



Côr Meibion Cymru De Affrig (The Welsh Male Voice Choir of South Africa) Constitution

12th June 2015

Edited by Mike Richardson

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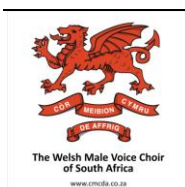
Document History

Date	Version	Description
Unknown	V1.0	This is a new document
3 June 2003	V1.1	Constitution document as at this date
30 May 2006	V1.2	Amendments passed at AGM – Clause 17 and 20
10 June 2008	V1.3	Amendments passed at AGM - Clauses 11.4, & 20.9 revised. Clause 18.24 omitted and subsequent clause renumbered.
2 June 2009	1.4	Amendments passed at AGM - Clauses 18.7, 18.8 & 18.13 revised.
21 June 2013	1.5	Amendment passed at AGM to clause 21 -Resignations
26 June 2014	1.6	Amendments approved at AGM held 10 th June 2014: Clause 12. Membership: Heading added to clause 12.3. New clauses 12.4 and 12.5 added. General re-numbering to clause 12.
12 June 2015	1.7	Amendments approved at AGM held 09 th June 2015 – (i) deletion of clause 18.1.1 and renumbering of clauses 18.1.2 to 18.1.7 (ii) deletion of 2 nd sentence from clause 18.8 and rewording of clause 18.13 (iii) All references to 001-329 NPO deleted and clause 20.6 reworded accordingly (iv) Clause 11.1 reworded (v) spelling / grammatical correction to clauses 18.2 and 23.4



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Constitution (as amended 12th June 2015)

1. Title

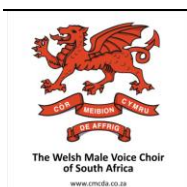
- 1.1 The name of the choir shall be "Côr Meibion Cymru De Affrig" (hereinafter referred to as "the Choir")

2. Objectives of the Choir

- 2.1 The objectives shall be the learning and public performance, including live performances, recordings and broadcasts of choral works, sung in the tradition of Welsh male voice choirs.

3. Income and property

- 3.1 A record of Choir assets shall be maintained at all times.
- 3.2 No member or office bearer of the Choir shall be entitled to receive any money or property from the Choir except in the instance where payment is made for work that has been done for the Choir by a member or office bearer.
- 3.3 Such payment must be a reasonable amount for the work that has been done, and must be approved by a quorum of the Management Committee.
- 3.4 A member or office bearer may only be reimbursed for expenses that have been incurred on behalf of the Choir. Such expense must be approved by a quorum of the Management Committee before being refunded to the member or office-bearer.
- 3.5 No member or office bearer of the Choir shall have any rights over the assets of the Choir.
- 3.6 In the event that the Choir has funds that may be invested, such funds may only be invested with registered financial institutions as defined in Section 1 of the Financial Institutions Act, 1984.



- 3.7 The Management Committee shall have the power to make such investments, from time to time, after passing a resolution at a scheduled meeting of the Management Committee at which a quorum is present.
- 3.8 The Choir shall exist in its own right, separate from its members, and shall continue to exist even when there are changes to its membership and when there are different office bearers.
- 3.9 The Choir shall have the capacity to sign contracts and to enter into other relationships. The Choir shall have the capacity to sue and be sued in its own name, and to own property and other possessions.

4. Officers

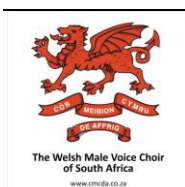
- 4.1 The officers shall consist of the Chairman, Vice Chairman, Secretary, and Treasurer.

5. Management Committee

- 5.1 The Management Committee shall consist of the above named officers and four elected members, one of whom shall at the first committee meeting following an Annual General Meeting be appointed chairman of the Music Committee.
- 5.2 Only bona fide members of the Choir, in good standing, may be elected to serve on the Management Committee.
- 5.3 The Management Committee shall have the power to co-opt individual members to fulfil specific tasks to assist in its work. A co-opted member of the Committee shall not exercise a vote on Committee matters, and shall not be counted as part of a quorum.

