DUNDEE CHORAL UNION

CONSTITUTION AND RULES

NAMES AND COMPOSITION

1. The Society shall be called 'Dundee Choral Union' (hereinafter referred to as 'The Choral') and shall consist of Members, Friends and a President, together with such Patron and Honorary President or Honorary Presidents as may be appointed in terms of these Rules.

2. The Choral Session shall normally begin in September and end in March.

OBJECTS

3. The object of the Choral shall be the practice and performance, in public or in private, of music of a high standard.

   The advancement of community and individual health and wellbeing.

   The Choral can organise events in support of other charities.

LEGAL FORM

4. Dundee Choral Union was founded in 1858 to contribute to the cultural life of Dundee through music. Later, in 1965 it developed a of Deed of Constitution. It is a Scottish Charity in the form of an Unincorporated Association.

MANAGEMENT

5. (a) The affairs of the Choral shall be managed and its funds applied by a Committee consisting of a President, Vice-President, Past President (see paragraph 13 below), Steward of the Chorus, General Secretary, Concert Secretary, Treasurer, Sponsorship Convenor and Publicity Convenor, (hereinafter referred to as "the Office Bearers"), Musical Director and Accompanist and up to six elected members.

   (b) With the exception of the Musical Director, Accompanist and Past President, the Office Bearers and elected members of the Committee shall be elected by the Members at duly held Annual General Meetings (AGMs).

   The President and Vice-President shall each serve for three years and shall be eligible for re-election for a further three years. The Vice-President shall normally succeed the President.

   The Steward of the Chorus, General Secretary, Concert Secretary, Treasurer, Sponsorship Convenor and Publicity Convenor shall each hold office for one year and shall each be eligible for re-election up to a maximum of five years.

The six elected members shall each hold office for three years and shall be eligible for re-election for no more than one further three-year term.

After demitting the Committee, all office bearers and elected members of the Committee may be re-elected to the Committee following a period of one year.

Any Choral member, including former office bearers and elected members of the Committee may be co-opted for advice at any point. (See also paragraph 6 below.)

(c) Five members of Committee present shall form a quorum. The President, or in their absence the Vice-President, shall normally preside as Chairperson, and in the absence of both the President and the Vice-President, or with the agreement of the Committee any member may be appointed Chairperson. The questions before the Committee shall be decided by the votes of a majority of members present and voting. The Chairperson shall have a casting as well as a deliberative vote.

(d) Eight Office Bearers shall be Charity Trustees. These will comprise the President, Vice-President, Treasurer, General Secretary, Concert Secretary, Publicity Convenor, Sponsorship Convenor and Steward of the Chorus. As a Charity Trustee, they are trusted to look after the charity's assets and responsible for making sure that the charity fulfils its charitable purpose(s).

6. The Committee may from time to time appoint such person or persons as it considers necessary to assist the General Secretary in conducting the administrative affairs of the Choral. Such person or persons shall undertake such duties at the discretion of the Committee. The duties, designations and remuneration (if any) of persons so appointed shall be decided by the Committee.

The Committee may from time to time appoint individuals from Choral Members to assist the activities of any Office Bearer or the Committee as a whole.

7. The funds, property and assets of the Choral shall be vested in the Committee for the use of the Choral, but Members and Friends as individuals shall not have any right or interest therein.

8. The Committee shall have the sole power of appointment and removing Musical Directors and Accompanists and of fixing the remuneration (if any) to be paid to them. The Committee shall also arrange and superintend all public and private performances of the Choral and engage whatever professional and other assistance it may deem necessary for the same.

9. The Committee shall have power to fill casual vacancies in its number occurring during the Session.

10. The Committee shall have power to establish such sub-committee or sub-committees and give such sub-committee or sub-committees such powers and responsibilities as

it may in its sole discretion decide, providing always that such sub-committee or sub-committees shall be responsible for their action at all times to the Committee.

PATRON AND HONORARY PRESIDENTS

11. The Choral may from time to time appoint as Patron and Honorary President or Honorary Presidents persons who are interested in the activities and affairs of the Choral or who have given distinguished service to the Choral. No more than five Honorary Presidents shall hold office at any one time. The Patron and Honorary President(s) shall receive Committee Minutes for information. They shall not be entitled to take part in the management of the Choral (unless elected members of Committee under Rule 5). They may attend, but not vote at the AGM. Their rights and privileges shall be determined from time to time by the Committee.

PRESIDENT AND VICE-PRESIDENT

12. The President need not be but the Vice-President shall be a Member. The President shall be appointed following election at an AGM of the Choral for a term of three years and shall be eligible for re-election for a further three years. They shall normally be succeeded by the Vice-President, barring any decision to the contrary made at the AGM or a special meeting.

The Vice-President shall be appointed following election at an AGM of the Choral for a term of three years and shall be eligible for re-election for a further three years. At the end of their term, the Vice-President shall normally succeed to the role of President, barring any decision to the contrary made at the AGM or a special meeting.

