

CHURCH OF THE HOLY FAMILY: ST MARY'S CHOIR

CONSTITUTION AND BY-LAWS

FOREWORD

1. The St Mary's Choir Constitution and By-Laws have been approved by members of the St Mary's Choir on 11 Feb 2007.
2. Nothing in this constitution and By-Laws is to be construed as superseding any order issued by the official authority of the Church.
3. Suggestions for amendments or changes shall be forwarded to the incumbent Committee for consideration before being approved in an EGM / AGM.

Alywin Tan
Chairman, St Mary's Choir
EXCO 2006

11 Feb 2007

CONSTITUTION AND BY-LAWS

DISTRIBUTION LIST

Members of St Mary's Choir

RECORD OF AMENDMENT

<u>AL NO.</u>	<u>DATE</u>	<u>AMENDMENT MADE</u>
Part II #28	13 Apr 08	Amended auxiliary members in choir committee.

TABLE OF CONTENTS

PART I – CONSTITUTION

<u>SUBJECT</u>	<u>ARTICLE</u>
NAME	1
AUTHORITY	2
PURPOSE	3-4
CONSTITUTION AND BY-LAWS	5-6
MEMBERSHIP	7-10
FINANCES	11-13
CHAIRPERSON	14-15
EXECUTIVE CHOIR COMMITTEE	16-19
MEETINGS	20-24
ELECTION PROCEDURES DURING GENERAL MEETINGS	25-28
AMENDMENTS TO CONSTITUTION AND BY-LAWS	29-31

PART II - BY-LAWS

<u>SUBJECT</u>	<u>BY-LAW</u>
GENERAL	1-4
DRESS	5-6
MEMBERSHIP	7-12
CHOIR SUBSCRIPTION	13-16
FINANCES	17-23
CHOIR PROPERTY	24-25
CHOIR FUNCTIONS	26-27
CHOIR COMMITTEE	28-33
MEETINGS	34-36
INVITED GUESTS	37-38
WEBSITE	39-41

PART I - CONSTITUTION

Name

1. The name of the organisation is the St Mary's Choir of the Church of the Holy Family hereinafter referred to as the Choir.

Authority

2. The Choir is established under the authority of the Church of the Holy Family. It shall be operated in accordance with any other Church regulations and orders that may from time to time apply, and this Constitution and the By-Laws.

Purpose

3. The Choir shall be organised for the purpose of assisting in the liturgy by leading the Mass congregation with music and song. The Choir shall receive and account for all allowances and donations.

4. It is considered that the Choir, as a function the Church, has a vital role in the Order of Mass as well as building a strong community of faith within the Church, and therefore, will follow these.

Constitution and By-Laws

5. The Constitution outlines the authorized principles under which the Choir is formed and governed.

6. The By-Laws amplify the Constitution.

Membership

7. The membership of the Choir shall consist of Ordinary, Associate and Honorary members.

8. The following persons are Ordinary members of the Choir:

a. All church members who have voluntarily signed up and have fulfilled their one month trial period. Church members will only be considered as Ordinary members upon completion of this trial period.

b. All Ordinary members shall be classified into four sectionals (Soprano, Alto, Tenor, Bass) after undergoing an audition which shall be held no later than one month after joining.

9. Associate members of the Choir may comprise the following categories:

a. Any church member that has signed up but is undergoing one month trial period.

b. Any Ex Choir Member that has served in the choir for more than ten years and has indicated his / her wish to continue to be associated with the Choir although no longer an active member.

