

## **Westmorland Orchestra Rules and Regulations** - November 2019.

**The Westmorland Orchestra** is registered with the Charities Commission as Registered Charity Number 502339.

### **Membership and Subscriptions**

Instrumentalists and non-players may be Members. Instrumentalists may play at up to six rehearsals before committing to membership by paying subscriptions, currently £120 per annum. Discretion may be exercised over subs for young people, students, those with financial hardship and occasional or guest players.

### **Conduct of Members**

Members will abide by the various policies in force at any time with particular regard to the Equal Opportunities policy; all Members are required to treat each other with respect at all times and not to behave in a way that could bring discredit on the Orchestra. Any departures from the high standards expected should be reported to a Committee Member.

With due regard given to other commitments punctual attendance at rehearsals is expected, assistance with room set-up and tidying is appreciated. Concert dress is usually all black and must be adhered to. If music is provided it must be returned to the librarian at the end of the relevant concert.

### **Communication**

Information from the Committee, Music Director or any Member regarding the Orchestra's activities, directions regarding concerts, etc will usually be by email, with regular newsletters and irregular announcements as appropriate. Members are invited to share their own announcements about forthcoming musical events via the secretary for the newsletter and/or via the Orchestra's social media platforms. Contact details will appear on the newsletter.

### **Music Director and Leader**

A Music Director and a Leader shall be appointed by the Committee. Such appointments may run indefinitely, subject to annual review by the Committee. Termination of appointment shall normally be subject to one year's notice on either side and also to any other terms agreed at any time between the parties but with the ultimate right by the Committee to prior termination in extreme cases. They may be paid such remuneration for the forthcoming season as will be decided annually by the Committee as part of the budgeting process. They should be part of the management of the Orchestra and involved in decision-making; in an advisory capacity, their involvement in and contribution to Committee Meetings is welcomed.

### **President and Vice Presidents**

The Committee may invite one suitable person to be its President and up to two additional persons to be Vice-Presidents. The President and Vice-Presidents shall be invited to all General Meetings and functions of the Orchestra but shall have no vote in that capacity. Appointments may run indefinitely, be of fixed term or may be terminated by either side at any time on due discussion between the parties.

### **Management**

Management of the Orchestra will be by elected Committee.

The choice of music to be played will be made by the Committee on the recommendation of a programming sub-group which includes the Music Director.

The arrangement and positioning of the individual players at rehearsals and concerts shall be decided by the Music Director in consultation with the Section Leaders. All permanent changes, including of Section Leaders, shall require the prior consultation and approval of the Committee.

The Committee, with the advice of the Music Director, Orchestra Leader and Section Leaders, shall be responsible for the organisation of the musical resources of the Orchestra.

The funds of the Orchestra, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of 'The Westmorland Orchestra' at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by two Members of the Committee, one of whom shall be the Honorary Treasurer. The Trustees shall have the power to invest funds and manage assets appropriately in order to further the objects of the Charity.

### **Recording of concerts**

Recordings of Westmorland Orchestra concerts may be made from time to time. These are for internal interest, i.e. archive and personal listening by Orchestra Members. Having been given prior notice of any intended recording, and unless a specific objection has been registered, those Members of the Westmorland Orchestra taking part are thereby deemed to have signified their consent to such a recording. Individual consent must always be obtained from non-Members, guest players and soloists. Any recording produced after 2010 will remain under the control of the Orchestra's Committee. Under no circumstances may anyone distribute copies to outside organisations or individuals without the prior consent of the Committee. No recording, or part thereof, should be uploaded to any social network site or website unless approved by the Committee after appropriate consultation.

### **The Committee**

Committee Members (also referred to as Trustees) will be elected from Members of the Orchestra. In addition to chair, secretary and treasurer there may be additional Trustees as deemed necessary by the Committee. No Committee Member will remain on the Committee for more than nine consecutive years; no officer will remain in post for more than six consecutive years.

All elected Members of the Committee shall be individually elected at the Annual General Meeting. If voting is necessary this shall be by ballot. All nominations for election shall be in writing and shall be received by the chair, secretary or treasurer at least seven days before the date of the Meeting. Such nominations shall include the names of the proposer and seconder and indicate the consent of the nominee.

The Committee shall meet regularly and at least once before each concert and before the Annual General Meeting. At any Committee Meeting a third of Trustees shall be a Quorum. This shall include the Chair or a deputy appointed by them, the Secretary or a deputy appointed by them and at least one other. The Chair shall have a deciding vote if necessary. The Committee may appoint sub-Committees, led by a Committee Member for specific purposes. All recommendations made by sub-Committees shall be subject to ratification by the Committee.

The Committee shall be responsible for ensuring compliance with all Government legislation and for ensuring that the Orchestra follows recommendations as to good practice arising from such legislation. This will include the drafting and where required, the availability for public inspection, of all such policies, statements or documents.

### **Patrons and Subscribers**

Patrons support the Orchestra with an annual donation the minimum level of which shall be decided by the Committee and which shall become due on a date agreed by the committee. Eligible donations may be Gift Aided and names of Patrons will be listed in the concert programme if so desired. Patrons will be entitled to priority advanced booking all concerts for the forthcoming season. They will also receive invitations to any special events. Subscribers will not be expected to make any additional donation but will be entitled to priority advanced booking after Patrons and on receipt of payment.

**Rules and Regulations** as required by the constitution consist of this document and any other policies of the Orchestra in force, including those covering Safeguarding, GDPR and Equal Opportunities policies. They will be checked annually by the Committee and reviewed every three years.