

Woodstock Music Society

Rules of the Society

1. Admission to membership

Members wishing to join the Society may apply orally or in writing to the Secretary. The Secretary must inform the Music Director (MD) of all membership applications. The MD may require applicants to demonstrate their suitability for membership as choral or instrumental members. The Trustees may delegate the approval or refusal of membership to the Secretary, who must act in accordance with clause 3(2) of the constitution.

2. Membership records

The Secretary shall maintain a register of all members, whether choral or instrumental, and patrons or other. The Secretary shall make the register available to all trustees at the start of each season; and to any member upon request. However, any member may request that their contact details are not made available to members.

3. Termination of membership

The trustees shall devise and maintain criteria and procedures for the termination of membership. See also clause 7.

4. Subscription fees and other payments to be made by members

The members of the Society shall pay the annual subscription at the appropriate rate as shall be determined by the Trustees, the subscription being payable in advance. The members may also be required to pay for the hire of musical scores.

5. Expectations (1)

Members are entitled to attend all rehearsals; to be provided with musical scores to hire or occasionally to buy; and to take part in performances, provided that they have attended a sufficient number of rehearsals, subject to the judgement of the MD.

6. Expectations (2)

Members are expected to adhere to the following norms:

- To be aware of, and observe, the rules of the Society
- To pay the membership fee by the end of October; or, in the case of new members, within two months of joining the Society
- To attend a large majority of rehearsals
- To inform the Secretary if unable to attend a rehearsal or performance
- To arrive at rehearsals on time
- To bring music scores and a pencil to rehearsals
- To focus on the music, and avoid distracting other members during rehearsals
- To attend performances in concert dress, and to inform the Secretary if unable to attend
- To return borrowed music scores immediately after the final performance of each concert; or before the performance, if unable to attend.

7. Concerns and grievances

A member wishing to raise concerns about another member's well-being or failure to meet expectations should raise the matter in the first instance either with the Secretary or with the appropriate section rep. The Secretary should convene a panel consisting of the Chairman (or Vice Chairman, if any), Secretary and section rep. Their task will be to seek evidence, discuss the concern with interested parties, propose solutions and offer support where necessary. As a last resort they may suspend or terminate membership. A member whose membership

is suspended or terminated may appeal to an appeal panel consisting of Trustees who were not involved in the original decision.

8. Election of trustees and officers

The trustees shall consist of the following officers: Chairman, Secretary, Treasurer, and up to 9 other trustees. At each annual general meeting a third of trustees shall retire and be eligible for re-election for up to twelve three-year terms.

At the first committee meeting following the Annual General Meeting, the trustees shall appoint a Making Music representative, a Music Librarian, a Safeguarding Officer, a Health and Safety Officer, a Box Officer, a Data Protection Officer, an officer i/c publicity and section reps. Any member may hold more than one office. They may also appoint a member of the choir as Vice-Chairman, in the event that the Chairman is a member of the orchestra, or a member of the orchestra as Vice-Chairman in the event that the Chairman is a member of the choir.

9. Communications

The trustees will normally communicate with the members by electronic means; and by telephone or in writing in the case of any members without electronic communication. The trustees shall make available to the members the contact details of all trustees, except in the case of a Trustee who specifically requests that their contact details be not disclosed.

10. Safeguarding

The Society has a safeguarding policy, which may be viewed on the members' area of the website

11. Health and Safety

The Trustees shall devise and maintain a health and safety policy, and review it annually at the first meeting of each season. The policy shall cover perceived threats to the health and safety of members and audiences, including transmissible diseases, falls from raised seating, and emergency evacuation. The health and safety policy may be viewed on the members' area of the website.

12. Volunteer management

The Trustees shall ensure that all volunteers are given clear guidance about their roles, and shall take measures to ensure that their contributions are seen to be valued.

13. Insurance

The Trustees will maintain adequate insurance cover to safeguard the interests and assets of the Society. The nature and extent of cover is to be determined by the Trustees at their sole discretion, but would usually be expected to include Public Liability Insurance.

14. Data protection

The Society has a data protection policy, which may be viewed on the members' area of the website.

15. Review of the Society's rules

The rules will be reviewed annually, at the last committee meeting before the AGM.

16. Dissemination of the Society's constitution and rules.

The constitution and rules will be available on the members' page of the Society's website at:

<https://woodstockmusic.info/documents/>