



Leigh Orpheus Male Voice Choir

Members' Handbook

2010

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Introduction to LOMVC

The LOMVC is a male voice choir with around 100 singing members. The objectives of the choir are the practice and performance of choral music. It achieves this firstly by encouraging membership from men of all ages and levels of musical experience. Complete beginners are welcome and the ability to read music is not a prerequisite. Secondly it seeks to perform to as wide a variety of audiences as possible both in the UK and abroad.

The choir is a registered charity and run by an elected committee and trustees. Where possible the choir seeks to raise money for other charities from either the profits from ticket sales or by collections at concerts.

The LOMVC has its origins in the S. E. Essex Welsh Society. In 1968 Gerwyn Parry, who at that time taught at Westcliff High School for Boys, encouraged a group of Welsh Society members to get together for a sing-song from time to time; and out this came the establishment of an evening class. From these beginnings evolved the LOMVC. Over the years the choir has performed in numerous prestigious venues, taken part in music festivals and toured many different countries.

From time to time the choir records CDs for sale to the public.

Income is raised from performance fees, ticket sales, subscriptions, donations, sponsors, patrons and the 100 club. There is an AGM in late May early June at which financial and other reports are presented to members and the Committee is elected. The choir has a written constitution and code of conduct both of which are included in this handbook.

Membership

New members are always welcome and are encouraged to come to rehearsals for a trial period. Then at the invitation of the Membership Secretary and Musical Director they can become probationary members and a subscription is due. Full membership is achieved when it is mutually agreed that a member is ready to perform in concerts.

Subscription

Membership is by annual subscription, currently £108 per annum. The preferred methods of payment are either quarterly by standing order or annually in advance by cheque. Further details regarding payment and standing order forms can be obtained from the Membership Secretary.

Gift Aid

LOMVC is a registered charity and can recover gift aid in respect of donations made by UK taxpayers, this includes subscriptions. It is hoped that all UK tax paying choir members will complete a gift aid form obtainable from either the Secretary or Membership Secretary and enable the choir recover an extra 20% in respect of their subscription.

Rehearsals

The main rehearsal evening is Friday, 7.30 at the Salvation Army Temple in Hadleigh. In order to perform at concerts members must achieve regular attendance on Fridays.

There is also a rehearsal on Monday evenings 7.30 at the same venue. Some weeks this will be for the whole choir and some weeks for specific sections. Details can be found on the LOMVC website.

Music

All members are issued with music for the current repertoire. Sheet music is expensive and remains the property of the choir. Music is to be returned to the Librarian by any member leaving the choir.

Uniforms

Members are required to buy their own uniform. The formal uniform consists of a maroon jacket with choir badge (purchased from the choir's nominated supplier), white long sleeve shirt, choir tie (from choir), maroon bow tie (from choir), black trousers, black socks and black shoes.

The informal uniform is black shirt (purchased from the choir), coloured tie (see section leader), black trousers, black socks and black shoes.

Choir Tours

The choir normally tours at least once each year. For most tours the cost is borne by the members. Partners and guests are usually welcome on these tours.

Concerts

Tickets for most concerts are available at rehearsal. It is hoped that all members will encourage friends and family to come and enjoy our concerts.

Choir Website

The LOMVC has a frequently updated website www.lomvc.org. Members are encouraged to use the site to obtain details of choir events , rehearsal tracks, etc. There is a members section on this site which requires a login id and password for access. Members requiring an id and password should contact the webmaster Mo Coles.

Members Handbook

This handbook is maintained by Tony Grellier please contact him regarding any errors, omissions or suggestions.

Who's Who

The Committee

Elected Members

Chairman – Barry Crawford
Vice Chairman – Mick Jacks
Secretary – Tony Grellier
Treasurer – John Seeley
Concert Manager – Martin Wood
Membership Secretary – Mick Jacks
Publicity Officer – Malcolm Bridge

Other members

Musical Director – David Clark (ex officio – non voting)

The Music Team

Musical Director – David Clark
Deputy Musical Director – Tom Marshal
Accompanist – Janet Walker
Deputy Accompanist – Pam Cox
Vocal Consultant – Hilary Pell
Librarian – Peter Thomas

Section Leaders

First tenors – Ron Carroll
Second tenors – Alistair Fiddes
Baritones – Gwyn Derrick
Basses – Robin White

Webmaster

Mo Coles

Fundraising

Patrons – Joe Doyle, John Redfern, John Taylor
Sponsors – Peter Fisher, John Riddle
100 Club – Tony Edwards
Leigh Orpheus Ladies – Jenny Holloway

Uniforms

Evelyn Cameron

Concert Tickets

Christine Goddard

Contact details for all the above are available from the members section of the LOMVC website

Constitution

The Choir

1. The Choir shall be called the "Leigh Orpheus Male Voice Choir".
2. It shall be non political and non sectarian.

Object

3. (a) The object of the Choir shall be the study and practice of Choral music in order to foster public knowledge and appreciation of such music by means of public performance.
(b) The Choir may also assist and support such charitable institutions or purposes as the Committee shall from time to time determine.

