist of the Office Bearers and up to six Ordinary Members (the number of Ordinary Members to be decided by the Choir at AGM from time to time). The Committee shall:

- i. be elected by the Members of the Choir at each AGM;
- ii. retire annually and shall be eligible for re-election; and
- iii. have the power to fill vacancies and any person so appointed shall serve until the next AGM and shall be eligible for re-election.

5. General Responsibilities of the Committee

The Committee shall meet not fewer than twice a year and its responsibilities shall include:

- i. overseeing the activities undertaken in the name of the Choir;
- ii. make suggestions of ways in which the Choir's aims and objectives can be furthered; and
- iii. ensure the funds of the Choir are appropriately managed and deployed.

- iv. The duties of the Committee shall be to govern the affairs of the Choir, to arrange events.

In furtherance of carrying out the foregoing delegated duties, the Committee (acting though the Office Bearers) shall be empowered to enter into such contracts or other agreements as may be desirable or necessary in the interests of the Club. If and when necessary, the Committee may also appoint Sub-Committees.

6. The Chair and Vice-Chair

The responsibilities of the Choir Chair shall be to:

- i. chair meetings of the Committee and Choir;
- ii. exercise a casting vote, as required, in the event of a tie, and where a deliberative vote has already been cast;
- iii. provide a point of reference/advice to George Watson's College (hereinafter referred to as "the School") on matters relating to the Choir;
- iv. promote the Choir and its objectives; and
- v. represent the Choir at School occasions.

The Vice Chair shall deputise for the Chair, as necessary, at the request of the Chair.

7. The Secretary

The responsibilities of the Choir Secretary shall be to:

- i. give notice of meetings of the Choir or Committee;
- ii. keep an accurate record of all proceedings of the Choir;
- iii. attend to correspondence;
- iv. maintain an up-to-date membership database containing contact details and relevant information pertaining to each Member. Such a database shall be kept in accordance with current General Data Protection Regulations (GDPR);
- v. keep charge of books, papers and records of the Choir; and
- vi. ensure a copy of all minutes and papers, and the annual report and accounts are submitted annually to The Watsonian Council.

8. The Treasurer

The responsibilities of the Choir Treasurer shall be to:

- i. keep a detailed account of all financial matters pertaining to the Choir;
- ii. prepare and submit a financial statement to the AGM of the Choir and to arrange their review in accordance with paragraph 10 below.

9. Membership

The Choir shall consist of two classes of Member, namely: Ordinary and Honorary.

Ordinary Membership

Ordinary Membership shall be open to:

Any current or former member of staff or former pupil of the School, George Watson's Ladies College, George Watson's Boys College or John Watson's School; or parent of a

current or former pupil at the School; or any other person admitted to membership by the Committee. Current pupils of the School shall not be eligible to be members of the Choir.

Honorary Membership

The Committee may recommend for election to Honorary Membership of the Choir any person who has rendered special service to the Choir, the School or the former schools mentioned in this clause, or who has particularly advanced the purposes of the Choir. Honorary Members shall be entitled to all the privileges of membership, except they may not vote at meetings. Honorary Members shall be exempt from payment of the annual subscription fee.

10. General Meetings

Annual General Meeting

The AGM will be held no later than 30 June in each year and shall be called by notice served at least fourteen days prior to the date of the meeting.

At that meeting a report shall be given by:

- i. the Chair, covering the preceding year's events, notable occurrences, forthcoming events, and any future plans for the Choir; and
- ii. the Treasurer, covering the accounts and financial affairs of the Choir for the preceding year.

The accounts shall be reviewed by an independent, suitably knowledgeable volunteer and shall be available to Members from the Treasurer at, or shortly after, the Meeting. The Office Bearers, the Committee and the independent volunteer shall be elected, and any other competent business transacted.

Extraordinary General Meeting

The Secretary shall call an Extraordinary General Meeting of the Choir at the request of the Committee or upon a request, in writing, signed by no fewer than ten or one-quarter of the Members of the Choir, whichever is the smaller. The purpose for which the Meeting is called shall be specified in the requisition and in the notice calling the Meeting. Notice shall be sent to each Member of the Choir not less than fourteen days prior to the date of the Meeting. No business, other than that specified in that notice shall be transacted at such a Meeting.

