Actors Rechoired Constitution

1. Name

The name of the group shall be Actors Rechoired.

2. Aims

The aims of Actors Rechoired will be:

- To bring together professional Actors who enjoy singing and wish to be part of an ensemble
- To promote social activities and mutual support amongst our members
- To offer opportunities to perform, direct, choreograph and write, both with and for the Choir
- To improve the musical skills of members and the overall performance level of the Choir.

3. Membership

Membership is open to professional Actors and Performers (the latter at the discretion of the Committee, subject to individual merit), but may be capped at forty members.

Professional status must be demonstrated by supplying proof of one or more of the following:

- Current Membership of Spotlight as an Actor
- Paid up Equity Member as an Actor
- Completion of training at a Federation of Drama Schools member institution.

New members must support the aims of Actors Rechoired and will be required to audition. (Please see section 3.3.)

Membership will begin as soon as the membership form and first payment have been received.

Membership must be renewed each term and payment made in full into the Choir bank account by the specified date. The term dates and total cost of membership will be advised by the Committee in advance, along with any weeks where rehearsals will not be held. The cost per week will not exceed £10. There will be no annual membership fee and no rebates for missed rehearsals.

The Committee, at their discretion, may offer Associate Membership to long-term members who have fallen into financial difficulty and will therefore be unable to pay the regular fee. This membership will be at a reduced rate for a limited period to enable the member to remain with the Choir. No more than one member may be awarded this at any time and they will be expected to maintain regular attendance. This offer is only available to members who have been with the Choir for a minimum of two years and who can demonstrate regular participation during that time. Sporadic or infrequent attendance over the qualifying period will not normally be considered sufficient.

The Committee may also offer long-term members — who are unable to attend in person — access to join the Choir remotely via an online link. This is not guaranteed and is subject to the availability of suitable technology. This Online Membership will be offered at a reduced rate, taking into account that the rehearsal experience will not be as effective as attending in person. This membership will be limited to two members who have previously attended in person for at least a year. Online Members will be able to take part in performances, provided they are up to date with membership fees and are able to meet the required performance standard. They will also be expected to attend in person at least once prior to performance, to rehearse with other members.

The Choir will break for Easter, Summer and Christmas holidays. The General Manager will do their best to ensure the presence of an MD at all planned rehearsals. Should there be a number of weeks during the term where rehearsals have to be cancelled, the membership fee will be recalculated and members notified and reimbursed accordingly at the end of term.

A Dropbox Account will be maintained to provide members access to sheet music and recordings.

A list of all current members will be kept by the Treasurer.

3.1. Membership Breaks and Cancellations

Members may resign at any time by email or letter to the Committee giving at least four weeks' notice for payment, though the member may cease attendance at any time.

Members may also apply for a membership break; the break must be for a minimum of four weeks and notice must be given in writing first to the Committee. (Email is sufficient for these purposes.)

Members will be reimbursed accordingly at the end of the term.

Any member who has not paid their membership fee within four weeks of the start of term will be contacted by the Committee, who will then decide whether that member is deemed to have resigned.

3.2. Member Requirements

Members are expected to attend regularly and to catch up with repertoire from any missed rehearsals via the Dropbox shared files.

Members are not expected to read music, but will be expected to learn material to be used in public performances. Performances are not mandatory, nor a membership right. Members who are not up to speed with performance repertoire may be asked not to take part in any public concerts.

The Committee reserves the right to refuse or revoke membership of an individual for breaching this Constitution, for any action that negatively affects the interests of the Choir and its members, or for bringing Actors Rechoired into disrepute. Any offensive behaviour (which may include, but is not limited to: racism, sexism, bullying or harassment) will not be tolerated. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further rehearsals. The individual concerned shall have the right to be heard by the Committee, accompanied by another member, before a final decision is made.

3.3. Audition

Following a successful application, potential new members will be asked to attend an audition to meet with the MD, General Manager and another Choir member. Each auditionee will be asked to prepare a verse and chorus (or 16 bars) of a song of their choice. They may also be asked to sing a well-known song or scales to assess vocal range and placement within the existing Choir.

Everyone who auditions will be contacted afterwards, regardless of whether or not they are to be offered a place. Auditionees will be told of the Choir's decision within four days.

3.4. Rehearsals

Rehearsals will take place weekly during term time, on Thursday evenings 6pm to 8pm. Rehearsals will be held in Mayfair W1, though on occasion may take place elsewhere. All Choir members will be notified of any changes to this schedule via email and must ensure their contact details are kept up to date.

4. Equal Opportunities

Actors Rechoired will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political beliefs, marital status or age.

5. Officers and Committee

The business of the group will be carried out by a Committee elected annually at a General Meeting (GM). The Committee will meet as necessary, but not less than three times a year.

The Committee will consist of three voting members and the MD. One additional member may be co-opted onto the committee as needed, for example, during the lead up to performances.

The Committee will:

- ♪ Ensure the smooth running of the Choir and assign roles to other members as needed
- ♪ Be available to members who have concerns or issues to raise, ensuring privacy if needed

- ♪ Vote in the best interests of the Choir on any decisions that need to be taken. This may include: themes for shows, membership fees, dealing with show profits, etc.

The Committee Officers are as follows and their roles detailed in Appendix 1:

- ♪ General Manager
- ♪ Secretary
- ♪ Treasurer
- ♪ Musical Director

In the event of an officer standing down during the year, current members will be called upon to nominate/volunteer and vote for a replacement.

6. Meetings

6.1. General Meetings

A GM will be held at the start of each year at the beginning of the first rehearsal back.