Officers

4. The Officers of the Choir shall consist of:
President, Vice-Presidents, Chairman, Vice-Chairman, Secretary, Treasurer, Concert Manager, Choir Marshal, Librarian, Membership Secretary and Publicity Officer.

Committee

5. (a) Management of the Choir shall be conducted by a "Committee" consisting of the Chairman, Vice-Chairman, Secretary, Treasurer, Concert Manager, Membership Secretary, Publicity Officer and such other members as the Committee may from time to time co-opt. These Committee Members shall also be the Trustees of the Choir with responsibilities as defined by the Charity Commission.
(b) The Musical Director shall be an ex-officio member of the Committee and invited to attend meetings but without voting rights.

Election of Officers and Committee

6. (a) The Officers and Committee of the Choir shall be elected by a majority of the Members voting, by ballot if necessary, at the Annual General Meeting, which shall be held within eight weeks of the end of the Choir financial year or on any other date sanctioned by the Committee, or at a properly called Special General Meeting. Two weeks' notice shall be given of the meeting and nominations for office shall close one week before the meeting.
(b) Should any Choir Officer or Servant become unable to carry out his duties, the Committee may, at its discretion, either (a) make a temporary appointment or (b) call an Extraordinary General Meeting for the purpose of making a temporary appointment for the remainder of the period of office of the original office-holder or such shorter period as may be agreed by the Committee or Extraordinary, General Meeting.
7. The Committee shall meet once a month or at other times when business warrants. A quorum shall be formed by four members of the Committee (including any two of Chairman, Secretary or Treasurer) or one-third of the total number of members whichever is the greater.
8. The Committee may from time to time create sub-committees in order to deal with specific aspects of the Choir's business and may appoint members (whether or not they are members of the Committee) to such sub-committees. Sub-committees may be defined as *standing* (i.e. without limit of time as to their existence) or *temporary* (i.e. with a duration).

Membership

9. A member shall be a person approved by the Committee on the recommendation of the Musical Director and duly admitted into membership at a meeting of the Committee.
10. Former members wishing to rejoin shall make application to the Secretary and such application must be approved by the Committee and Musical Director.
11. Members are expected to make every effort to attend rehearsals, and to notify the Secretary when they are unable to do so.
12. For good and sufficient reason, the membership of any individual may be terminated by the decision of the Committee PROVIDED that the individual shall have the right to be heard by the said Committee before the decision is final.
13. The Committee may appoint a member to be a Life Member in recognition of special service to the Choir.

Finance

14. The Membership Subscription rate shall be determined at the Annual General Meeting.
15. The financial year of the Choir shall terminate on 31st March and the year for payment of subscriptions will commence on 1st July. The financial position of the Choir shall be reviewed monthly by the Committee.
16. The books of account shall be audited or independently examined as required by the Charity Commission not less than one week before the Annual General Meeting.
17. The auditor or independent examiner as required by the Charity Commission shall be appointed at the Annual General Meeting each year.
18. A suitable bank account or accounts shall be maintained in the name of the Choir and operated under the signatures of any two of the Chairman, Secretary or Treasurer.
19. Reasonable out-of-pocket expenses incurred by members on the authorised business of the Choir will be reimbursed at the discretion of the Committee. An additional allowance may be made for attendance of the Musical Director, Assistant Musical Director and Accompanist at extra rehearsals and concerts.

Music

20. All music is the property of the Choir and must not be sold or loaned without sanction from the Committee. No music may be borrowed by a member for any purpose without permission from the Librarian.
21. The choice of music shall be in the hands of the Musical Director.
22. Selection for concerts shall be in the hands of the Musical Director.

General

23. A Special General Meeting may be called with seven days' notice at the request of at least one quarter of the current members of the Choir.
24. The Rules of the Choir shall only be altered at the Annual General Meeting or Special General Meeting duly called, no alteration shall be made to the Rules which would cause the Choir at any time to cease to be a charity at law, and no alteration shall be made to Rule 3, Rule 25 or this rule without the prior written approval of the Charity Commission.
25. If, upon the winding up or dissolution of the Choir, there remains any property whatsoever after the satisfaction of all its debts and liabilities the same shall not be distributed among the members of the Choir but shall be transferred to some Charitable Institution or Institutions having objects similar to the objects of the Choir,

such Institution or Institutions to be determined by the members of the Choir at or before the time of dissolution and in so far as effect cannot be given to such provision then to some charitable object.