PAST PRESIDENT

13. Following a period of presidency, the President will have the option to become a member of the Committee as Past President for a period of three years or until such time as the next President demits office.

MUSICAL DIRECTOR

14. The Musical Director shall preside at all meetings for practice, shall be entitled to attend and vote at all other meetings of the Choral, and shall be a member of the Committee. They shall, in collaboration with and subject to the approval of the Committee, select the music to be practised and performed by the Choral, and the performers, including soloists and orchestra, to appear with the Choral, and shall in general advise and assist the Committee in determining the musical policy of the Choral.

STEWARD OF THE CHORUS

15. The Steward of the Chorus shall be a Choral Member and shall be ex officio a member of the Committee. They shall be responsible for the seating of the Members at practice and performance, for the keeping of the Roll of Members at the meetings for practice, and shall report to the Committee from time to time as to the attendance of

Members at the meetings for practice. They shall assist the Concert Secretary and Musical Director in their duties and shall undertake such other duties as the Committee may from time to time appoint.

GENERAL SECRETARY

16. The General Secretary shall be ex officio a member of the Committee. They shall conduct the ordinary correspondence of the Choral and shall be responsible for administration related to the running of the Choral, including calling Meetings of the Committee and of the Choral, keeping Minutes of such Meetings, circulating and storing these Minutes in organised electronic format.

CONCERT SECRETARY

17. The Concert Secretary shall be a Member and shall be ex officio a member of the Committee. They shall make such of the arrangements pertaining to the preparations for performances of the Choral, and shall engage on behalf of the Choral such performers, including soloists and orchestras, as the Committee may from time to time prescribe.

TREASURER

18. The Treasurer shall be ex officio a member of the Committee. They shall keep accurate accounts of their intromissions with the funds of the Choral and shall conduct the correspondence relating to the financial administration thereof, including making Statutory Financial Returns, lodging these accounts with any Charity Regulator and liaising with the Choral's appointed Independent Examiner. They shall further be responsible for all correspondence and other communications with the National Federation of Music Societies (Making Music), and shall arrange for such representations to be made to the National Federation of Music Societies (Making Music) as the Committee may from time to time direct.

SPONSORSHIP CONVENOR

19. The Sponsorship Convenor shall be responsible for monitoring levels of sponsorship, renewing existing sponsorship arrangements, for the organisation of new arrangements, for communicating with current Sponsors and for maximising the income from that source. They shall be a Member and ex officio a member of the Committee. This role may be performed by the Treasurer with the agreement of the Committee.

PUBLICITY CONVENOR

20. The Publicity Convenor shall be responsible for all aspects of publicising and marketing of concerts and all other events organised by the Choral (other than business matters normally dealt with by the General Secretary) and including compilation, printing and distribution of concert programmes, tickets, posters and other advertising material, social media, press, radio and other media advertisements and articles and notification of concerts and other events to appropriate organisations and bodies.

They shall liaise on all aspects of their duties with the Concert Secretary and shall be a Member and ex officio a member of the Committee.

ACCOMPANIST

21. The Accompanist shall attend all meetings for practice to accompany the Choral and may lead practices. They shall be entitled to attend and vote at meetings of the Choral and shall be a member of the Committee.

MEMBERS

22. The Committee may, conditionally or otherwise, admit to Membership such persons as satisfy the Musical Director, the Concert Secretary, and the Steward of the Chorus, together with such other members of the Committee as the Committee may from time to time appoint, of their fitness therefore. Applications for admission to Membership and applications by former Members for re-admission shall be submitted to the General Secretary.

23. The Annual Subscription of Members shall be fixed by the Choral in the annual general meeting and shall be payable not later than the thirtieth day of September in each year. It shall be competent for subscriptions of different rates to be fixed for different categories of Members at the discretion of the annual general meeting.

24. Members shall at their own expense provide the music selected for practice, provided that the Committee may in its discretion determine that the whole or part of the cost of such music shall be borne by the Choral.

25. Members shall meet for practice weekly during the Session, which shall normally begin in September and end in March, on such evening and at such hour as the Committee shall from time to time appoint. The Committee shall have power to appoint additional meetings for practice, or to discontinue temporarily said meetings or to curtail or extend the Session as the occasion may require. A Roll of Members present shall be taken by the Steward of the Chorus or their nominee at each meeting for practice, and shall be conclusive as to the attendance of Members.

    While the Choral may from time to time arrange additional concerts and related meetings for practice outwith the Session, these additional concerts and related practices shall be voluntary.

26. A Member shall be bound to attend at least two-thirds of the appointed meetings for practice. Any Member who fails to comply with the requirement of this Rule shall not take part in any performance decided and arranged by the Committee without the permission of the Committee, which may make such provisions in arriving at such decision as they in their sole discretion may appoint.

27. A Member not in breach of Rule 26 above shall be bound, unless excused by the Committee, to take part in all performances decided and arranged by the Committee.

