



RULES AND CONSTITUTION

OF THE

LADIES ASSOCIATION OF BRITISH BARBERSHOP SINGERS

(Revised 2008)

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RULES AND CONSTITUTION

ARTICLE 1. NAME

The name of the Association shall be the LADIES ASSOCIATION OF BRITISH BARBERSHOP SINGERS (LABBS).

ARTICLE 2. DEFINITIONS

In these Rules and Constitution:

LABBS	shall mean	The Ladies Association of British Barbershop Singers.
COUNCIL	shall mean	The governing body of LABBS as defined in ARTICLE 9 .
EXECUTIVE OFFICERS	shall mean	The elected officers of LABBS, as specified in ARTICLE 10 (1) (a) (vi)
REGIONAL REPRESENTATIVE	shall mean	An officer of LABBS appointed by the Executive ratified by the Council to liaise between clubs in the regions and LABBS.
NOMINATED DELEGATE	shall mean	An individual appointed annually by a member club to be that club's delegate to Council and General meetings.
FINANCIAL YEAR	shall mean	From 1st January to 31 st December.

ARTICLE 3. OBJECTS

- (1) The objects of LABBS shall be:
 - (a) To act as the governing body of the member clubs.
 - (b) To promote, encourage and foster the growth of barbershop singing.
 - (c) To further the interest of the member club.
- (2) The definition of barbershop singing shall be as set out in the LABBS Contest and Judging Rules.
- (3) LABBS shall be a non-profit making organisation.

ARTICLE 4. HEADQUARTERS

The headquarters of LABBS shall be at the address of the Secretary at the time.

ARTICLE 5. MEMBERSHIP

(1) Full Membership:

- (a) Full membership of LABBS shall be open to any ladies barbershop club in the United Kingdom having no fewer than nine singing members (not counting their Musical Director).
- (b) To apply for full membership of LABBS, a completed application form shall be sent to the LABBS Membership Secretary.
- (c) A club shall be elected to full membership of LABBS when the appropriate Regional Representative has:
 - (i) visited the club;
 - (ii) confirmed that the club is singing in the true barbershop style; and
 - (iii) recommended to the Council and/or Executive Committee that the club be elected to membership of LABBS.

The Council and/or the Executive Committee shall consider the recommendation of the Regional Representative and decide whether the club shall be elected.

- (d) Any club whose application has been rejected may appeal to the next meeting of the Council or the Annual General Meeting of LABBS.
- (e) Members under 18 years shall be permitted to compete at LABBS events only if supervised by a parent or legal guardian.

(2) Club at Large Membership:

- (a) There shall be a Club at Large membership which shall be open to women who wish belong to LABBS but are not members of a chorus.
- (b) Members of Club at Large shall be entitled to attend all LABBS functions and to receive Voice Box.
- (c) Members of Club at Large shall not be eligible to:
 - (i) vote at Council and General meetings;
 - (ii) hold any Executive office within LABBS; or
 - (iii) compete in a chorus.

- (d) At all times no more than two members of a competing quartet shall be Club at Large members.
- (e) The subscription for Club at Large members shall be the Annual LABBS Subscription.

(3) Associate Membership:

- (a) There shall be Associate Membership which shall be open to men and women.
- (b) Associate Members shall not be eligible to:
 - (i) attend Council and General meetings;
 - (ii) hold any Executive post within LABBS;
 - (iii) compete in a chorus or quartet;
 - (iv) receive issues of Voicebox;
 - (v) receive long-service honours.
- (c) Male Chorus Directors and all men accepted into the Judging Training Programme shall be Associate Members of LABBS but:
 - (i) they shall hold no office with LABBS;
 - (ii) they may not attend Council meetings; and
 - (iii) their subscription shall be determined as per **ARTICLE 8 (1)** of the Rules and Constitution.

(4) Affiliated Clubs Membership:

- (a) There shall be an affiliated club membership which shall be open to any new club for a twelve calendar month period, the subscription to which shall be agreed by Council at its last meeting in each financial year. If the said club joins LABBS within the same twelve month period the subscription will be deducted from their first year's fees.

(5) Overseas Affiliated Membership:

- (a) Overseas Affiliated Membership of LABBS shall be open to any ladies barbershop club outside the United Kingdom having no fewer than nine singing members (not counting their Musical Director).
- (b) To apply for Overseas Affiliated Membership of LABBS a completed membership form shall be sent to the LABBS Membership Secretary.
- (c) A club shall be elected to Overseas Affiliated Membership after it has participated in a LABBS contest, at its own expense, for evaluation purposes and has been recommended to Council.