10. Honorary membership will only be bestowed on the priest of the Church that serves as the Choir's Spiritual Director.

Finances

11. The Choir is an independent financial entity.

12. Sources of revenue for the Choir include:

- a. Choir Subscription
- b. Love Offerings from singing at Weddings
- c. Love Offerings from carolling during Christmas
- d. Revenue from commercial engagements

13. The funds of the Choir will be expended in accordance with the By-Laws.

Chairperson

14. The Chairperson of the Choir Committee shall be elected EVERY YEAR in accordance to the date of the AGM.

15. He/She oversees the planning and operation of the Choir and its events.

Executive Choir Committee (EXCO)

16. The Choir shall be administered by the EXCO headed by the Chairperson and comprising members elected by and from the Ordinary membership of the Choir at the Annual General Meeting (AGM) or Emergency General Meeting (EGM). It shall be augmented by members elected to the posts agreed on in para 29 of the By-Laws to form the Choir Committee.

17. The following permanent positions will be elected to serve as part of the EXCO:

- a. Vice Chairperson
- b. Secretary
- c. Treasurer

- d. Musical Director
- e. Social / Admin Co-ordinator
- f. Spiritual Co-ordinator
- g. Hd Librarian

18. EXCO members who have served three consecutive terms (in the offices stated in para 17 of the Constitution) may have the option to stand down in the following year. This is in recognition of his / her past services and the understanding that he / she may need a break. EXCO members who have spent two consecutive years in the same post (also in the offices as stated in para 17 of the Constitution) may also opt not to stand for the same position in the third year.

19. Sub-committees may be formed for specific reasons, under the chairmanship of a member of the EXCO, with membership coming from the membership at large.

Meetings

20. Annual General Meetings (AGM) will be held immediately preceding the beginning of the new year and should be held AFTER EASTER and BEFORE the end of JUNE. This period is more ideal to facilitate the handing and taking over as it is the liturgical "lull" period.

21. Emergency General Meetings (EGM) can also be called should any need arise.

22. General Meetings are called to consider:

- a. constitutional changes;
- b. the budget and other financial matters;
- c. the election of members to the EXCO;
- d. any appropriate business requiring the consensus of the members in the Choir.

23. Committee meetings will be held once every quarter or as required to consider:

- a. amendments to by-laws;
- b. the budget and other financial matters;
- c. proposals for capital expenditure;
- d. Choir activities;

- e. matters concerning the operation of the Choir; and
- f. any appropriate business.

24. Sub-Committees will meet as required to deal with specific matters in detail.

Election Procedures during General Meetings

25. Each Ordinary member will be presented with voting slips stating all the positions to be elected.

26. The incumbent Chairperson and Secretary will call for nominations for intended positions. Each nomination must be accompanied by a seconder. Any Ordinary member can be nominated for any position.

27. Nominated member can explain to the Meeting why he / she should / should not be considered. Ordinary members are advised to take explanations into account when voting, however, there will be no exclusion unless nominated members fall into conditions laid out in para 18 of the Constitution.

28. All Ordinary members are eligible to vote. Votes will be counted by two members NOT in the nomination list. Elections will be won by rule of simple majority. Ties in vote count will result in second round voting involving ONLY the nominees with the tied results.

Amendments to Constitution and By-Laws

29. Proposals to amend the Constitution and By-Laws are to be made in writing (either by written mail or e-mail) to the Chairman.

30. A proposed amendment to the Constitution will be published on the Choir website or via email for at least 14 days, and then, after receiving additional input, and study by the EXCO, will be presented for consideration at the next General Meeting.

31. A proposed amendment to the By-Laws will be considered by the Choir Committee, and if approved, will be promulgated to the general membership.

PART II - BY-LAWS

General

1. The By-Laws amplify the principles and policy given in the Constitution, and set forth additional regulations for the Choir, to ensure the membership an effective and desirable Choir operation.

2. Each member is responsible to ensure the propriety of conduct and the observation of the requirements of good fellowship.

3. The Chairperson and Vice Chairperson may restrict the privileges of any Choir member for misconduct.

4. The Choir Committee may expel any Choir member for gross misconduct that leads to the tarnishing of the Choir's reputation. A simple majority vote must be achieved at the Choir Committee for expulsion to take place.

Dress

5. Dress Code for all Choir members singing at Mass will be as per Church regulations. A more formal dress code (long sleeve collared shirt / blouse / pants / decent knee-length skirt) will be required for members performing the role of Cantors or Prayer Readers.