28. The Committee shall have power to strike off the Roll of Members the name of any Member contravening Rule 26 or Rule 27 above, or unpunctual in attendance at the meetings for practice, or for such other reason as the Committee in its sole discretion may see fit. The Committee shall have power on receiving a written request signed by not less than one-fourth of the Members and on cause shown to strike the name of any Members off the Roll of Members.

FRIENDS

29. Friends shall not be entitled to take part in the management of the Choral (unless elected members of Committee under Rule 4). Friends may attend, but not vote at the AGM. The subscription and rights and privileges of Friends shall be determined from time to time by the Committee.

BUSINESS MEETINGS

30. An AGM of the Members and Friends shall be held annually on a date to be determined by the Committee for the purpose of receiving the Committee's Report, and the Treasurer's Accounts for the past year with the Independent Examiner's Report thereon, and for the purpose of electing the Committee members and the Independent Examiner for the ensuing year, and for general business. This meeting shall be called by circular to the Members of the preceding year, or otherwise as the Committee may determine. Notice of such meeting must be despatched by the General Secretary to Members not less than two weeks before the date of the Meeting.

The AGM shall be considered quorate if one fifth or more of Members are present.

31. Unless otherwise provided, special meetings of the Choral shall be called by the General Secretary when requested to do so by the Committee, and the General Secretary shall also be bound to call meetings of the Committee or of the Choral at any time upon receipt of a requisition in writing signed by at least four members of the Committee in the case of a Committee Meeting, and by at least one-fourth of the Members in the case of a Meeting of the Choral. Notice of such Meetings of the Choral, whether called at the request of the Committee or on requisition of Members, must be despatched by the General Secretary to Members not less than two weeks before the date of the Meeting.

32. At all meetings of the Choral, except meetings for practice, the President, or in their absence the Vice-President, shall normally preside as Chairperson. In the absence of both the President and the Vice-President any member of Committee duly appointed by the Meeting shall preside as Chairperson. All questions before such meetings shall be decided, unless otherwise provided, by a majority of Members present and voting. The Chairperson shall have a casting as well as a deliberative vote. At all meetings of the Choral voting may be by ballot or otherwise as the meeting may determine.

AMALGAMATION

33. Should it appear expedient or advisable that the Choral amalgamate with a Society having as a main object the encouragement and advancement of music by performance or otherwise, it shall be in the power of the Committee to require the General Secretary to call a Special Meeting of the Choral for the purpose of considering the proposed amalgamation. On a resolution to amalgamate being carried by a majority of not less than three-fourths of the Members present (provided said majority comprises at least one-half of the Members of the Roll) the Choral shall amalgamate with such Society at the sight of the Committee and on such terms as the Meeting may appoint. Notice of such Meeting must be despatched by the General Secretary to Members not less than two weeks before the date of the Meeting.

WINDING UP

34. Should it appear that, from whatever cause, the work of the Choral cannot be carried on, it shall be in the power of the Committee, or of not less than one-third of the Members on the Roll, by requisition signed by them, to require the General Secretary to call a Special Meeting of the Choral for the purpose of considering its position, and, if thought proper, of having it wound up. Notice of such Meeting must be despatched by the General Secretary to Members not less than two weeks before the date of the Meeting. On a resolution to wind up being carried by a majority of not less than three-fourths of the Members present (provided said majority comprises at least one-half of the Members on the Roll) the Choral shall be wound up at the sight of the Committee or by a Liquidator to be appointed at the said Meeting. The Committee or Liquidator shall then realise the assets of the Choral, and pay or provide for its debts and obligations, including the expenses of winding up, and shall pay and apply whatever balance of assets may remain in such manner as may be directed by said Meeting, but always provided that the balance of assets be paid and applied to a body or bodies engaged in the practice and/or performance of music or such other pursuits for the extension of knowledge and learning as may be directed by the said Meeting. Failing any such direction, the balance shall be applied by the Committee or Liquidator in their discretion in any way which may tend to the advancement of music or musical education in Dundee, and that either by administering the same themselves, or by handing over the same to any body or bodies having for its or their object, either wholly or partially, the teaching or encouragement of music by performance, publication or otherwise; but the said Meeting shall not be entitled to direct the Committee or Liquidator to divide or apportion the said balance, or any part thereof, among the Members or Friends of the Choral, or any of them, nor shall it be in the discretion of the Committee or Liquidator in any event to do so.

ALTERATION OF RULES

35. The foregoing Rules may be added to or altered from time to time on a resolution being carried by a majority of not less than two-thirds of the Members present and voting at the AGM of the Choral or at a special meeting called for that purpose. The proposed additions or alterations shall have been intimated previously in writing to the Members, which notice must be despatched by the General Secretary not less than two weeks before the date of the Meeting, or intimated and read to the

Members at the meeting for practice immediately preceding the Annual General Meeting or Special Meeting.

May 2026