- (d) A club whose application has been rejected may re-apply.
- (e) Accepted clubs shall be eligible to compete in all LABBS contests subject to current Contest and Judging Rules.
- (f) Clubs may send an observer to LABBS Council Meetings at their own expense but shall not be eligible to vote.
- (g) Any member of an Overseas Affiliated Membership club attending LABBS events shall be subject to the same conditions as UK-based clubs and shall pay the current LABBS membership rate.
- (h) Any visits made to Overseas Affiliated Members for coaching shall be arranged by the clubs at their own expense.
- (i) Any Overseas Affiliated Member who is invited to join the LABBS Judging Programme shall do so at their own expense.
- (j) The subscription for Overseas Affiliated Members shall be determined by Council annually as per **ARTICLE 8 (1)** of the Constitution.

ARTICLE 6. RESIGNATION

A member club may at any time resign from membership of LABBS by giving the Secretary notice in writing of their intention to do so, and such resignation shall be effective from the date on which notification is received by the Secretary. The club shall remain liable for any sums owing to LABBS as at the date of resignation, including any subscriptions due in that year, and shall not have any claim on the property of LABBS.

ARTICLE 7. EXPULSION OR SUSPENSION OF MEMBER CLUBS

- (1) A club may be expelled from LABBS or suspended from membership for up to twelve months if the Council decides that:
 - (a) The club is in breach of these Rules and Constitution.
 - (b) The club has condoned conduct which (in the opinion of the Council) is contrary to the principles of barbershop or likely to bring the art into disrepute.
- (2) The procedure is as follows:
 - (a) A special meeting of the Council shall be convened at which the allegation shall be the only agenda item.
 - (b) The club in question shall be given written details of the allegation against it at least 28 days before the date of the special Council meeting.
 - (c) The club in question shall send one or two representatives (who shall be members of that club) to address the Council meeting, but no representative of the club shall take part in the Council's deliberations on the question.
 - (d) The Secretary of LABBS shall circulate to all member clubs details of the decision of the Council immediately after the meeting.
 - (e) A club expelled or suspended under **ARTICLE 7 (1)** (a or b) shall have the right to appeal within four weeks to a Special General Meeting of LABBS requisitioned in accordance with **ARTICLE 10 (2)** (a) (iv) below.
- (3) A club suspended under **ARTICLE 7 (1)** (a or b) shall, during the period of suspension,

remain liable to pay subscriptions to LABBS as they become due.

- (4) A club which resigns under **ARTICLE 6** or which is expelled under **ARTICLE 7 (1)** (a or b) shall remain liable for any sums owing to LABBS as at the date of the resignation or expulsion, including any subscription due in that year, and shall not have any claim on the property of LABBS.
- (5) Any club which has, for any reason, ceased to be a member of LABBS may at any time apply for re-election and such application shall in all respects be treated as a new application.

ARTICLE 8. SUBSCRIPTIONS

- (1) The rate of subscriptions to LABBS for the next financial year shall be determined by the Council at its last meeting in each financial year and shall be paid by 31st January in such manner as the Council may decide.
- (2) Clubs elected to membership and individual members who join existing clubs after 30th June shall pay the annual subscription, renewable each year by 30th June.
- (3) Clubs elected to membership shall pay/renew subscriptions for **all** of their members by the given dates of 31st January or 30th June, whichever is appropriate.
- (4) Associate Members shall pay/renew their subscriptions by 31st January.

ARTICLE 9. MANAGEMENT

(1) The Council:

- (a) The affairs of LABBS shall be managed by a Council comprising:
 - (i) two nominated delegates from each member club, neither of whom shall hold an Executive, E&J Committee or Prelims/Convention Team post; and
 - (ii) the Executive Officers of LABBS.

(2) Council Meetings:

- (a) The Chairman shall preside over all Council meetings she attends. The Chairman has only a casting vote.
- (b) In the Chairman's absence, the Vice-Chairman shall preside.
- (c) In the absence of both the Chairman and Vice-Chairman, the Secretary shall seek nominations from the floor for a chairman for the meeting. If a vote is necessary the Secretary shall have only a casting vote.
- (d) Each nominated delegate shall be entitled to speak at Council meetings but only one vote per club may be cast on each issue.
- (e) Individual members of member clubs who are not nominated delegates may attend

Council meetings as observers, with no right to speak on any subject unless invited to do so by the Chairman.