6. Music staff

- 6.1 The Management Committee shall have the power to make such appointments to the music staff of the Choir as it considers necessary to achieve the objectives set out in Clause 2.



- 6.2 Appointment to the music staff shall not, of itself, confer membership of the Choir on the appointee.

7. Section leaders

- 7.1 Each section of the Choir shall be represented by a Section Leader elected by the members of that section.

8. Election of Management Committee and section leaders

- 8.1 Officers, members of the Management Committee, and Section Leaders shall be elected at the Annual General Meeting, due notice of such a meeting having been given.
- 8.2 Nominations for positions on the Management Committee, and for Section Leaders, must be submitted to the Secretary of the standing committee not later than one week prior to the Annual General Meeting.
- 8.3 These nominations must bear the signatures of the proposer, seconder, and nominee, on forms obtainable from the Secretary.

9. Terms of office

- 9.1 Officers, members of the Management Committee, and Section Leaders shall remain in office for one year only, but shall be eligible to stand for re-election.
- 9.2 A Committee member who fails to attend three consecutive meetings of the Management Committee without apology, shall be asked to resign from the Management Committee and Clause 21 shall apply.



10. Management

- 10.1 The management of the Choir and all arrangements for rehearsals, concerts, and engagements shall be the responsibility of the Management Committee.

11. Music committee

- 11.1 A Music Committee consisting, ex officio, of the Music Director, an Accompanist, the four Section Leaders and an appointee of the Management Committee shall be responsible for the establishment of the repertoire and for the maintenance of the musical standards of the Choir.
- 11.2 The Music Committee shall have the power to co-opt.
- 11.3 Any of the above members unable to attend a meeting of the Music Committee may nominate an alternative to attend and act in his or her stead.
- 11.4 The Music Committee Chairman or his/her delegated representative, the Music Director or his/her delegated representative and one representative of each section shall constitute a quorum.
- 11.5 At the first meeting of the Music Committee following an Annual General Meeting, a secretary shall be elected from among the members of the Music Committee.

12. Membership

- 12.1 Any male who desires to become a member of the Choir shall complete the prescribed application form, and shall be required to give evidence of musical ability to the Music Director.
- 12.2 Membership may be granted to the applicant after due consideration of the application by the Management Committee.



- Life membership** 12.3 At its discretion, the Management Committee may recommend that Life Membership be granted to any member who, in the opinion of the Management Committee, has consistently given outstanding service to the Choir over a considerable period of time, provided that the member being proposed for Life Membership has maintained a bona fide relationship with the Choir at all times.
- 12.3.1 Such Life Membership shall only be granted at an Annual General Meeting, with the approval of 90 percent of the Choir members present at that meeting.
- Members of the Music Team and recognised Associates** 12.4 The Music Team and Associates of the Choir do not pay membership subscriptions. However, the Choir will recognise them in the same manner and according to the same rules as a normal chorister for long service awards per clause 12.5.
- 12.4.1 Associates are described as "non-members of the Choir who, in the opinion of the Management Committee, have consistently given outstanding service to the Choir over a considerable period of time".
- Service awards** 12.5 Long Service Awards.
- 12.5.1 Long service awards are made to choristers who have been active members of the Choir for an extended period. A chorister shall be eligible for his first long service award upon reaching his 10th anniversary with the Choir. Thereafter, a chorister shall be rewarded with a long-service award every 5 years.
- 12.5.2 The number of years of service shall be determined as follows:
- i.) Unbroken service; or
 - ii.) If broken service is determined, the total number of accumulative years is determined, taking into account:
 - Subtracting period(s) resigned from the Choir, and/or
 - Subtracting period(s) for Leave of Absence (LOA) where a LOA period exceeded 4 months.
- 12.5.3 The payment of membership subscriptions during extended periods of absence from normal Choir activities as described above does not create valid grounds for inclusion in the calculation for a long-service award.
- 12.5.4 In addition to the above, awarding long service awards is subject to:
- paragraph 15, Conditions of membership, and
 - the chorister having maintained an average attendance record for both rehearsals and concerts held during the period under review of 75% as determined by the records maintained by the Membership Secretary and the relevant Section Leader(s).