11. Quorum

Ten members of the Choir or one quarter of the Choir membership, whichever is the lesser, shall form a quorum at any General Meeting and three members of the Committee shall form the quorum at Committee meetings.

12. Subscriptions

Any subscriptions payable by Members shall be fixed by the Committee, and charged on an annual, term or semester basis as determined by the Committee given the anticipated costs of the Choir's programme. Subscriptions shall payable within one month of request.

No person shall be admitted the privileges of the Choir until their subscription has been paid.

13. Expulsion

Any Member whose conduct is materially prejudicial to the interests of the Choir, The Watsonian Council, or the School, may be expelled or suspended from Membership by the Committee. Any Member aggrieved by such a decision may appeal at the next AGM, so long as the Member has given twenty-one days' notice of the intention to do so to the Secretary. Suspension involves the loss of all rights and privileges of membership.

14. Funds and Investments

The fund(s) of the Choir shall be kept in such a manner as the Committee may determine and be used for the benefit of the Choir as deemed appropriate by the Committee. All investments of the Choir shall be in the name of the Chair, Vice-Chair, Secretary and Treasurer for the time being as trustees of the Choir. Any transactions relating to the investments of the Choir shall require the signature of two trustees. Proper books and accounts shall be kept by the Treasurer showing the Choir's financial affairs. Those books and accounts shall be reviewed annually by an independent, suitably knowledgeable volunteer, duly appointed at the AGM. Such a volunteer may receive remuneration as the Committee may determine from time to time.

15. Property and Insurances

Any property or assets purchased by the Choir, or gifted to the Choir by members or others, can only be sold or disposed of where prior agreement has been given by The Watsonian Council. The Committee shall arrange appropriate insurances for Choir medals and other such property. The Committee shall arrange appropriate insurance for Choir property and meetings and other events run by the Choir at its discretion. Such insurances may be inspected by any Member of the Choir upon request to the Secretary.

16. General Data Protection Regulation (GDPR)

The Choir shall comply with all applicable data protection and privacy legislation in force from time to time in the UK including (without limitation) the Data Protection Act 2018 in all matters relating to the collection, retention and processing of personal data of Members and other persons associated with Choir activities. Such data shall only be used for lawful purposes and shall only be available to the Committee in relation to their duties and responsibilities. The Secretary shall maintain an up-to-date, secure database containing such information and shall regularly check the accuracy of data it holds.

17. Health and Safety

The Choir shall remain aware of its responsibilities pertaining to the health and safety of its Members in connection with events run by the Choir. The Choir shall appoint a 'Person in Charge' (who need not be a member of the Choir) for each event whose role shall be, amongst others, to ensure that all matters relating to the Health and Safety of Members, guests and members of the public have been properly assessed and any risks mitigated appropriately.

18. Child Protection

The Choir shall remain aware of its responsibilities pertaining to child protection and safeguarding in connection with events run by the Choir. It shall act in accordance with the written policies of the School at any event where pupils of the School may be present as part of the Choir.

19. Alterations to the Constitution

This Constitution shall not be altered except with the consent of not less than two-thirds of the Members of the Choir present and voting at an Annual or Extraordinary General Meeting. Notice of any proposed alterations, together with the names of the proposer and seconder, shall be intimated by the Secretary to the Members of the Choir not less than twenty-one days prior to the Meeting. Any Member of the Choir wishing to propose an amendment to any proposed alterations of the Constitution shall give a notice thereof, in writing, together with the name of a seconder, to the Secretary at least seven days prior to the date of the Meeting. There shall be no obligation on the Secretary to circulate such amendments so intimated. Amendments of a minor nature may be intimated from the floor at the Meeting without notice, so long as two-thirds of those present agree that the matter can be discussed and voted upon.

A copy of any amended Constitution shall be communicated to The Watsonian Club and only after their approval can any changes be formally adopted by the Choir.

20. Dissolution

No motion for dissolution of the Choir shall be considered except at an Extraordinary General Meeting called for the purpose of dissolution. Such motion shall require the support of not less than three quarters of the Members of the Choir present and voting.

In the event of such a motion being carried, any assets of the Choir shall be transferred to The Watsonian Club. This should include all paper records, minute books and other items or artefacts that may be relevant for acquisition to the School's Historical Archives and Collections.

Updated 6 June 2022