- (f) Decisions at Council meetings shall be made by a simple majority of those voting.
- (g) The Council shall meet in a place best suited to the convenience of the nominated delegates of the member clubs.
- (h) If neither of the two nominated delegates is able to attend any meeting of LABBS because of a stated personal emergency, the club may send a substitute. This person must advise the Secretary of LABBS in writing before the start of the meeting that she is attending as a substitute, and may vote.

(3) Supplies Officer:

- (a) The Council shall appoint a Supplies Officer.

(4) Regulations for Management:

- (a) The Council may from time to time make any Standing Orders or Regulations to enable it to manage the affairs of LABBS within these Rules and Constitution and such Regulations shall be binding on member clubs until revoked by the Council or a General Meeting.

(5) Committees:

(a) The Executive Committee:

- (i) The Executive Committee shall consist of the following officers:

Chairman
Vice-Chairman
Secretary
Treasurer
Public Relations Officer
Membership Secretary
Chairman of Education and Judging Committee)
Prelims/Convention Liaison Officer) *Ex-officio*
Immediate Past Chairman of LABBS)

- (ii) Its terms of reference shall be as follows:

- The Executive Committee shall be responsible for the day-to-day business and financial management of LABBS by preparing recommendations for Council,
- The Executive Committee shall have the power to co-opt additional members where considered necessary, and
- The Executive Officers shall be subject to re-election each year. The Chairman, Vice-Chairman, Membership Secretary and Public Relations Officer may hold these posts for no longer than **two** consecutive years unless no other nomination for these posts has been received by the due closing

date. The Secretary may hold this position for no longer than **three** consecutive years unless no other nomination for that post has been received by the due closing date. The Treasurer may hold this position for no longer than **four** consecutive years unless no other nomination for that post has been received by the due date. Only one member per club shall hold an elected Executive post unless a vital post has not been filled;

- (iii) The immediate past Chairman of LABBS shall become an *ex-officio* member of the Executive Committee for one year following her Chairmanship year;
- (iv) All past Chairmen of LABBS shall be made Honorary Members of the Association, following on from their *ex-officio* year on the Executive Committee. They shall maintain the right to vote and hold office whilst they retain chorus membership. They shall have the right to choose to pay LABBS annual subscription. Upon relinquishing their chorus membership they shall be governed by the same rules as those that apply to Club-at-Large members; and
- (v) The Chairman of LABBS shall be an *ex-officio* member of all Committees and Sub-committees of LABBS.

(b) **The Education and Judging Committee:**

- (i) The Education and Judging Committee shall consist of the following Officers:

Chairman
Judging Category Director: Music
Judging Category Director: Presentation
Judging Category Director: Singing
Contest Administration Director
Treasurer
Secretary

In addition to the above posts, officers holding the following posts shall report to the Committee and attend meetings as required:

Harmony College Organiser
Quartet & Chorus Registrar(s)

A Representative of the Music Resources Team will report to the Education and Judging Committee as required.

The Chairman of the Education and Judging Committee shall be elected annually.

- (ii) Its terms of reference shall be as follows:
 - be responsible for notifying Council of any changes to the Contest and Judging Rules,
 - to be responsible for organising and programming the annual All-Category Judging Seminar and all Education Days deemed necessary,

- to be responsible for discussion and action on any correspondence relating to Music, Education and Judging aspects of the Association,
 - to be responsible for all running of the Chorus and Quartet contests in the Association,
 - to appoint the LABBS librarian, and
 - to be responsible to the Executive Committee and thence to Council.
- (iii) The Education and Judging Committee shall elect one of its members to be its Chairman and that person shall be an *ex-officio* member of the Executive Committee.

(c) **The Prelims/Convention Team:**

- (i) The Prelims/Convention Team shall consist of four members ratified by Council Ideally, each member should serve for four consecutive years. Each year at the AGM the longest-serving member should stand down. It shall have the power to co-opt additional members if it thinks it is necessary to do so;
- (ii) The Team shall elect annually one of its members to be the Prelims/Convention Liaison Officer and that person shall chair the Team's meetings and shall be an *ex-officio* member of the Executive Committee; and
- (iii) Its terms of reference shall be as follows:
- to be responsible for the choice of Convention venue and all organisation arrangements apart from competitions; and
 - to be responsible to the Executive Committee and thence to Council.

