



Code of Conduct and Management Guidance

September 2020

Introduction

The Constitution sets out how the Society operates, and conforms to the standard model provided by Making Music and approved by the Charity Commission. This document, “Code of Conduct and Management Guidance”, is supplementary to the Constitution and describes the behaviour that is expected of choir members, plus elaboration to points in the Constitution for the Committee’s guidance.

Membership fees

Membership fees should be paid on either an annual or a termly basis (a “term” is the set of a minimum of ten rehearsals leading up to a concert and includes the concert related to those rehearsals). Fees should be paid within four weeks of the start of a new term. It is important to note that membership fees are due for any member who attends rehearsals even if they are not able to sing at the concert.

Music

Members are required to sing from original copies of music. Sharing of music is not acceptable other than on an occasional basis. Music hire will be arranged where possible but where this is not possible, members are required to buy their own copies of the music or make arrangements to sing from a legal copy (no photocopies are allowed unless the work is out of copyright).

Rehearsals

Rehearsals start promptly at 7pm. If members arrive late, they are asked to quietly join their section. Talking during rehearsals is strongly discouraged – it affects communication from the Musical Director to the rest of the choir and is also difficult for the accompanist. This is particularly relevant when one section of the choir is rehearsing and other sections are resting – please respect each other’s precious rehearsal time. Members are also encouraged to practise between rehearsals as this improves the quality of the rehearsal.

In order to allow the Musical Director to plan rehearsals, members are required to send apologies in advance to the membership secretary if not able to attend. Members are expected to attend 70% of rehearsals and must attend the final rehearsal before the concert. If rehearsals are missed, it is the member’s responsibility to practise the sections missed.

Concerts

Members may be asked to contribute toward gifts for performers at concerts.

Guest choral singers at concerts are welcome at the discretion of the Musical Director and in discussion with the members of the relevant section. They must attend at least the whole dress rehearsal and preferably one other rehearsal.

All members are asked to contribute to the running of concerts by preparing the church beforehand and tidying up after concerts.

MANAGEMENT GUIDANCE FOR THE COMMITTEE:

The following details have been set out for the running of the choir by the Committee, as supplement to and up-dating of some clauses in the Constitution:

Clause 2) Objects:

- The making of grants can be in the form of subsidies to those on low incomes who wish to become members, and making charitable donations.

Clause 3) Committee:

The Committee is currently made up of the following members and representatives (officers):

- Chair or Co-Chairs (2)
- Deputy Chair
- Treasurer
- Secretary
- New members rep
- Subs rep
- Publicity rep
- Music Liaison
- Data Protection
- General manager (concerts)
- Ordinary rep (maximum of 3)

Other tasks to be covered by Committee Members:

- Music Hire
- Website / Internet upkeep
- Social organiser
- Travel organiser
- Sectional reps

The Musical Director is invited to attend meetings but is not a voting member of the Committee.

Clause 6) Powers:

- iii) This clause allows the Society to borrow money. This is considered unlikely and unnecessary for our Society and is not recommended.
- iv) This clause refers to the employment of staff. In reality, the Society does not employ staff but contractually engages two professionals on a self-employed basis. Thus, no

payment provisions are made for pensions or the superannuation for staff and their dependents.

Clause 9) Finance

ii) This clause relates to banking and payments and is updated to include online banking:

A banking account shall be opened in the name of the Society and cheques shall be signed or online banking payments shall be approved by Treasurer and one other authorised Committee member.