At the GM:

- ♪ The Choir will discuss the coming term, possible material and any planned performances
- ♪ The Choir will vote on a performance theme if needed and a Director may be appointed
- ♪ Membership numbers will be reviewed and auditions planned accordingly
- ♪ The Treasurer will give an overview of the Choir accounts
- ♪ Any other business raised by members will be discussed
- ♪ The Committee will be re-elected every year.

6.2 Special General Meetings

The General Manager will call a Special GM at the request of the majority of the Committee, or at least five other Choir members, on the next available rehearsal date. All members will be given two weeks notice of such a meeting via email.

7. Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general and fair consensus that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the current General Manager shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Choir with a recognised and reputable bank, as agreed by the Committee, who will all act as signatories. The signatories must not be related nor members of the same household.

Large or unusual payments should be discussed in advance by at least two of the signatories. To reduce admin burden and to ensure timely payments, however, bank transactions may be authorised by one Committee member. The expense must be logged in the accounts as usual and receipts provided to the Treasurer.

Records of income and expenditure will be maintained by the Treasurer and an open books accounting system used so that all members may review the finances at any time.

All members' fees paid to Actors Rechoired are only to be used to further the aims of the group, as specified in item 2 of this Constitution.

8.1. Finance for Performances

Any money raised through Actors Rechoired produced performances will be donated to a charity nominated by the members. This will likely be a charity supported by the venue hosting the performance, and/or the charity partner of our regular rehearsal venue.

Professional paid jobs carried out by Choir members under the Actors Rechoired name will be treated as regular acting work for the individuals and the payment given directly to those performing at the time. Each Choir member will be responsible for maintaining their own tax records and ensuring the income is recorded and declared as appropriate.

9. Branding

Our Logo shall be as displayed here:

Colours:

Red **R**172, **G**25, **B**23 / **C**21 **M**100 **Y**100 **K**16 and **Black**

Fonts:

Titles: Impact 18pt Regular in Red

Web Titles: Franklin Gothic URW Demi 48pt in Red

Headings: Impact 14pt Regular in Red (Sub-Headings as previous but in 12pt)

Body Text: Arial 12pt Regular in Black

Bullets: Single Music Note in Red.

10. Amendments to the Constitution

Member amendments to the Constitution may only be made at the GM or a Special GM. The Committee may amend the Constitution at any time in order to maintain effective management of the Choir. Any changes will be communicated to members at the next available rehearsal for voting and agreement.

Any proposal to amend the Constitution must be given to the General Manager in writing. The proposal must then be circulated with the notice of a meeting prior to a vote being cast.

Any proposal to amend the Constitution will require a two-thirds majority of those present and entitled to vote.

11. Dissolution

If a majority of the Choir decides that it is necessary to close down the group, a Special GM may be called to do so. The sole business of this meeting will be to vote on dissolving the Choir.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid (including any membership rebates), will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This Constitution was agreed at the GM of Actors Rechoired on 07/02/2019 and revised for administration updates in January 2026.

Name and Position:

Helen McBriarty – General Manager

Appendix 1: Committee Roles

Musical Director

- Rehearse the Choir on a weekly basis
- Select music from a variety of genres
- Create arrangements, transposing and adding harmonies as needed
- Perform with the Choir in shows and concerts
- Provide advice and guidance at GMs
- Put together programmes of material for shows and concerts with input from the Committee
- Advise the General Manager when MD cover is required
- Record vocal parts and upload to the shared Dropbox folder
- Audition potential members with the General Manager as agreed by the committee
- Provide sheet music to the Choir for new repertoire
- Provide a hand-over and music to MD covers as appropriate
- Shall have final say on performance material.

Treasurer

- Ensure all members have paid their term fees and follow up on any late payments
- Work with the Committee to agree Associate Memberships and Online Memberships to be supported by the Choir
- Maintain the Choir accounts and track spend; inform the General Manager if there are inconsistencies or concerns about funds
- Report on the accounts annually
- Maintain a bank account for the Choir and act as a signatory
- Work with the General Manager to prepare any corporation tax returns
- Agree a budget for shows and ensure spend is tracked and reported afterwards
- Ensure the MD is paid each week the Committee agreed fee
- Arrange cover when needed
- Assist the MD in choosing material for performances, taking into account the requests of members.

General Manager

- Maintain the Constitution for the Choir, ensuring it is followed fairly
- Maintain a suitable Privacy Notice
- Maintain the repertoire archive, ensuring material is replaced as needed and stored for future use
- Maintain the Choir Website and ensure the brand is kept consistent
- Manage communications and appoint a member to manage the email account
- Ensure the Choir have a place to rehearse each week and ensure all members are informed of changes
- Arrange cover MDs as needed
- Liaise with potential employers and venues as required or assign to another member
- Audition potential members with the MD as agreed by the Committee
- Check the accounts at least annually and meet with the Treasurer to ensure Choir funds remain on track
- Maintain a bank account for the Choir and act as a signatory
- Support the Treasurer in preparing any corporation tax returns
- Ensure publicity material for shows is created and on brand
- Assign jobs to Choir members as needed to ensure all roles are covered
- Arrange a GM annually and any other meetings as needed
- Assist the MD in choosing material for performances, taking into account the requests of members
- Be available to members who have concerns or issues to raise, ensuring privacy if needed
- Ensure the Committee works in the best interests of the Choir.

Secretary

- Provide cover for the Treasurer when absent and ensure the MD is paid
- Proofread all publicity materials to ensure consistency and brand is maintained
- Maintain a bank account for the Choir and act as a signatory
- Assist the MD in choosing material for performances, taking into account the requests of members.