(d) **Other Committees:**

- (i) Council may appoint other Committees, and the Executive and Education and Judging Committees may appoint Sub-Committees, as in any case they deem necessary for efficient management, and may delegate any powers respectively vested in them except the following:
- the power to expel or suspend members,
 - the power to reject an application for membership,
 - the power to incur liabilities, except within certain limits set by Council,
 - the power to make rules and regulations binding on club members, or
 - the power to change these Rules and Constitution.
- (ii) Council may from time to time appoint and dismiss such temporary or permanent staff, salaried or otherwise, as the Council considers necessary for efficient management. Such persons may attend any meeting of LABBS but may not vote.
- (iii) Members of other barbershop harmony organisations shall not hold any office within LABBS.

ARTICLE 10. GENERAL MEETING OF LABBS

(1) Annual General Meeting:

- (a) The LABBS Annual General Meeting (AGM) shall be held on a convenient Saturday or Sunday in March each year and shall transact the following business in this order:
- (i) to confirm the minutes of the previous AGM and any special general meetings held during the year;
 - (ii) to receive the reports of the Chairman, the Membership Secretary and the Public Relations Officer;
 - (iii) to receive and approve the certified accounts of LABBS and the Treasurer's report;
 - (iv) to receive the report from the Chairman of the Education and Judging Committee;
 - (v) to receive the report from the Prelims/Convention Team Liaison Officer;
 - (vi) to decide any matter or proposal of which proper notice has been given;
 - (vii) to elect the following officers for the ensuing year who shall be drawn from the delegates:
 - Chairman
 - Vice-Chairman
 - Secretary
 - Treasurer
 - Membership Secretary
 - Public Relations Officer; and
 - (viii) to approve any proposed Rules and Constitution changes.
- (b) Notice of the date of the AGM shall be sent by the Secretary to each nominated delegate of each member club to be received not later than six clear weeks before the date fixed for the meeting.
- (c) Any club wishing to have a motion placed on the Agenda must send the motion in writing (signed by the club's secretary) to the Secretary of LABBS to arrive at least 28 days before the date of the AGM. The motion must have a proposer and seconder, who should normally be the club's nominated delegates.

- (d) Nominations for any of the Executive Officer posts must reach the Secretary at least seven days before the last Council meeting preceding the Annual General Meeting.
- (e) The Secretary must send a copy of the Agenda of the AGM to each nominated delegate of each member club to be received not later than two clear weeks before the date of the meeting.
- (f) Only one nominated delegate from each club may vote at an AGM.

(2) Special General Meeting:

- (a) The Chairman may call a Special General Meeting (SGM) of LABBS by one of the following means:
 - (i) at her own discretion;
 - (ii) at the direction of Council;
 - (iii) on the receipt of a duly written requisition signed by the duly authorised Chairmen and Secretaries of ten or more member clubs, stating the purpose for which the SGM is required; or
 - (iv) on the appeal against expulsion or suspension of a club disciplined under Article 7 on receipt of a written notice of appeal from the club within four weeks of the decision appealed against.
- (b) The business to be transacted at an SGM shall be confined to the business for which it was convened.
- (c) The Secretary must send notice of an SGM and an Agenda to the nominated delegates of each member club to be received not later than two clear weeks before the meeting.
- (d) Only one nominated delegate from each club may vote at an SGM.

ARTICLE 11. CHANGE OF RULES AND CONSTITUTION

- (1) These Rules and Constitution may only be changed at an Annual General Meeting following notice of the proposed alteration(s) having been given under **ARTICLE 10 (1) (b)**.
- (2) No Rule and Constitutional change will be effective unless it is approved by a majority at an Annual General Meeting attended by the nominated delegates of two-thirds by number of member clubs.

(3) Any Rule and Constitutional changes shall take effect immediately.

ARTICLE 12. DISSOLUTION OF LABBS

- (1) Proper notice having been given, LABBS may be dissolved by affirmative resolution at a Special General Meeting attended by the nominated delegates of at least 75% of the member clubs.
- (2) On dissolution, all liabilities of LABBS shall be met.
- (3) Any assets remaining shall be distributed between the member clubs in the same proportions as the subscriptions due from each club to LABBS for the then current financial year to the total subscription income for LABBS in that year.
- (4) Any outstanding liabilities shall be borne by the member clubs in the same proportions as set out above.

