

## **Wessex Concert Orchestra RULES AND REGULATIONS**

### **1<sup>ST</sup> Issue Sept 2016 (amended Sept 2019)**

The following document details the rules and regulations governing the operation of Wessex Concert Orchestra (WCO) as defined in clause 12 of the constitution. These rules are subservient to the constitution and in case of conflict the constitution takes precedence.

#### 1. Amplification of the Aims of WCO – clause 2.1

The trustees are to further such charitable purpose or purposes as the Committee in its absolute discretion shall think fit but in particular through the making of grants and donations where there is a tangible and justifiable link to constitution clause 2.1

#### 2. Principles of Membership - Amplification of constitution clause 3.2

2.1 The trustees will consider the following principles when considering whether to approve an application for membership with regards to acting in the best interests of WCO.

- The member is expected to meet the playing standards of WCO (see Appendix 1). This is demonstrated through the initial attendance at rehearsals and is based on a recommendation from the Musical Director and Orchestra Leader made to the trustees. If it is determined the member does not meet the required playing standards, any subscription paid will be refunded.
- While WCO does not explicitly exclude membership to those ages under 18, the trustees would need to be confident that appropriate safeguarding measures were in place before accepting the application (See WCO Safeguarding Policy for General Guidance).
- Membership is normally limited to regular players in WCO and hence for a new application to be accepted, an appropriate vacancy needs to exist within WCO. If no such vacancy exists and the application is still accepted the member would be informed of any arrangements to allow their participation prior to the payment of any subscription.

2.2 Every member must exercise their membership rights only in the interests of the Society, and not for any private interest they may have (see WCO Conflict of Interest Policy for further guidance regarding Trustee responsibilities).

2.3 When an application for membership for WCO is accepted, the relevant subscription becomes payable immediately and is a precondition of membership of the society.

#### 3. WCO Committee - Amplification of constitution clause 5

3.1 The management of the Society shall be in the hands of a Committee consisting of the following 6 Officers (the 3 mandatory roles in the constitution and three others)

- Chairman (known hereafter as Orchestra Manager,
- Secretary (known hereafter as Administrative Manager)
- Treasurer (known hereafter as Financial Manager)
- Marketing Manager
- Librarian
- Officer without Portfolio

3.2 The Conductor/Musical Director is appointed by the committee.

3.3 The orchestra leader is appointed by the committee with input from the Musical Director as appropriate.

3.4 In addition, if not a member of the society, the Concert Manager will be invited to attend and participate in all committee meetings but will not be a trustee.

3.5 In addition, if members of the society and not paid for their services by WCO, the Conductor/Musical Director and Orchestra Leader will be invited by the committee to become trustees with the same duties and rights as the elected trustees of the Committee.

3.6 In the event that the Musical Director or Orchestra Leader receive payment for their services from the Society clause 10.13 of the constitution applies.

#### 4. Election of WCO Committee - Amplification of constitution clauses 7.3 and 8.4

4.1 Normal practice is that all WCO Committee member posts will be open to external applications each year.

4.2 There is no maximum limit as to the number of 3 year terms a member may seek re-election to a particular WCO committee member post.

4.3 Any member of the committee wishing to relinquish their duties should provide the remaining trustees with 3 months notice except in exceptional circumstances. (in accordance with the constitution clause 8.4 this resignation cannot take effect if this would result in less than two trustees being in post).

#### 5. Powers of WCO Committee - Amplification of constitution clause 9

5.1 In addition to the powers detailed under clause 9 of the constitution, the WCO committee also has the power to make payments to freelance musicians (who shall not become members) to further the Objects of the WCO.

#### 6. Personal Data Protection- Amplification of constitution clause 3.4

- a. While the committee have a duty to retain a list of names and addresses of members only names will be made to available to other members on request



unless there is a record of specific permission from the member that their address can be shared with other members.

Annexes:

- A. Terms of Reference - Orchestra Manager.
- B. Terms of Reference - Administrative Manager.
- C. Terms of Reference - Financial Manager.
- D. Terms of Reference - Librarian.
- E. Terms of Reference - Orchestra Leader.
- F. Terms of Reference - Musical Director.
- G. Terms of Reference - Marketing Manager.

Appendices:

- 1. Statement on Expected Playing Standard.

Amendment Record	
Sept 16	First Issue
Sept 19	Update to rule 2.1 bullet 3 to reflect introduction of Safe Guarding Policy and Removal of Appendix 2