

Maldon Orchestra Rules and Regulations

Created: the Management Committee

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- ❖ The Maldon Orchestra Constitution is the legal governing document which defines the objects and organisational structure of Maldon Orchestra.
- ❖ This Rules and Regulations document sets out in more detail the rules, expectations and operating procedures for Maldon Orchestra.
- ❖ The Management Committee may from time to time make rules or bye-laws for the conduct of their business.
- ❖ The rules or bye-laws shall be binding on all members of the Orchestra.
- ❖ No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in the Constitution

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1. Membership admission and termination rules

New members are welcome who are over the age of 16, play an orchestral instrument and abide with the Code of Conduct in Section 5 of the Constitution. Termination of a player's membership would also be in accordance with Section 5 of the Constitution.

2. Subscription fees

Subscription is set at £20 per 3 months (quarter of the year) and is payable in advance by each player to the Treasurer. No credit will be given for non-attendance. Adjustments may be made to this at the Treasurer's discretion.

3. What members can expect as part of their membership

The Maldon Orchestra is a member of Making Music and is covered by Making Music public liability insurance. Members may expect an evening of music making.

4. What is expected of members

Members should attend rehearsals as regularly as possible if they wish to play in the Orchestra's concerts. If they are unable to attend, they should inform the Secretary where possible. They should arrive at the rehearsal room in good time. The Music Director will inform players where to sit. Players are responsible for their own instruments at all times and provide insurance cover if necessary. Rehearsals will be held in an accessible venue.

5. A code of conduct – how members should behave towards one another

Members should be courteous to each other at all times. During rehearsal time, please keep conversations to the break. Also ensure that emergency exits are not blocked and aisles are kept clear and that players are aware of the nearest emergency exit.

6. Rules about borrowing music for practice

The library music folders are the property of the Orchestra and should not be removed from the Hall without the permission of the Music Director. They should be returned the following week.

7. How the Orchestra's property is to be used

The Orchestra's property should be looked after as an asset of the Orchestra. Any damage should be reported to a member of the Management Committee.

8. Expanding on the specific aims and objectives of the society

The aims and objectives of Maldon Orchestra are to give people the opportunities to make music together.

9. Expanding on the specifics of how income is to be used

The income of the Orchestra should be used however the Management Committee see fit to enhance the Orchestra in its function and performance.

10. Rules around the Management Committee election process

The following procedure will be used to elect Management Committee members at the AGM

- a) Any nominations for new people to join the Committee should be passed to the committee before the AGM
- b) A maximum of 7 Management Committee members can be elected at the AGM
- c) If agreed by all members, existing Committee members wishing to continue will be re-elected en-mass without a vote.
- d) If there are objectors, then each existing Committee member will be re-elected individually by getting more than 50% of votes
- e) If the number of elected Committee members is then less than 7, a vote will be taken on each proposed candidate.
- f) Only candidates who get more than 50% of vote will be considered for committee membership.
- g) The committee vacancies will be filled starting with the highest vote, then next highest etc until a maximum of 7 Committee members have been elected
- h) The Management Committee shall have the power to co-opt members to fill any vacancy not filled at the AGM or arising thereafter.
- i) The Committee must decide who among them will be the Chairman, Treasurer and Secretary of the orchestra, at their first meeting after the AGM

11. How the Committee will communicate with the membership

The Committee should communicate with the Membership regularly by announcements at rehearsals which should be backed up by emails and paper copies. Information should also be displayed on the Orchestra's website if deemed appropriate.

12. Policy for Safeguarding

See Appendix 1 and on the website

13. Policy for Data Protection and Retention

See Appendix 2 and on the website

14. Policy for Health and Safety

See Appendix 3 and on the website

15. Payment of PRS fees

PRS payments are made annually through the Making Music website. These are based on the size of the audience at a concert where at least one piece of music would attract PRS payments. It is the understanding of the Management Committee that the Orchestra are **not** responsible for the payment of the PRS fees if:

- a) the venue holds a Performing Rights Society License which allows live music, or
- b) the Orchestra is invited to play by an external concert organiser

16. Mechanisms for the membership communicating with the Committee

The Committee should be contacted by the Membership by any reasonable means available. Any complaints should be in writing (or email) directly to the Chair. Contact details for the Management Committee are as in Appendix 4

17. 'Rules and Regulations' updates

The Management Committee will revise this document as and when they feel it is necessary. All revisions must be approved by the Committee and must not contravene the Constitution.

18. Where the document, and any changes made, can be found and/or will be disseminated

This document will be held by the Secretary and will be distributed to the Members via email. Members will be informed when revisions have been made. New members will be given a copy of the document in their welcome pack.

19. Intellectual property

Arrangements have been created from originals which have been paid for by the arrangers. This purchase covers the right to perform them in public in conjunction with the PRS liability. These arrangements are used to create music which is suitable for the Orchestra to play both in difficulty and instrument line-up. This is permissible under Copyright law as long as the new arrangements are not recorded or published.

The arrangers own the copyright to their arrangements and given permissions to the Maldon Orchestra to play these arrangements on the understanding that they are used in line with the Objects of the Orchestra's Constitution (dated 15th November 2019).

20. Management Committee responsibilities

- a) The Committee members are jointly and severally responsible for ensuring that the Orchestra is being well run in a safe and comfortable environment, delivering its aim for public benefit and that income is being used correctly.
- b) Appointing the Musical Director and Orchestra Leader at their first meeting after the AGM while paying due regard to the views of the playing members.
- c) To ensure that there is a suitable conductor available for rehearsals or concerts.

21. Musical Director Responsibilities

The MD is responsible for ...

- a) the planning and management in conjunction with the Management Committee of the musical direction and strategy of the group in pursuance of the aims of the orchestra.
- b) the allocation of parts/seating arrangement of players at rehearsals and concerts in conjunction with the players
- c) working with the other arrangers and players to obtain new music and expand the library.
- d) working with the concert organiser to plan concert venues/dates, concert programming, provision of concert folders, draft programme notes, arrange cover for missing players, and should seek approval from the Management Committee for any venues or dates.
- e) meeting with the Management Committee to advise on all other musical matters as required.
- f) deciding appropriate rehearsal schedules which should include preparations for upcoming concerts, music from our library as requested by members and new music as available.
- g) taking weekly rehearsals, ie. coaching, encouraging and conducting players
- h) conducting the Orchestra in concerts