



Trinity College Choir Association

CONSTITUTION

NAME

1. Trinity College Choir Association (TCCA). (“the Association”)

DEFINITION

2. The Association is an unincorporated association with a membership as defined below. For the sake of clarity, membership of the Association is not defined by payment of any fee, but rather by the fact of fulfilling the qualifying criteria and being accepted as a Member of the Association.

ADMISSION AND REMOVAL OF MEMBERS

- 3.1 Membership of The Association will be made up of Qualifying Persons, who have applied and/or been invited to join the Association and who agree to the terms of this constitution. Qualifying Persons are those who fall into any one or more of the following categories of people currently or previously at or connected with Trinity College, Cambridge:
 - (a) all present and former volunteers (i.e. those singers appointed for a term or more by the Director of Music to sing in the Chapel Choir (“the Choir”), choral scholars, choral exhibitioners and organ scholars;
 - (b) the current and all former Directors of Music;
 - (c) the current and all former Deans of Chapel and Chaplains of the College; and
 - (d) such other people as from time to time may be admitted by the Committee in its absolute discretion.

3.2 The Committee (as further identified below) may at any time remove a member of the Association whom the Committee feels in its absolute discretion has acted inappropriately and/or brought the Association into disrepute and shall communicate such decision to such member promptly after such decision is made.

FRIENDS

4. People who are not Qualifying Persons, may apply to be Friends of the Association (Friends). An application to be a Friend may be made by any person to the Committee or any member of the Committee and the Committee shall, in its absolute discretion, decide whether to accede to any such application and thereafter notify such decision to such applicant. For the avoidance of doubt, Friends are not Qualifying Persons.

OBJECTS

5. The principal objects of the Association are:

- (a) to arrange for a Gathering for Members of the Association comprising a dinner and Evensong at such times as the Committee shall decide with the intention that this should occur not less than triennially;
- (b) to disseminate news and information to the Members and Friends about:
 - (i) those persons; and
 - (ii) the Choir and its then present and future projects and activities; via a newsletter; and
- (c) to endeavour to assist the Choir in achieving its objectives in any way which is deemed appropriate by the Committee in consultation with the Director of Music of the Choir and/or the Dean of Chapel.

THE COMMITTEE

6. The entire management of the Association shall be vested in the Committee, which shall consist of not fewer than five members in addition to the Chairperson.

7. Only Qualifying Persons shall be eligible to hold Committee posts.

8. The Chairperson, Vice-Chairperson and General Secretary of the Association shall be elected by simple majority of the other members of the Committee (i.e. excluding the candidate(s) for the office) on a triennial basis.
9. The other posts on the Committee shall include:
 - (a) Committee Secretary (to take minutes of committee meetings);
 - (b) Association & Membership Secretary (to be responsible for maintaining the TCCA database of Members and Friends (whether delegated to the Alumni Office or not), to liaise with the serving Chapel Secretary (if they are not the Association & Membership Secretary) and to deal with general Association business as and when it falls due);
 - (c) Treasurer (to maintain budgets and accounts of the Association);
 - (d) Musical Coordinator(s) (to deal with all musical matters on behalf of the Association);
and
 - (e) such other post(s) or position(s) as may be deemed appropriate from time to time by the Committee.
10. One member of the Choir (which term shall include the organ scholars) shall be invited to sit on the Committee as an ex-officio member (under sub-paragraph 9(e) above).
11. The following people shall also be invited to sit on the Committee as ex-officio members (under sub-paragraph 9(e) above):
 - a. the Dean of Chapel;
 - b. the Director of Music;
 - c. the Chapel Secretary;
 - d. the Choir Administrator; and
 - e. the Head of Alumni Relations
12. For the avoidance of doubt, ex-officio members of the Committee shall have normal voting rights (save in relation to a change in this Constitution (see below)).
13. In the event of a vacancy on the Committee, the Committee shall have the power to appoint any Qualifying Person as it thinks fit to fill the vacancy.

14. The Committee, acting by a majority vote, may remove a member of the Committee at any time, whether for reason of absence from Committee meetings or otherwise, and upon so doing, shall promptly notify such Committee Member(s) of such decision. In the event of an equal number of votes for and against such removal, the Chairperson shall have a second or casting vote.

Committee Meetings

15. The Committee, may meet for the despatch of business, adjourn, and otherwise regulate meetings as it thinks fit. There shall be at least one Committee meeting each year.