13. President

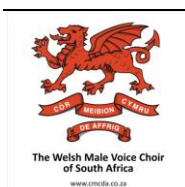
- 13.1 At its discretion, the Management Committee may recommend that a President of the Choir be appointed. Such a President shall be a person whose standing in the community shall be consistent with the prestige and dignity of such office.
- 13.2 The President shall be appointed only at the Annual General Meeting, and only with the unanimous approval of the Choir members present at the meeting.
- 13.3 The President shall not be entitled to vote at general meetings.
- 13.4 The period of office shall be mutually agreed between the Management Committee and the nominee.

14. Vice Presidents

- 14.1 The Management Committee may at its discretion appoint a number of Vice Presidents. Such Vice Presidents shall be persons whose standing in the community shall be consistent with the prestige and dignity of such office, and shall be persons the, whilst not necessary active Choir members, have demonstrated their support to the Choir in whatever form.
- 14.2 The Vice Presidents shall not be entitled to vote at general meetings.
- 14.3 The period of office shall be mutually agreed between the Management Committee and the nominees.

15. Conditions of membership

- 15.1 Any member, who is also a member of any other social or recreational organisation whose rehearsals or engagements are likely to coincide with those of the Choir, shall give preference to the Choir. Failing this, the Management Committee reserves the right to take appropriate action to terminate his membership of the Choir.
- 15.2 Members should attend rehearsals and engagements regularly, and are punctual at such rehearsals and engagements.



- 15.3 Members are expected to uphold the reputation and integrity of the Choir at all times. Actions at rehearsals, concerts, and engagements which bring the Choir into disrepute shall be considered reason for termination of membership.
- 15.4 Prompt payment of membership subscriptions must be made.
- 15.5 Any member leaving the Choir for whatever reason must understand that the sheet music issued to that member remains the property of the Choir. The retention of Choir emblems will be at the discretion of the Management Committee.

16. Rehearsals and engagements

- 16.1 The Management Committee is empowered to make rules limiting staging at engagements or competitions of any member who has not attended the prescribed number of rehearsals, this minimum number to be determined by the Management Committee.

17. Subscriptions

- 17.1 Membership of the Choir shall be conditional upon the payment of annual subscriptions, at a rate determined by the Management Committee. Proposed changes to subscriptions shall be tabled at an Annual General Meeting, and shall come into effect from the May following the date of such Annual General Meeting.
- 17.2 Applicants for membership (referred to as "probationers") are not liable for subscriptions until such point as they are accepted into full membership of the Choir. If such acceptance takes place prior to or on 30 September, the new member shall be liable for the full subscription for that year. Probationers accepted into full membership after 30 September shall be liable for 50% of the normal subscription. Such subscription is due upon presentation of an invoice to such new member, and is payable within 30 days thereof.
- 17.3 Annual subscriptions become due upon presentation of an invoice to members, and are payable on or before 31 May or 48 hours before the date of the Annual General Meeting, whichever date is earlier.
- 17.4 Members upon whom Life Membership has been conferred shall be exempt from the payment of subscriptions.



- 17.5 No member shall be entitled to any refund of fees paid, or any pro-rata portion thereof, should their membership be terminated for any reason whatsoever (including voluntary termination).
- 17.6 Any member whose subscriptions have not been paid as and when they become due and payable shall not be eligible to vote at the Annual General Meeting or any Special General Meeting that may have been convened. Such member shall remain ineligible to vote until subscriptions have been paid, and shall also be ineligible to take part in any concerts.

