



WESTBURY AND DISTRICT CHORAL SOCIETY

**MEMBER OF MAKING MUSIC, THE NATIONAL FEDERATION OF MUSIC SOCIETIES
REGISTERED CHARITY NO. 1028041**

CODE OF CONDUCT & MANAGEMENT GUIDANCE

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1. 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.

2. MEMBERSHIP FEES

Membership fees should be paid on either an annual or a termly basis (a "term" is the set of a minimum of fourteen 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.

3. 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 may be requested to buy their own copies of the music or make arrangements to sing from a legal copy.

4. REHEARSALS

Rehearsals start promptly at 7.30pm. 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 at least 70% of rehearsals and are requested to make every effort to attend the final three rehearsals before a concert, except in exceptional circumstances. If rehearsals are missed, it is the member's responsibility to practise the sections missed.

5. 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 venue beforehand and tidying up after concerts.

6. CONDUCT

- All members have a responsibility for safeguarding, and as such have a duty of care for each other.
- Inappropriate behaviour and language will not be accepted. This includes at rehearsals as well as performances.
- Members will adhere to the society policies and procedures.
- In the event that a member has cause for concern regarding the conduct or welfare of another member, this should be raised with the designated person for safeguarding in a timely manner.
- Members are expected to have their music available at times for rehearsals and performances.
- Members are expected, if able, to assist with the setting up and packing away of chairs tables and other equipment at rehearsals and performances.
- Members should arrive at performance venues by the time stated wearing the specified dress with music in specified folders as appropriate.
- Members are encouraged to participate in social media and publicity relating to the society. Any comments made online in reference to individuals and/or the society should be respectful.

7. BREACHING THE CODE OF CONDUCT

In the event that a member of Westbury & District Choral Society (or any person associated with it) does not adhere to this code of conduct, or any other of the society's policies, Westbury and District Choral Society reserves the right to take necessary action to protect the integrity of itself and its members.

Any investigation of a breach to the code of conduct will afford affected members to gain all necessary information relating to that breach. A meeting will be scheduled between members of the committee and the involved parties. During this meeting, individuals will be given full opportunity to address their case. They will also be entitled to representation from either another member of the society or a named personal representative. The outcome of that meeting will be decided by the committee who will consider what further action, if any, is required to further protect the integrity of Westbury and District Choral Society or that of any of its members.

Involved parties will have the right to appeal a committee decision. They must submit their appeal, in writing, within 14 days of being informed of the outcome of the investigation.

The committee will only remove individuals from membership of Westbury and District Choral Society as a last resort, after seeking to resolve any difficulties or disputes in more constructive ways; however, if the behaviour or alleged behaviour suggests that the individual may pose a safeguarding risk to members of the society or its Friends or those associated with the Society, then safeguarding procedures will be followed in line with Westbury and District Choral Society's safeguarding policy.

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 updating of some clauses in the Constitution:

1. SUBSIDIES

- The making of grants can be in the form of subsidies to those on low incomes who wish to become members.
- Those members in full-time education or who have dependents in full-time education are permitted a subsidy of 50% of their fees.

2. COMMITTEE

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

Chair

Treasurer

Secretary

Ordinary representatives (minimum of 3 – maximum of 8)

Other tasks to be covered by Committee Members:

Making Music Representative

Other mandatory tasks (not necessarily covered by members of the committee):

Music Librarian

Website / Social Media

Additional non-mandatory tasks:

Social organiser

Sectional representative

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

3. POWERS

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.

4. FINANCE

A banking account shall be opened in the name of the Society and cheques shall be signed by two authorised signatories and online banking payments shall be approved by the Treasurer.