

Immanuel's Ground

West Gallery Quire
Warwick

Revised Constitution

adopted by SGM on 9th November 2011

Preliminary

- Music, now to be found in manuscripts and out-of-date publications, composed mainly by amateur musicians between 1700 and 1850, and performed in churches in England, (together with other countries where English was the main or adopted language) by groups of amateur players and singers, has attracted critical attention for the past twenty or so years and has become known as 'West Gallery Music' or 'Georgian Country Psalmody'.
- Similar music, based upon the English west gallery style, developed in the early Colonies in America for unaccompanied singing. Known as 'Shapenote' or 'Sacred Harp' music, it is distinguished by a system of shaped notation designed to assist unschooled singers to read music, and continues in use today in both sacred and secular form.
- Following a Service of Evensong of west gallery psalmody on 18th March 2001 in Northgate Methodist Church to celebrate 200 years of Methodism in Warwick, a group of singers and instrumentalists met together on 10th October 2001 in the same church to start rehearsing and playing West Gallery Music.
- This group have continued to meet and to give public performances of the music, and in due course adopted the name of Immanuel's Ground ("the Quire").
- The Quire adopted a constitution for the first time at its Annual General Meeting on 3rd February 2007 (*It was noted that it had charitable objectives, but would not necessarily or immediately be formally registered as a charity with the Charity Commission.*)
- The Quire now wishes to adopt a revised constitution the only object being to restructure the membership and officers of the committee in order to better serve the current needs of the Quire.

Operative Clauses

1. **Name and Location**

The Quire shall be called "Immanuel's Ground", and shall be based in or near Warwick.

2. **Objectives**

2.1. To educate the public in the knowledge and enjoyment of West Gallery and allied traditions, both sacred and secular, together with their settings within a social and historical context.

- 2.2. These objectives can be achieved by any appropriate means, and may include:
 - 2.2.1. Rehearsal, teaching and performance through workshops, church services, concerts, presentations and social events,
 - 2.2.2. Study, research and publication of suitable material,
 - 2.2.3. Sharing the music and other information of an educational nature by any means possible.

3. Definitions

- 3.1. Where not arising elsewhere –
 - 3.1.1. “performance” – any function where persons who are not members are invited to attend and listen or take part
 - 3.1.2. “rehearsal” – any ordinary rehearsal or practice as described in the Appendix hereto, and any additional practice arranged before a performance.
 - 3.1.3. “owner” – any person who owns any copyright in any music used by the Quire, or any person who owns the only copy of any music
 - 3.1.4. “Archivist” – the person appointed to maintain a record of the Quire’s activities.

4. Membership

- 4.1. Membership shall be open to all persons wishing to further the objectives of the Quire and shall fall within the following categories:
 - 4.1.1. Full members – who rehearse and perform in the Quire, either by singing, playing or conducting, and whose membership shall be confirmed by the Committee.
 - 4.1.2. Associate members – who serve, or wish to support, the Quire in any way other than taking part in performances, and who shall be elected at any General meeting.
 - 4.1.3. Honorary members may be appointed at any General meeting.
- 4.2. Other classes of membership may be determined from time to time at any General meeting.
- 4.3. The Committee reserve the right to withhold or suspend membership if the occasion so demands.

5. Conditions of Membership

- 5.1. Members shall
 - 5.1.1. have due regard to the matters set out in the Appendix to this Constitution, which may be varied from time to time with the consent of the Committee but without any need for formal voting on the terms of this Constitution,
 - 5.1.2. pay annual subscriptions in due time,
 - 5.1.3. attend rehearsals regularly and often, and in sufficient number immediately preceding a performance to enable the standard of the Quire’s performance not to be impaired,

- 5.1.4. notify the General Secretary, or someone delegated by the General Secretary, by whatever means requested about availability for performances and other functions,
 - 5.1.5. accept the decision of the Quiremaster on any matter relating to rehearsal or performance. The Quiremaster will have due regard to the matters set out in the Appendix hereto in taking any such decisions,
 - 5.1.6. comply with all matters of copyright,
 - 5.1.7. assist the Archivist by providing suitable documents, pictures and photographs for record purposes,
 - 5.1.8. for the avoidance of unnecessary dispute, comply with any reasonable request made by the Chairman, General Secretary or Treasurer.
- 5.2. Upon leaving the Quire, members shall return to the Librarian any music and other property of the Quire.

6. The Committee

- 6.1. The committee shall comprise the Chairman, General Secretary, Treasurer, Performance Secretary, Meetings Secretary, Quire Master, Librarian, Publicity Officer and one other member. A member may hold more than one office.
 - 6.1.1. The Chairman shall take the chair at any General meeting, convene meetings of the Committee, and represent the Quire at functions. It is the responsibility of the Chairman to ensure that proper notice of General meetings is given.
 - 6.1.2. The General Secretary shall make any necessary arrangements for the proper running of the Quire, be responsible for correspondence and maintain records of members and their availability. Further guidance is given in the appendix to this constitution.
 - 6.1.3. The Treasurer shall collect subscriptions, pay such bills as shall be authorised by the Committee, and produce an annual account which shall be examined by an independent person before presentation. The Treasurer also has charge of any items purchased, given, or lent to the Quire, other than music, and shall maintain suitable bank accounts. Two signatories shall be required for cheques payable, being taken from those of the Chairman, Treasurer and General Secretary.
 - 6.1.4. The Performance Secretary shall ensure that the necessary arrangements for each performance are made. Further guidance is given in the Appendix to this constitution.
 - 6.1.5. The Meetings Secretary shall take minutes of all meetings as appropriate.
 - 6.1.6. The Quiremaster shall take charge of all matters relating to music, and to style and standard of performance. It is the responsibility of the Quiremaster to ensure that proper notice of rehearsals, performances and other functions is given.
 - 6.1.7. The Librarian shall be the person who holds and maintains copies of all music in the repertoire of the Quire, and, having enquired as to the ownership of its copyright, shall ensure that as far as possible this is honoured by members of the Quire.

