

Rules for General Meetings

Foreword: This document supplements the Shaldon Singers Constitution. Any member may obtain a copy of the Constitution from the Secretary upon request.

The Committee

1. The Committee comprises three honorary officers: chairman, secretary and treasurer, plus up to nine other Committee members.
2. Committee members (including the officers) are elected by the Society from the membership, at an AGM, for a three-year term. The members of the Committee are the trustees of the Shaldon Singers charity, and all trustees are Committee members.
3. If the number of nominations exceeds the number of vacancies an election will be held. If not, the nominees are elected automatically.
4. Any Committee member resigning from the Society must also resign from the Committee.
5. At least one-third of Committee members retire each year.
6. At the end of their three-year term, a Committee member may stand for re-election. A Committee member may not serve for more than nine consecutive years. There must then be a one-year gap before they can stand again for election.
7. Vacancies for officers shall be addressed first. Any member of the Society may stand for these roles, with the term of office normally being three years.
8. After the officers are appointed, any remaining vacancies will be dealt with.
9. In the event of a vacancy arising during the year, the Committee may co-opt a Society member to be a Committee member (trustee) until the following AGM.

Communication

10. At least 21 days' written notice of an AGM or Special General Meeting must be given to all members.
11. Notices and other information will be sent to members via email, where possible, otherwise hardcopy will be passed on at meetings, or, if deemed necessary, by post.
12. Nominations for election to the Committee with a proposer and seconder must be made by members of the Society to the Secretary in writing. If there are no prior nominations, proposals may be taken from the floor of the meeting.
13. The names of Committee members and their roles will be published to all Society members shortly after an AGM with details of how they can be contacted.

Meetings and Notices

14. The Constitution provides for the AGM or any Special General Meeting to be held by 'electronic means', which includes Zoom or similar virtual technology.
15. Notice 'written' or 'in writing' may be given by electronic means, as defined in the Constitution.

This policy will be reviewed before each AGM and any significant changes will be brought to the attention of the members before the AGM. Revised 8 September 2022