6. A stricter Dress Code can also be imposed on all members for special functions / occasions (eg Weddings, Ordinations, Special Masses) upon special request by the Parish Priests, Liturgical Committee or the EXCO.

Membership

7. Where feasible, lists of members shall be maintained by the Secretary and be made available to members on request. The list should be updated annually or as and when a change has been made.

8. Each Ordinary member is required to keep the Secretary informed of any change of status such as:

- a. temporary absence;
- b. change in personal particulars

9. Ordinary members shall exercise sole control over Choir operations and shall enjoy all privileges of being in the Choir. They are eligible to serve on the Choir Committee and to attend and vote at General Meetings.

10. Associate members shall be accorded limited privileges of the Choir. They may assist sub-committees, and attend General Meetings, but will have no vote. Subsidies for Associate members participating in Choir events will be pre-determined by the EXCO.

11. The maximum number of Associate members may be set from time to time by the EXCO. Associate membership is by application only. Applications will be processed by Secretary and approved by the Chairperson.

12. Honorary membership shall be accorded only to the parish priest designated as the Choir's Spiritual Director. The Honorary member shall be accorded the privileges of the Choir, but shall not serve the Choir in any capacity, nor is he required to attend its meetings.

Choir Subscription

13. Choir Subscription shall be collected quarterly by the section heads (Hd Soprano, Hd Alto, Hd Tenor, Hd Bass) and submitted to the Treasurer no later than the second week of each quarter.
14. Choir Subscription shall be fixed at SGD\$4/- per month or SGD\$48/- per annum for all working individuals and SGD\$2/- per month or SGD\$24/- per annum for non-working individuals / members with < SGD\$1000/- monthly take-home income / retirees / students who join the Choir. Collection by the Treasurer will be done on a quarterly basis. New members shall only start paying subscription in the next quarter (if joined in the first half of a given quarter) or the following quarter (if joined in the second half of a given quarter).
15. Choir Subscription can be subjected to revision by the Choir Committee should the Choir Fund fall below SGD\$2000/- or exceed SGD\$4000/-.
16. Waiver of Choir Subscription will only be granted for extenuating circumstance and will be subject to the Choir Committee for approval. Serious consideration is advised in lieu of maintaining equity for all other members.

Finances

17. Income shall be monitored and expenditures shall be controlled by the Choir Treasurer, who shall inform the EXCO at every Committee Meeting or as and when requested by any Committee Member. As the Choir is not a corporate organisation, the Treasurer shall open a bank savings account under his / her name to safe-keep and account for all monies accrued to the Choir.
18. Monetary gifts, bequests and miscellaneous revenue shall accrue to the Choir, unless a gift or bequest includes specific instructions as to the desired use of the monies.
19. The EXCO may approve the expenditure of up to SGD\$2,500/- for any item of a capital or non-recurring nature.
20. The Chairperson / Vice Chairperson may approve the expenditure of up to SGD\$10/- per active pax¹ in the choir for any item of a capital or general expense item of a non-recurring nature required for the effective operation of the Choir.
21. The Treasurer may approve the expenditure of up to SGD\$100/- for any miscellaneous or general expense item of a non-recurring nature required for the effective operation of the Choir.
22. The EXCO may expend up to SGD\$100/- as a token of sympathy in the event of the death of a member or his / her immediate family. This may be a floral tribute or an equivalent charitable donation, in accordance with the desires of the late member's family.
23. The EXCO may expend an amount not to exceed SGD\$100/- from the Choir fund to send

¹ Number of active pax is fluid and will be calculated as number of people that have paid for subscription for the quarter.

flowers (or to purchase necessary amenities) to a member who is admitted to the hospital for more than 48 hours.

Choir Property

24. All Choir property shall be properly inventoried by the Hd Librarian. He / She shall be in charge of the maintenance of the equipment in the inventory.

