



ALTNAGELVIN HOSPITAL CHOIR CONSTITUTION



Name

The Society shall be called "Altnagelvin Hospital Choir" hereinafter referred to as 'the Choir,' an unincorporated charitable body associated with the Western Health and Social Care Trust (hereinafter referred to as the Trust) which encompasses Altnagelvin Hospital, and maintains in its activities the traditional ethics and values of the caring professions.

1. **Terms.** In the Constitution,

"address" means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

"the Charity" means the Altnagelvin Hospital Choir;

"clear days" in relation to the period of a notice means a period excluding: the day when the notice is given or deemed to be given; and the day for which it is given or on which it is to take effect;

"the committee" means the directors of the Charity who form the Management Committee. The directors are charity trustees as defined by The Charities Act (Northern Ireland) 2008;

"Director of Music" means the appointed conductor of the Choir ;

"document" includes, unless otherwise specified, any document sent or supplied in electronic form;

"electronic form" has the meaning given in section 1168 of the Companies Act 2006;

"officers" include the committee directors and the secretary (if any);

"the seal" means the common seal of the Charity if it has one;

"secretary" means any person appointed to perform the duties of the secretary of the Charity;

"the United Kingdom" means Great Britain and Northern Ireland; and words importing one gender shall include all genders, and the singular includes the plural and vice versa.

A reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

2. **Purposes**

The Charity's purposes are specifically restricted to the following: to

- a. provide facilities for recreation or other leisure time occupation, in particular the opportunity to participate in a choir and promote music, for past and present staff of Altnagelvin Hospital, Health and Social Care employees and any member of the local community who wishes to participate in the interests of social welfare and with the object of improving the conditions of life of the said participants;
- b. promote the musical culture of the local community especially the interests of young musicians;
- c. further such other charitable purpose under the law of Northern Ireland as the trustees may from time to time approve and in particular to further the charitable work of the Health and Social Care Trust specifically relating to Altnagelvin Hospital.

3. **Powers:**

The Charity has power to do anything which is calculated to further its object(s) or is conducive or incidental to doing so. In particular, the Charity has power within the law to

- a. support the work of the Trust and specifically Altnagelvin Hospital in the community by musical performances for the benefit of patients and their families in memorial services for the deceased, tours of wards and hospital facilities and any other appropriate function including Songs of Praise, Medical Conferences, and the Hospital's Healing Arts Project, liaising with the Chief Executive of the Trust or a nominee for these purposes;
- b. promote the musical culture of the local community by support for events and festivals and the performance of at least two major concerts each year;
- c. support young musicians by means including bursaries, grants, and appointment as concert soloists;
- d. provide a recreational activity for its members by activities including weekly rehearsal, invitation to community cultural events by dissemination of information, concerts and recitals and such social events as may from time to time be appropriate;
- e. donate the proceeds of all its activities, after the deduction of costs, to charitable causes;
- f. raise funds and invite contributions provided that in so doing the Committee shall not undertake any substantial permanent trading activities;
- g. buy, take on lease or in exchange any property necessary for the achievement of the object(s) and to maintain and equip it for use;
- h. borrow money and to charge all or part of the property of the Charity with repayment of the money so borrowed;
- i. support other charities, voluntary bodies and statutory authorities operating in furtherance of the object(s) or of similar charitable purposes and to exchange information and advice with them;
- j. appoint and constitute advisory sub-committees as the Committee may think fit;
- k. institute a "Friends of Altnagelvin Hospital Choir".

4. **Membership**

Membership of the Charity will be of equal status for all members in two categories:

- a. Full membership of the Charity, open to all present and former staff of Altnagelvin Hospital, the Trust and Health and Social Care services;
 - b. Associate Membership, open to other individuals who apply to the Charity in the form required by the Committee and are approved by them including relatives of present and former Trust staff and colleagues and members of the general public who will support the objects of the Charity
- i. The Committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application, informing the applicant in writing of the reasons for the refusal within twenty-one days of the decision;
 - ii. Membership is not transferable
 - iii. The Committee must keep a register of names and addresses of the members;
 - iv. Membership is terminated if the member resigns by written notice to the Charity or the member is removed from membership by a resolution of the Committee that it is in the best interests of the charity that his or her membership be terminated. A resolution to remove a member from membership may only be passed if it be justifiable to the Trust and the member has been given at least twenty-one days' notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed thereby allowing the member to make application to the Committee in person with or by a representative.

5. **Officers and Committee**

Management of the Charity shall maintain the influence of the caring professions by the appointment of a Management Committee of members of equal standing responsible for the control and direction of the Charity

- a. consisting of Chairman who shall be a full member of the Charity and a Secretary, Treasurer and Librarian who should be full members;
 - b. elected for a period of three years and eligible for re-election;
 - c. including a Fundraising Secretary, Public Relations Officer and up to four co-opted members as determined by the Committee. No more than 50% of such members may be Associate members of the Charity;
 - d. with every member having one vote;
 - e. with further co-opted Charity members as the Committee may from time to time decide;
- i. Committee members shall be Charity members elected at the Annual General Meeting;
 - ii. The Committee may appoint an Honorary President for a period of three years, after which the appointment will be reconsidered. A President who is a Full Member of Charity may serve as an Officer or a co-opted member of the Committee;
 - iii. The Committee may appoint and constitute sub-committees as it may deem necessary;

- iv. The Committee shall appoint a Musical Director who may be invited to attend Committee meetings without voting rights.