- 6.1.8. The Publicity Officer shall be responsible for promoting the Quire's activities in all suitable media as appropriate.
- 6.2. Should vacancies occur between general meetings the committee may co-opt persons to fill the vacancies, those persons not having voting rights until confirmed in office at a general meeting.
- 6.3. The Committee shall be elected at each Annual General meeting from full and associate members.
- 6.4. The Committee shall be the Trustees, in whom any property of the Quire shall be vested.
- 6.5. The Committee may amend any of the matters in the Appendix to this Constitution and shall give notice of such change in writing to every member within three weeks.

7. Meetings

7.1. Committee Meetings

- 7.1.1. The Committee shall meet together from time to time as required in order to arrange any performance, rehearsal or other function, to agree matters for discussion at a General meeting, and for whatever is necessary for the smooth running of the Quire.
- 7.1.2. The General Secretary, Quiremaster and one other Committee Member shall form the necessary quorum for Committee meetings.

7.2. Annual General Meeting ("AGM")

- 7.2.1. The Annual General Meeting shall be held on or before the last day in February in any year.
- 7.2.2. At least 28 days' Notice for the AGM shall be given to members by the General Secretary, together with details of any matters for discussion.
- 7.2.3. A quorum at such meetings shall be six members.
- 7.2.4. On matters requiring a vote, which can be done by a simple show of hands, members attending may vote on any matter but Associates may only vote on matters not related to the selection and performance of music.
- 7.2.5. Business at the AGM:
 - 7.2.5.1. Matters arising from previous AGM and SGM minutes.
 - 7.2.5.2. Receiving the Treasurer's accounts for the immediately preceding year.
 - 7.2.5.3. Setting the rates of subscription for full and associate members.
 - 7.2.5.4. Election of Chairman, General Secretary, Treasurer, Performance Secretary, Meetings Secretary, Quire Master, Librarian, Publicity Officer and one other Committee Member.
 - 7.2.5.5. The appointment of the Archivist who may, or may not, be also a member of the committee.
 - 7.2.5.6. Renewal of mandates for cheque signatories,
 - 7.2.5.7. Receiving a report and comments from the Quiremaster and discussion of any matters arising.

- 7.2.5.8. Discussion of any matters notified to the General Secretary and supported by the Committee, or by four or more members, giving details of what is to be discussed.

7.3. Special General Meeting (“SGM”)

- 7.3.1. The Committee or any 4 members may request the Secretary to arrange an SGM, giving details of the items to be discussed.
- 7.3.2. The Secretary shall, as soon as possible, give 14 days’ Notice to members giving such details, together with the proposer and seconder for each item.
- 7.3.3. An SGM may be held during rehearsal time provided this does not detract from time allotted for rehearsal for a performance, and if the Committee deems this to be appropriate.
- 7.3.4. A quorum at such meetings shall be six members.
- 7.3.5. On matters requiring a vote, which can be done by a simple show of hands, members attending may vote on any matter but associates may only vote on matters not related to the selection and performance of music.

7.4. Notice of Meetings and Voting

- 7.4.1. Notices shall be given in writing or by e-mail and the number of days notice given shall include the date of the Notice and the date of the Meeting, and whilst Notices will normally be given by the General Secretary, it shall be the duty of the Chairman to ensure proper notice of General meetings is given, and of the Quiremaster that adequate notice of rehearsals, performances and other functions is given.
- 7.4.2. Where decisions at any meeting cannot be obtained by general consensus, the decision shall be by majority vote. In the event of a tied vote, the status quo ante shall obtain.

8. Subscriptions

- 8.1. Subscriptions shall be paid by full and associate members at a rate to be agreed from time to time at any General Meeting.
- 8.2. Subscriptions for the year to 31st December are due on 1st March of that year.
- 8.3. Members who have not paid subscriptions for the year to 31st December shall not be entitled to vote at the following AGM.
- 8.4. The Treasurer, with the consent of the Committee, shall have discretion as to how such sums are paid, and the amount of any reduced subscription payable.

9. Changes to the Constitution and Winding Up

- 9.1. Changes in this constitution may be made by a resolution proposed and seconded and following the procedure for such matters at either an SGM or the AGM
- 9.2. A motion for the winding up of the Quire must be put at a Special General Meeting of the Quire called for that purpose. Such a motion shall include the proper consideration of remaining funds and Quire property, including Archives and Music.
- 9.3. The rule as to a quorum shall not apply at such a meeting.
- 9.4. At such a meeting a majority of three-quarters of those present and entitled to vote shall be required.

9.5. In the event that there is no attendance at an ordinary rehearsal for a period of three consecutive months, the Quire shall be considered to be wound up and any remaining members shall provide that:

- 9.5.1. any remaining funds shall be paid to the West Gallery Music Association, or a body having aims closely allied to it, if the said Association has ceased to exist,
- 9.5.2. the archive and any library shall be lodged at the Warwickshire County Record Office, or any other library or collection willing to house the same in perpetuity.