25. The cost of repairs to or replacement of Choir property will be charged as follows:

- a. to the Choir, if the loss or damage is due to an accidental act of a member or member's guest;
- b. to a member, if the loss or damage is due to a wilful or negligent act by the member or the member's guest.

Choir Functions

26. Choir functions are those organized by Sub-Committees. The cost of a Choir function is borne by Choir funds and, if required, by those members present. Such a function is open to Ordinary, Associate and Honorary members.

27. Members who wish to invite family and/or friends to Choir Functions may do so for a fee as determined by the EXCO.

Choir Committee

28. The elected members of the EXCO are the Chairperson and of those listed in para 17 of the Constitution.

29. The following positions are also to be incorporated into the Choir Committee, subject to the agreement of Choir members during the AGM. These members shall serve as the auxiliary members in the Choir Committee and have voting rights at Committee Meetings:

- a. Hd Commentator
- b. Section Leader (Soprano)
- c. Section Leader (Alto)
- d. Section Leader (Tenor/Bass)

Terms of reference for each member of the Choir Committee will be assigned by the Chairperson.

30. The normal length of service for all elected members is one year, unless an unforeseen circumstance precludes this. If a vacancy occurs, the Chairperson shall appoint a provisional member,

whose selection may be confirmed at the next General Meeting.

31. For the posts of Section Heads, the individual sections will be in charge of electing their respective Heads to represent the section at Committee meetings.

32. No member of the Choir shall receive any remuneration, whether in cash, in services or in kind, as a result of their appointment or election to the Choir Committee or a sub-committee.

33. Notwithstanding the above, no one should be "out of pocket" as a result of work or purchases on behalf of the Choir. To this end, any member, including members of the Choir Committee and sub-committees, may be reimbursed for actual and reasonable expenses incurred as result of performing an authorized Choir duty, on presentation of a statement to the Treasurer. The Chairperson or Vice Chairperson shall be the approving authority for such expenses not exceeding SGD\$100/-.

Meetings

34. The order of business at General Meeting and Choir Committee meetings should follow this agenda:

- a. call to order;
- b. reading / tabling and approval of minutes;
- c. matters arising from previous meeting;
- d. reports by:
 - (1) Chairperson,
 - (2) Secretary,
 - (3) Treasurer,
 - (4) Musical Director,
 - (5) Social / Admin Co-ordinator,
 - (6) Spiritual Co-ordinator,
 - (7) Special Sub-Committees (if any).
- e. new business;
- f. Any Other Matters.

The Chairperson may adjust the order of items. The reports by committee members should summarize the present position.

35. The General Meeting must be attended by at least 2/3 of current Ordinary members for validity. Proxy forms can be used but is not encouraged.

36. The Secretary shall publish, at least two weeks prior, notice of a General Choir Meeting, and an

invitation to members to submit items for discussion. The approved agenda will be published at least one week before the meeting.

Invited Guests

37. Each member has a duty to make invited guests welcome, and particularly to assist in ensuring that guests of the Choir are suitably attended.

38. Members will be responsible for the conduct of their guests and are to ensure that their guests conform to the dress regulations and to the standards of behaviour appropriate as a Choir.

Website

39. St Mary's Choir maintains a website at www.stmaryschoir.com. It serves as an archive of Choir activities as well as a notice for upcoming activities. It also serves as a channel for recruitment, wedding requests and feedback on the Choir. The domain name shall be maintained at SGD\$50/- per annum.

40. The Web Manager and Secretary shall be in charge of managing the content of the website. All feedback / requests are to be answered within ONE WEEK.

41. Any member wishing to put up an announcement must submit his / her request to the Web Manager who will be the approving authority for such requests.

Prepared by: Alywin Tan
Chairman, St Mary's Choir
EXCO 2006

Updated by: Clara Tan
Secretary, St Mary's Choir
EXCO 2008

Endorsed by: St Mary's Choir in AGM 2008
13 APRIL 2008