18. Rules for meetings

Annual General Meetings

- 18.1 Members shall be summoned to a General Meeting, to be held annually within three months after the close of the financial year, 21 day's notice having been given by the Management Committee, for the purpose of:
- 18.1.1 Electing officers;
 - 18.1.2 Electing of Management Committee members;
 - 18.1.3 Electing of Section Leaders;
 - 18.1.4 Receiving and adopting the Chairman's report;
 - 18.1.5 Receiving and adopting the financial report; and
 - 18.1.6 Resolving matters placed on the agenda.
- 18.2 Choir members requiring items to be included on the agenda for discussion at the Annual General Meeting should advise the Secretary, in writing, of such a requirement at least one week before the meeting.
- 18.3 The incumbent Chairman at the time of calling members to the meeting shall chair the Annual General Meeting until such time as the election of the new Chairman has taken place. At this time, the newly elected Chairman shall chair the Annual General Meeting.
- 18.4 Similarly, as the remaining new office bearers and Management Committee members are elected, they shall assume office immediately.
- 18.5 All decisions are taken by simple majority vote unless otherwise specified in the Constitution of the Choir.
- 18.6 The minutes of the Annual General Meeting shall be recorded by the Secretary and shall be made available to members for approval within a reasonable time but not longer than 8 (eight) weeks after the AGM to which the minutes refer. An Extraordinary General Meeting shall be called in accordance with Clause 18.8 for the purpose of approving the minutes. The minutes of AGMs are to be kept as a record for the lifetime of the Choir.



18.7 The quorum for a general meeting shall consist of 60 percent of the total of fully paid up members. In the event of a quorum not being present at a properly constituted general meeting, a second meeting shall be convened within 21 days, and the members present at the second meeting shall form a quorum.

**Extraordinary
general meetings**

18.8 The Management Committee is empowered to convene an extraordinary general meeting, without the statutory notice being given, at any time it deems a matter of urgency needs to be brought to the notice of members.

18.9 Members can call a similar meeting if 60 percent of the fully paid up members are in favour of such a meeting.

18.10 Points for discussion at such a meeting shall be limited to those for which the meeting is called.

18.11 The incumbent Chairman shall chair an extraordinary general meeting, or in his absence, the Vice Chairman or another office bearer.

18.12 All decisions taken shall be by simple majority vote unless otherwise specified in the Constitution of the Choir.

18.13 The Secretary shall record minutes of all extraordinary meetings held, and the minutes are to be kept as a record for the life of the Choir. The minutes of meetings are to be made available to members within a reasonable time, no longer than 3 (three) weeks later.

18.14 A quorum for an extraordinary general meeting shall be the same as for an Annual General Meeting.

**Management
Committee
meetings**

18.15 A meeting of the Management Committee shall be convened each month or more frequently if required, on a date agreed by the Management Committee.

18.16 The purpose of the meeting shall be to discuss and agree action relating to all aspects of the running of the Choir.

18.17 All decisions of the Management Committee shall be taken on the basis of a simple majority vote. In the event of a tied vote, the Chairman shall have a casting vote.

18.18 The Secretary shall record minutes of each and every Management Committee meeting, and these minutes will be kept for the life of the Choir.



Music Committee meetings

- 18.19 A quorum for a Management Committee meeting shall be five of the appointed members of the Management Committee.
- 18.20 A meeting of the Music Committee shall be convened each month or more frequently if required, on a date agreed by the Music Committee.
- 18.21 The purpose of the meeting shall be to discuss and agree action relating to the repertoire and standard of performance of the Choir.
- 18.22 All decisions of the Music Committee shall be taken on the basis of a simple majority vote. In the event of a tied vote, the Chairman shall have a casting vote.
- 18.23 The Secretary shall record minutes of each and every Music Committee meeting, and these minutes will be kept for the life of the Choir.
- 18.24 Each Section Leader may be represented by another member of his section if the Section Leader is unable to attend a meeting.

