



Rules

1. Southend Bach Choir is formed in accordance with the Constitution adopted by a General Meeting of members held on 11th October, 2022. Nothing in these rules shall be interpreted so as to invalidate or overrule the constitution.
2. To support the effective running of the choir, a number of roles have been created to support the Chair, Secretary and Treasurer as follows:
 - Committee Member roles:
 - Vice Chair : Assist the Chair with their role and usually Chair Elect
 - Minutes Secretary : creates and manages minutes of committee and general meetings
 - Membership Secretary : manages membership records and welcomes new members
 - Concert Manager : manages all aspects of concerts
 - Other Officers:
 - Pastoral Secretary : Supports the Membership Secretary with pastoral care of our members
 - Patrons' Secretary : manages the Patrons' Scheme
 - Music Librarian : manages the choir's music library and sources additional music

The committee shall appoint members to these roles. Current holders of the roles can be found on the Choir web site (<https://www.southendbachchoir.org.uk/committee>).

3. There is no limit to the number of times a trustee (i.e. committee member) may stand for re-election.
4. The constitution states that a list of members' names and address should be kept on file by the Committee and that this information should be available to choir members. However, to ensure data protection rules are followed, the names only will be made available to choir members on request.
5. If the annual inspection of the financial accounts is not complete prior to the AGM, any problems discovered at that inspection will be reported to the members at a Special General Meeting.
6. The Committee may co-opt Society Members to sub-committees created in accordance with the Constitution, where additional resources are deemed necessary to conduct the activities of the sub-committee.
7. The annual membership fee shall be payable in advance. The Treasurer, in agreement with the Chair, shall have discretion to vary the fee and the mode of payment in cases where this is appropriate and shall report the action so taken to the committee. There will be no fee charged to members aged 25 years and under. As the society is a registered charity, members are to be encouraged to pay membership fees by Gift Aid.
8. A music fee will be collected from members, who use music that has been procured by the Society. Such fees are payable to the appointed Music Librarian. Members are liable for the cost of the music, if not returned to the Music Librarian at the appointed time or if returned in a damaged state.

9. The Committee shall decide the amount of the fees payable under Rules 7 and 8 and shall notify the persons concerned.
10. The Committee shall decide on Choir members dress (uniform) for each concert. Members are expected to comply with the Committee decision in this respect.
11. The Choir has a Patrons' Scheme which is administered by the Patrons' Secretary as defined in the Patrons' Policy.
12. Any complaint received by the Southend Bach Choir (SBC) Committee will be taken seriously. It will be dealt with in accordance with our Complaints Procedure.