26. A copy of these rules shall be given to each member.

Last updated May 2009

Code of Conduct

Preamble

The purpose of the choir is to study, practice, perform and enjoy choral music. The money raised from performances will contribute to charities and to the running of the choir.

This short code of conduct is intended to remind members as to what is expected of them. It is written in an informal style deliberately to best reflect the friendly nature of the choir.

General

It is hoped that members will always:

- enjoy singing and performing with the choir
- show respect for one another
- have pride in LOMVC
- support other members musically
- when necessary, provide help and support to other members in their life outside the choir
- pay their subscriptions in a timely manner
- be prepared to assist in the promotion and marketing of choir concerts and activities

Rehearsal Attendance

LOMVC is an inclusive choir. The choir absolutely does not adopt a policy of strict auditions and ongoing testing. However like in all endeavours, whether professional or leisure, it is right that the choir should strive to improve. To that end:

- there is an expectation that members will make all efforts to attend rehearsals
- it is hoped that members will achieve 80% attendance for the main (Friday) rehearsal and attend as many as possible of the second (Monday) rehearsals
- to maintain performance standards, members who are not sufficiently well rehearsed may not be allowed to perform at concerts
- members are also expected to study the music, learn the words, use rehearsal tracks and CD's between rehearsals (in other words, do some homework)

Rehearsal Discipline

The Musical Director has the difficult job of getting the best out of the choir. It is expected that members will:

- pay attention at all times (what might be being explained to one section, could well apply to the whole choir)
- avoid chatter whilst the MD is working with another section
- respect the MD by listening carefully to his instructions
- keep good time. Members should be ready to sing at the rehearsal start time and

should observe the interval timing

- respect the Salvation Army Temple. Specifically the venue should be cleared of ALL litter and chairs returned to their original position

Performance Discipline

Members should always remember that our audiences have paid their money to hear us perform - they have a right to expect that we will act in a professional manner. Members should take pride in representing LOMVC. Accordingly:

- members should keep their uniform in a good state. Trousers should be well pressed and shoes should be well polished. Whilst standing, top button only of jacket should be done up
- members must not talk amongst themselves whilst on stage
- members should hold their hands at their sides whilst performing. If music is being used, folders should be held in left hand
- choristers must avoid waving to members of the audience
- if the performance involves moving on and off the stage, choir members should do so smartly and as quickly as possible with no talking
- mobile phones must be turned OFF

Responsibilities

The responsibility for this code of conduct lies with the Membership Secretary. However all choir members have a responsibility to observe its principles. Committee Members and Section Leaders will be responsible for reminding members of its provisions when necessary.

Last updated May 2010

Appendix I – Standing Order Form

Please complete and send to your bank

Standing Order Mandate

To: The Manager _____ Bank

Bank Address _____

Post Code _____

Please arrange to pay a standing order to Leigh Orpheus Male Voice Choir for the sum of £27.00 (twenty-seven pounds) per quarter, payable on 1st January, 1st April, 1st July and 1st October.

Payee: Barclays Bank plc,
Thorpe Bay Branch, Sort Code 20-79-73
For the Credit of: Leigh Orpheus Male Voice Choir
Account Number: 30047694

Please debit my account:

My Address

Account Name: _____

Account No: _____

Sort Code: _____

Post Code: _____

Signed: _____

Date _____

Appendix II – Gift Aid Declaration

Name of Charity – Leigh Orpheus Male Voice Choir

Details of Donor

TitleForenames.....Surname.....

Address.....

Post Code.....

I want the charity to treat

*the enclosed donation of £.....as a gift aid donation

*the donation(s) of £.....which I made on .../.../..... as (a) Gift Aid donation(s)

*all donations that I make from the date of this declaration until I notify you otherwise as Gift Aid donations.

*all donations that I have made for the six years prior to this year and all donations that I make from the date of this declaration until I notify you otherwise as Gift Aid donations.

**delete as appropriate*

You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year. Currently 20p for each £1 that you give.

Signed.....date...../...../.....

Notes

1. You can cancel this Declaration at any time by notifying LOMVC.
2. If in the future your circumstances change and you no longer pay tax on your income and/or capital gains then you must notify the charity.
3. Please notify LOMVC if you change your name or address.

Please return this form to the LOMVC Secretary or Membership Secretary