19. Alterations to the Constitution

- 19.1 Any proposed alterations to the Constitution must appear on the agenda of the Annual General Meeting and, unless sponsored by the Management Committee, a copy of the proposed alteration must be sent to the Secretary at least 14 days before the date of the Annual General Meeting.
- 19.2 At least two-thirds of the number of votes cast on a proposed alteration must be in favour of such alteration before it can be accepted.
- 19.3 No amendments may be made to the Constitution which would have the effect of causing the Choir to cease to exist.



20. Funds of the Choir

- 20.1 The funds of the Choir shall be applied solely to its stated objectives.
- 20.2 The funds of the Choir shall be controlled by the Treasurer, appointed at the Annual General Meeting each year, in conjunction with at least two of the other elected office bearers of the Choir.
- 20.3 The Treasurer shall ensure that all funds of the Choir are deposited into a bank account in the name of the Choir, and that proper records are kept of all financial transactions. At least one bank account shall be a current account with a cheque book requiring the signature of any two office bearers.
- 20.4 Whenever funds are taken out of any Choir bank account, the Chairman and two office bearers must approve the withdrawal in writing and sign such authorisation.
- 20.5 The financial year of the Choir starts on the 1st of April each year, and ends on the 31st of March each year.
- 20.6 A set of financial statements, drawn up by a registered professional accountant, shall be circulated to members at least seven days before the Annual General Meeting.
- 20.7 Such professional accounting firm shall be appointed at each Annual General Meeting.
- 20.8 The Management Committee shall have a mandate to disburse in cash or incur credit on behalf of the Choir, up to an amount not exceeding R5 000 (five thousand rand) over and above the budgeted fixed costs. This amount shall be reviewed at any Annual General Meeting. In addition, this discretionary budget shall not exceed R50 000 (fifty thousand rand) in any 12 month reporting period, and this cap shall be reviewed at any Annual General Meeting.
- 20.9 If a larger amount is required to be disbursed, a Special General Meeting is to be convened on notice – such notice to disclose the motivation for the expenditure – and the meeting is to be held not later than the second rehearsal following the notice.
- 20.10 To give effect to this requirement, a budget must be presented to the general body of members for approval within 14 (fourteen) days after the first meeting of the new Committee.



21. Resignations/Incapacitations

- 21.1 In the event of an officer or Management Committee member resigning/being incapacitated, the choir shall be asked to elect a replacement, within 1 month of such event. Such replacement shall be by way of an election at a Extraordinary General Meeting called for such a purpose, following the same proceedings as those required for elections conducted at an Annual General Meeting.

22. Dress

- 22.1 Dress at engagements or competitions shall be determined by the Management Committee, and any member not complying with the recommendations in this regard may be excluded from such engagement or competition.

23. Dissolution of the Choir

- 23.1 The Choir may be dissolved if at least two-thirds of the members present and voting at a general meeting of members convened for the purpose of considering such matter are in favour of dissolution.
- 23.2 Not less than 21 day's notice shall be given of such a meeting, and the notice shall clearly state that the question of dissolution of the Choir and the disposal of its assets shall be considered.
- 23.3 If there is no quorum at such a general meeting, the meeting shall be adjourned for not less than one week and the members attending such adjourned meeting shall constitute a quorum.
- 23.4 If, upon dissolution of the Choir, there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among its members, but shall be given to non-profit organisation(s) with similar or nearly the same objectives as the Choir.
- 23.5 The members present at the general meeting called to discuss dissolution of the Choir may decide upon which organisation this may be, or if a decision cannot be reached, the Department of Welfare's Directorate for Nonprofit Organisations will decide.



Adoption of Constitution

This constitution, as amended, was adopted at the Annual General Meeting of members of the Choir on 09th June 2015.

Confirmed at a meeting of the Management Committee on this 18th day of June 2015.

Original signed 18 June 2015

Mark Taylor
Chairman

Original signed 18 June 2015

Basil Worrall
Vice Chairman

Original signed 18 June 2015

Mike Richardson
Secretary

Original signed 18 June 2015

Peter Whiting
Treasurer

