

Constitution for Sing Your Heart Out Norwich

1) Name

- (a) The name of the group shall be Sing Your Heart Out Norwich herein after referred to as "The Group".
- (b) The group is part of Sing Your Heart Out (SYHO), and will abide by its terms, conditions and practices as agreed jointly by all SYHO groups at the Joint Working Group (JWG) including those in the Standing Orders.

2) Aims

- (a) To bring the known benefits of singing together for the promotion and maintenance of mental wellbeing to mental health service users, staff and carers and the wider public.
- (b) To advocate for the arts generally as therapeutic for mental health by being an example of good practice and by publicising evaluations of the benefits of SYHO workshops.
- (c) To offer encouragement and advice to similar projects nationwide.

3) Powers

Subject to approval from SYHO JWG, and the Musical Director (MD) where appropriate, The Group can:

- (a) Run singing workshops
- (b) Organise outreach or other events
- (c) Recruit full committee members and volunteers
- (d) Raise, obtain, collect and receive money
- (e) Pay invoices authorised by the committee, the JWG or the MD
- (f) Rent venues
- (g) Purchase equipment
- (h) Publicise SYHO and all its works
- (i) Establish and/or maintain relationships with other organisations and individuals who may be beneficial to SYHO, or who may share the same aims
- (j) Agree the appointment of the Musical Director (MD)
- (k) Ensure that the Standing Orders are kept up to date and followed
- (l) Ensure that all agreed SYHO policies and procedures are followed

4) Delegation

- (a) The group will delegate all recruitment, management and training of voice coaches to the SYHO Musical Director (MD).

5) Membership

- (a) All committee members of the group are full members of SYHO
- (b) All people attending SYHO workshops are considered to be associate members of SYHO.

6) The Committee

- (a) The group shall be administered by a Management Committee of no fewer than 4 and no more than 10 full members.

- (b) In so far as is possible a majority of the Management Committee and the Chair shall be experts by experience of mental illness.
- (c) The committee members are those who sign this constitution when the group is formed or a new constitution adopted. New committee members may join at any time. They must be proposed and seconded and then elected unanimously.
- (d) The officers shall consist of Chairperson, Secretary and Treasurer who will be elected by the committee.
- (e) The Management Committee may co-opt additional members as required, who will serve up to the next AGM, provided the co-optees are no more than one-third of the Committee at the time of co-option.
- (f) The management committee shall meet no fewer than 3 times between Annual General meetings.
- (g) All full members of the Committee, including co-optees, shall have the right to vote at Committee meetings. In the event of a tie, the status quo will prevail.
- (h) Any associate member of Sing Your Heart Out can attend meetings of the Committee as a non-voting observer. Other persons may attend as observers by prior invitation of the Committee. The Committee shall have the power to exclude any observer or the MD from the meeting when discussing a particular agenda item.
- (i) The MD is always invited to attend meetings, but does not have a vote
- (j) The committee should send at least two members, preferably officers, to meetings of the JWG

7) Management Committee Meetings

- (a) A quorum for Management Committee meetings shall be one third of the members of the Committee or four, whichever is greater.
- (b) The minutes should record all decisions made, including who proposed and seconded the motion, and the voting.

8) Annual General Meeting

- (a) Each Management Committee shall hold an AGM of all members each year. This must be no more than 15 months since the previous AGM
- (b) There must be at least 21 days prior notice given at SYHO workshops and in publicity
- (c) The business of the AGM shall include
 - (i) Reports from the officers
 - (ii) Appointment of an independent financial examiner
 - (iii) Adoption of the annual report and the annual accounts



- (iv) Any motion proposed by a full or associate member, and which reaches the Chair at least fourteen days before the meeting.
- (iv) Any other matters that may from time to time be necessary to discuss.

- (d) The Chair shall preside at the AGM. In the Chair's absence, the members shall elect a Chair for the meeting.
- (e) A quorum for the AGM shall be one third of the full members of the Committee or three of them, whichever is greater
- (f) The AGM will usually be held during a singing workshop, inviting all present to attend.
- (g) At the end of meeting, questions may be taken from the floor.

9) Dissolution

- (a) If the Management Committee decides it is necessary or advisable to dissolve the group it shall call a meeting of Sing Your Heart Out Joint Working Group to propose dissolution.
- (b) If Sing Your Heart Out Joint Working Group agrees to the dissolution a meeting shall be called of all full members of all committees. There must be no less than 21 days notice of the meeting, and the notice shall give details of the proposal to dissolve the group.
- (c) To dissolve the group there must be a two-thirds majority of those present at the meeting.
- (d) After dissolution the Management Committee shall have power to dispose of all the group's assets. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to Sing Your Heart Out Joint Account.
- (e) If all of SYHO agrees to dissolve, any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to a similar project or projects as voted for by any remaining committee members.

Chair: Julia Rumsby

Signature . . . *J. Rumsby* Date . . . *27/9/17*

Secretary: Ruth Emerson

Signature . . . *R. Emerson* Date . . . *27-9-17*



Treasurer: Carolyn Bain

Signature *Carolyn Bain* Date *27.9.17*

Member: Christopher Bridgeman

Signature *Christopher Bridgeman* Date

Member: Sue Dudley

Signature *Sue Dudley* Date *27.9.17*

Member: Penny Holden

Signature *S P Holden* Date *27 Sep 2017*

Member: Lynda Hooper

Signature *L Hooper* Date *27 Sep 17*

Member: Harriet Micklewright

Signature *H Micklewright* Date *3rd October*

Member: Maggie Wheeler

Signature *M Wheeler* Date *3rd October 2017*