LADIES ASSOCIATION OF BRITISH BARBERSHOP SINGERS

STANDING ORDERS OF THE ASSOCIATION

1. **‘The Council’ shall be as laid down in the Rules and Constitution of the Association as per Article 9.**

2. **QUORUM**

All meetings shall commence at 1 pm and terminate no later than 4 pm unless Council votes to continue.

One half of the clubs plus one club in membership at the date of the meeting, thereby forming a majority, shall form a quorum at an AGM or SGM meeting. One-half of the clubs in membership at the date of the meeting shall form a quorum at a Council meeting.

If, after 15 minutes of the appointed time for the meeting to commence, a quorum is not present, the meeting shall be dissolved. Decisions at council meetings taken by a majority vote shall be binding.

3. **APOLOGIES**

Members of the Council unable to attend any meetings shall tender an apology prior to the meeting, either in writing or verbally, to the Secretary. Any member wishing to leave before the time laid down in these Standing Orders shall request the permission of the Chairman at the commencement of the meeting.

4. **NOTIFICATION OF AGENDA**

An Agenda shall be prepared by the Secretary and circulated to the members of the Council 14 days prior to the meeting. All items thereon shall take precedence over all other business. Any member of the Council seeking to have an item placed on the Agenda must notify the Secretary of the Association at least twenty-one days prior to the date of a Council meeting, and twenty-eight days prior to the date for the Annual General Meeting, and this shall be in writing via the Member Club’s Secretary.

A motion which is not set forth on the Agenda cannot be submitted without the consent of the meeting.

5. **CHAIRMANSHIP**

The Chairman, or in the absence of the Chairman, the Vice-Chairman shall preside over the meetings of the Council. Should the Chairman or Vice-Chairman not be in attendance, then the provisions laid down within the Association's Rules and Constitution with regard to her absence shall be implemented.

6. **ORDER OF AGENDA**

The order of Agenda shall include the following:

 Welcome to new Clubs
 Apologies for absence
 Minutes of previous Council meeting
 Matters arising
 Correspondence

To receive the report of the:

 Treasurer
 Membership Secretary
 Education and Judging Committee Chairman
 Prelims/Convention Liaison Officer
 Public Relations Officer

7. **SUSPENSION OF STANDING ORDERS**

In the event of any matter of urgency, the Chairman may accept a motion for the suspension of Standing Orders.

The member moving such suspension must clearly state the nature and urgency of her business, the number of the Standing Orders affected and the length of time she desires such suspension to last.

At the option of the meeting, a further extension may be allowed but no suspensions shall take place except by a two-thirds majority vote of the members present.

8. MINUTES

The Secretary shall present the Minutes of the previous meeting but no motion or discussion shall be allowed on the Minutes except in regard to their accuracy.

After the confirmation of the Minutes, they shall be signed by the Chairman and the members shall then be at liberty to ask any question in regard to matters arising out of them.

Such questions shall be allowed for the purposes of information only and no debate on the policy outlined in the Minutes shall take place.

9. SPEAKERS

Any Council member wishing to speak shall indicate this to the Chairman who will decide upon the order of speakers. No member shall speak without permission and no member shall interrupt a speech of another except it be on a point of order. All remarks shall be addressed to the Chairman.

The Chairman shall control the Meeting and shall have the authority to recommend the termination of any debate or discussion.

If a member is named by the Chairman for being disorderly she will be asked to leave the Meeting unless an apology, satisfactory to the meeting, is given.

10. MOTIONS

Any motion shall be proposed and seconded and then put to the Meeting by the Chairman for discussion. There shall be no further discussion after the vote has been moved.

11. VOTING

The Minutes of the Council shall contain the wording of the motions debated and the decisions reached.

The number of votes for and against shall be recorded in the Minutes. The voting shall be by a show of hands, except when a ballot vote is requested by the majority of the Council present. Where there is a tied vote, the Chairman will rule that a motion is not carried or may exercise her right to have a casting vote. No elected delegate chairing a Council meeting shall be allowed to vote. Previously passed motions can only be discussed again if an entirely new context of the motion necessitates further discussion.

12. CLOSING DEBATE

The motions for the previous question, next business, or the closure may be proposed and seconded only by members who have not previously spoken at any time during the debate.

No speeches shall be allowed on such motions.

In the event of the closure being carried the mover of the original motion shall have the right to reply.

13. EXTRAORDINARY MATTERS

Any matters arising that appear not to be covered by these Standing Orders shall be dealt with at the discretion of the Chairman.