



Constitution of the Federation of Cathedral Old Choristers' Associations (2021 Version)

fcoca

1 Purpose

The Federation of Cathedral Old Choristers' Associations (FCOCA) exists for the benefit of Associations to which former choristers can belong. Associations that may be affiliated to the Federation are those linked with any Christian place of worship that maintains, or has maintained in the past, a tradition of choral worship to a high standard and considered appropriate by the Executive Committee of the Federation.

2 Objectives

- 2.1 To bring Affiliated Associations into closer touch with one another
- 2.2 To encourage the formation of former chorister Associations where such do not exist
- 2.3 To further the love of choral services in Christian worship and to support its continuance
- 2.4 To hold an Annual Gathering (Festival) in the home town or city of an Affiliated Association or other place deemed appropriate
- 2.5 To maintain contact with the members in whatever way deemed appropriate

3 Administration

- 3.1 A General Meeting shall be held once a year (the AGM). It may be held virtually (on-line) or at a place deemed appropriate by the Executive Committee. At least six weeks' prior notice of the date, place and time of the meeting, together with the agenda, shall be circulated to members. All decisions of the AGM shall be binding on the Committee. Five delegates representing affiliated associations in addition to members of the Executive Committee shall constitute a quorum.
- 3.2 The Executive Committee or any six member Associations may call an Extraordinary General Meeting (EGM). Notice must be given in writing to the Honorary Secretary who will then give six weeks' notice to all delegates of the date, time and place and the nature of the meeting. Five delegates representing affiliated associations in addition to members of the Executive Committee shall constitute a quorum.
- 3.3 Minutes of all committee meetings, AGMs, EGMs and sub-committee meetings shall be recorded
- 3.4 The Officers of the Federation, being the Chair, Honorary Secretary and Honorary Treasurer, shall be elected at each AGM
 - 3.4.1 The Chair must stand down if elected annually for five consecutive years and shall not be eligible for re-election until a further year has elapsed

- 3.4.2 All other officers shall not normally hold their posts for longer than five consecutive years, unless elected at the AGM to do so
- 3.4.3 For all elections, the Chair will be taken by a Vice President who will have a casting vote in the event of a tie
- 3.5 Nominations for committee members may be made at any time and may be co-opted at any time
- 3.6 The Executive Committee may co-opt advisors if deemed necessary

4 Committee

- 4.1 The Executive Committee (ExecComm) shall comprise the Chair, the Vice Chair, the Honorary Secretary, the Honorary Treasurer and any other roles deemed appropriate by the ExecComm. Representatives of Associations hosting future Annual Festivals and AGM may also be invited to attend ExecComm meetings.
- 4.2 Meetings may be held virtually (on-line) or at a place deemed appropriate by the Executive Committee
- 4.3 A quorum shall be five members which must include the Chair or, failing whom, the Vice Chair and at least one other Officer

5 Membership

- 5.1 The following classes of membership shall be available:
 - 5.1.1 PATRONS: the current Parton is the Archbishop of Canterbury, Other Parton may be invited to become Patrons by the Federation as it sees appropriate
 - 5.1.2 PRESIDENT: the Federation may, from time to time, appoint a President.
 - 5.1.3 VICE-PRESIDENTS: may be appointed to provide advice and guidance to the Federation and the Executive Committee. Vice Presidents will be invited to attend ExecComm meetings but will not have a vote at the meetings
 - 5.1.4 AFFILIATED ASSOCIATIONS: Any Association (See Section 1) deemed appropriate by the ExecComm, to which former choristers may belong, upon receipt of a completed application form

6 Motions

- 6.1 Each Affiliated Association will have one vote at AGMs and EGMs
- 6.2 Affiliated Associations unable to attend an AGM or EGM may appoint another Affiliated Association or a member of the Executive Committee as a proxy

- 6.3 Any Affiliated Association wishing any matter to be considered at an AGM or EGM may do so by giving written notice of the motion to the Honorary Secretary at least eight weeks prior to the proposed meeting

7 Finances

- 7.1 The financial year shall run from 1st January until the 31st December
- 7.2 In the event of dissolution and ceasing to exist, after payment of all its debts, the remaining property and assets shall be donated to such charities as any representative from an Affiliated Association may propose
- 7.3 The Federation shall maintain one or more bank accounts in its name, and cheques drawn on such accounts must be signed by two duly authorised officers for amounts in excess of £100, and by one duly authorised officer if the amount is £100 or less
- 7.4 Associations will pay an annual subscription at an annual rate fixed at the AGM or EGM, such rate to apply from the beginning of the calendar year
- 7.5 Expenses incurred in the management and organisation of the Federation shall be borne out of Federation funds

8 Matters Not Covered By This Constitution

The Executive Committee shall have power to deal with any matter not covered by the Constitution, subject to confirmation at the next AGM.