6. Meetings and Proceedings of the Committee

- i. The Committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the chairman, or by any 2 members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.
- ii. The chairman shall act as chairman at meetings of the committee. Should the chairman be absent from any meeting, the members of the committee present shall choose one of their numbers to be chairman before any other business is transacted.
- iii. There shall be a quorum when at least one third of the number of members of the committee for the time being, or four members of the committee (whichever is the greater), are present at a meeting.
- iv. Every matter shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or 'casting' vote.
- v. The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
- vi. The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
- vii. The committee may appoint one or more sub-committees, consisting of three or more members of the Charity, chaired by a committee member and including such co-opted experts as the Committee may invite, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

8. Equal Opportunities

No individual shall be excluded from membership of the Charity or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

9. Finance

- i) The financial year shall end on August 31st and begin on September 1st;
- ii) A banking account shall be opened in the name of the Charity with the Hon Treasurer and one other of any three members of the committee as signatories;
- iii) The Charity receipts shall include donations, grants in aid and financial guarantees. Tickets for its concerts and other events may be offered for sale to the public.
- iv) The income and property of the Charity whencesoever derived shall be applied solely towards promoting the objects of the Charity as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Charity except in payment of legitimate expenses incurred on behalf of the Charity.

10. Annual General Meeting

- i. Within two months of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least 21 days' notice shall be given to all members;
- ii. The Committee shall present to each AGM the report and accounts of the Charity for the preceding year;
- iii. Nominations for election to the Committee must be made by members of the Charity in writing to the Secretary of the Committee at least 14 days before the AGM. Should nominations exceed vacancies, an election shall be held.

11. Special (Extraordinary) General Meeting

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 21 days' notice must be given to members, may be called for by the Committee or upon written request to the Secretary signed by at least five members of the Charity. The notice must state the business to be discussed.

12. Procedure at General Meetings

The secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Charity.

There shall be a quorum when at least 10% of the members of the Charity at the time or 8 members, whichever is the greater, are present at any general meeting.

13. Accounts

The financial accounts shall be subject to audit as approved by Charities Commission

14. Dissolution

In the event of the Charity being wound up, any assets remaining upon dissolution after the settlement of proper debts and liabilities shall be transferred to the Hospital Trust provided the Trust is recognized as being charitable under the law of Northern Ireland. Should this not be recognized, the assets shall be transferred to a local medically-related and recognized charitable body.

This Constitution was approved by the Alnagelvin Hospital Choir Committee on Thursday 19th. November, 2015 and a General Meeting of Alnagelvin Hospital Choir convened on Thursday 3rd. February, 2016.

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Signed by the officers of Alnagelvin Hospital Choir Committee on 3rd. February 2016

President Mr. George Emerson MD, FDSRCS, FFDRCSI

Chairman Dr. Patrick McEvoy MB, FREGP

Secretary Mrs. Elaine McCracken

Treasurer Mr. Philip Smith

Charity Commission of NI Contact Mr. James Kelley MA, B.Ed



Public Benefit Statement



The Altnagelvin Hospital Choir's purposes are beneficial to the community

Purpose One: provide facilities for recreation or other leisure time occupation, in particular the opportunity to participate in a choir and promote music, for past and present staff of Altnagelvin Hospital, Health and Social Care employees and any member of the local community who wishes to participate in the interests of social welfare and with the object of improving the conditions of life of the said participants;

This purpose encourages past and present staff members of the WHSCT and Altnagelvin Hospital to socialise both together and with like-minded community members in a pleasant group activity which is also directly supportive of local charitable causes. Such activity is not just social but is often a means of relieving stress associated with the work of health care professionals. This benefit can be demonstrated in Choir membership numbers at rehearsals, concerts and special events and is beneficial to the community with no harmful consequences nor private benefit to individuals.

Purpose Two: promote the musical culture of the local community especially the interests of young musicians;

This purpose contributes to the artistic life of the community by encouraging high-quality musical activity locally by both Choir membership and audience participation. It also promotes our cultural inheritance by supporting and encouraging future generations of young musicians. It can be demonstrated in Choir and audience numbers and their responses to our activities and by the inclusion of young musicians in our activities as soloists, instrumentalists and choir members. It is beneficial to the community with no harmful consequences nor private benefit to individuals.

Purpose Three: further such other charitable purpose under the law of Northern Ireland as the trustees may from time to time approve and in particular to further the charitable work of the Health and Social Care Trust specifically relating to Altnagelvin Hospital;

Further public benefit is found in this and all our purposes through our support of other charitable organisations practically and by donations. This provides support and substantial donations to recognized local causes and charities which can be demonstrated by the donated cash sums to local charities as well as activities in support of them. It is beneficial to the community with no harmful consequences nor private benefit to individuals.