16. Questions arising at any meeting of the Committee shall be decided by a simple majority of votes each Committee member having one vote save as otherwise provided herein. In the case of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.

17. A Committee member may, and the Committee Secretary at the request of a Committee member shall, at any time, summon a Committee meeting with not less than 21 days notice, save that in the absence of any written objection from any member of the Committee the meeting may be held on shorter notice.

18. The quorum necessary for the transaction of the business of the Committee meeting will be at least four Committee members as long as the Chairperson, Vice-Chairperson or the General Secretary is present.

19. A resolution in writing, signed by all the Committee members, shall be as valid and effective as if it had been passed at a Committee meeting duly convened and held, and may consist of two or more documents in like form each signed by one or more Committee members. A resolution distributed electronically to all Committee members and returned electronically by a sufficient number of them shall have the same effect.

20. A Committee meeting may consist of a conference between Committee members not all of whom are in the same place, but of whom each is able (directly, or by telephone communication or video conferencing) to speak to each other, and to be heard by the others simultaneously.

21. A Committee member taking part in such a conference shall be deemed to be present in person at the meeting and shall be entitled to vote and be counted in the quorum accordingly.
22. At all meetings of the Committee the Chairperson, and in his or her absence, the Vice-Chairperson, and in his or her absence, the General Secretary shall take the chair.
23. Members of the Committee shall be at liberty to retire from the Committee giving three months notice in writing to the Chairperson, Vice-Chairperson and General Secretary at that time.
24. When a vacancy on the Committee arises the remaining members of the Committee shall invite any Qualifying Person(s) as they think fit to fill that vacancy. It is not intended that election shall be fully advertised and formally democratic.
25. The Committee Secretary, or in his or her absence, a Committee member present at any Committee meeting shall be appointed by the Chairperson, and in his or her absence, the Vice-Chairperson, and in his or her absence, the General Secretary to take a record of the substance of the meeting and distribute that record to all members of the Committee as soon as practicable thereafter.

NEWSLETTER

26. The Committee shall produce periodically (with the intention that it should be annual) a short newsletter focusing on news and information for the Members and Friends about those persons, the Choir and its present and future projects and activities and any other relevant matters.

THE GATHERING

27. There shall be a gathering of the Association comprising a dinner and Evensong not less than once every three years, unless otherwise decided by the Committee in accordance with the provisions set out at clause 16 above.

28. Every Member shall be invited to the said Gathering (providing their current address is held by the Association and Membership Secretary).

29. By invitation of the Committee:

(a) Friends of the Association (as defined above);

(b) partners of any Member (should that partner not be a Qualifying Person); and

(c) such other persons as the Committee may in its absolute discretion from time to time decide

may be invited to the said gathering (providing, where relevant, their current address is held by the Association and Membership Secretary).

FINANCES

30. There shall be no membership fee to join the Association.

31. Each gathering shall be financed via each invitee being sent an invitation to that gathering and a request for payment to cover all necessary costs.

32. The accounts of the Association shall be kept by the Treasurer and examined by such person(s) as the Committee may from time to time decide.

33. A full set of the Association's accounts shall be made available for inspection by any member of the Association who wishes to see them, or any other person as the Committee may decide.

The Association's Legal Status

34. The Association's legal status is that of an unincorporated association.

The Financial Year

35. The financial year of the Association shall end on the last day of April in each year, and the accounts of the Association shall be drawn up as at that date.

Bank Account

36. A bank account shall be opened in the name of the Association with a branch of one of the major clearing banks in the United Kingdom which account shall be operated in accordance with such mandate as is provided to the bank by the Committee, the mandate being signed by any two Committee members as decided by the Committee from time to time.

CHANGES TO THIS CONSTITUTION

37. This constitution may be added to, repealed, amended and/or replaced only by a vote in favour by two-thirds of the Committee (not including any ex-officio members).

38. A copy of this constitution shall be provided to any Qualifying Person who so requests in writing.

DISSOLUTION

39. In the event that it is thought proper by the Committee, the Association may be dissolved by a postal ballot of Members for whom the Association and Membership Secretary has a current address. A quorum for these purposes shall be at least 50% of those Members to whom a ballot is sent. A simple majority of votes received shall be sufficient to carry a motion of dissolution.

40. In the event of dissolution, all Association assets shall pass to the College to be held by it and used for the benefit of the Choir as directed by the Director of Music in consultation with the Dean of Chapel.

Dated: 26 January 2008