**READING BACH CHOIR
RULES
EFFECTIVE FROM 14th November 2017**

1. **Status**

The Rules supplement the Constitution and provide guidance for the operational management of Reading Bach Choir (“The Choir”) or expectations of Singing Members. If there is a conflict between the Rules and the Constitution then the Constitution takes precedence.

1. **Affiliation**

The Choir shall be affiliated to the National Federation of Music Societies or other such organisations as the Committee deem appropriate.

1. **Singing Members Obligations**

Any person wishing to become a Singing Member shall apply to the Membership Secretary for an audition which will be held by the Music Director. If successful, the candidate will be offered Singing Membership. Acceptance of such membership shall imply agreement to these Rules and the Constitution.

* The Music Director shall undertake re-auditions of the choir at such intervals as agreed with the Committee. If at such an audition a member’s performance is found to be unsatisfactory, they shall be given guidance on areas for improvement together with support from the Music Director and shall be given a period of 6 months in which to improve after which they will be re-auditioned. If the Music Director finds that the Member’s performance is still unsatisfactory the Music Director, in consultation with the Chair may ask the Member to cease being a Singing Member. This will be with effect from the conclusion of the next concert to be performed by the Choir or such later date as may be agreed.
* Each Member shall be responsible for seeking to develop and improve the standard of his/her voice and musical expertise so that the Choir can attain the highest standard possible.
* Members shall make every effort to attend all rehearsals and concerts and arrive at rehearsals on time.
* Members shall commit themselves to sing in a concert at the start of rehearsals for that concert, though it is recognised that during the course of a project circumstances may change such that the Member is no longer able to participate. In such circumstances the Member should inform the Music Director and Part Rep as soon as possible.
* Members shall ensure that they are competent to sing their own part at each concert. A Member may be refused permission by the Music Director to perform in a concert if the Member:
	+ is not competent to sing his/her part,
	+ and /or has missed more than three rehearsals in preparation for that concert
	+ and /or Is unable to attend the last three weekly rehearsals prior to that concert.
* Where a member has been absent for more than 3 rehearsals or are unable to attend to attend the last 3 rehearsals prior to a concert it is the member’s responsibility to discuss their participation in the concert with the Music Director.
* Members shall meet the cost of providing music, including hired copies of music where applicable. If music is hired, copies shall be returned to the Librarian in the same state as they were acquired with pencil markings erased.
* Members shall use their best endeavours to publicise the Choir and its concerts and sell tickets for its concerts.
* Members shall provide the Membership Secretary with contact details and keep him/her informed of any changes to these details. By becoming a Member consent is given to the circulation of his/her details to other Singing Members in printed or electronic format.
* Members undertake not to distribute contact details to any person who is not a member of the Choir without permission from the individual or Committee.
* A member will not record a rehearsal or concert without the prior permission of the Music Director and will not solicit a member of their family or friend to do so. Any such recordings made will be purely for private purposes and will not be published on social media or in other ways for public viewing without the Music Director’s and the Committee’s permission. For the meaning of this clause “Public Viewing” is anyone not associated with Reading Bach Choir as a Member, Music Director or Accompanist.
1. **Termination of Membership**

Membership shall be deemed to have lapsed if a Singing Member does not attend at least one of the first four rehearsals of a Season and no contact is made with the Part Representative to advise of the reason for the absence.

* A Singing Member may be asked to leave the Choir in the circumstances set out in Rule [3.2] above.
* The Committee may terminate a Singing Member’s membership without notice if he/she commits an act of gross misconduct.
1. **Concert Etiquette**

Singing Members shall wear whatever attire is chosen as appropriate by the Committee for each concert. Singing Members should not wear lavish jewellery.

1. **Other Members**
* Honorary Members shall be those persons who shall be elected from time to time by the Committee or by the Singing Members at a General Meeting in recognition of services to the Choir. They are not required to pay a subscription.
* Associate Members shall be those persons who have expressed a wish to be associated with the work of the Choir and have paid the appropriate subscription.
* Honorary and Associate Members shall not be Singing Members except where they satisfy the obligations of a Singing Member in 3 above.
1. **Subscriptions**

The subscription will be recommended by the Committee and approved by members at a General Meeting. It will be an annual subscription which members undertake to pay irrespective of the number of rehearsals attended or concerts performed; subject to points 7.2 and 7.3 below.

* At the discretion of the Committee (or with delegated authority, the Treasurer), a reduced subscription may be charged to students, pupils at school and others who are financially disadvantaged.
* A new Singing Member shall pay an initial subscription at the appropriate rate determined from time to time by the members in General Meeting. The Committee (or with delegated authority, the Treasurer) have the discretion to reduce this on a pro-rata basis for a member joining part way through a year.
* No refund will be given if a Member leaves part way through the Season
* Subscriptions are due at the first rehearsal of each season and shall be payable in the manner determined by the Committee. The methods for payment of subscriptions shall be made available to all new members and any changes will be made published to all members.
1. **Season’s Programme**

The Music Director will recommend a programme of concerts for the forthcoming season to the Committee having taken account of suggestions from the Committee and Members. The Committee will approve the programme having given consideration to the programme and in particular the finances required to fund the programme.

1. **Music Director**
* The Committee will determine and agree the selection process for a new Music Director. This may include the appointment of a Sub-Committee to manage the process. The agreed process for the selection will be made available to the whole Membership. The Committee are responsible for making the appointment of the Music Director having consulted with Singing Members and taken advice from the Sub Committee (if appropriate).
* A new Music Director shall be appointed for an initial probationary one year contract. On the successful completion of the probationary year the Music Director will be offered contract of up to 3 years. Thereafter the contract will be a 1 year rolling contract.
* Where the probationary year is considered not to have been successfully completed, the Committee may extend the probationary period for a further period to be determined by the Committee. Where this is the case the Committee and the Music Director will agree specific objectives to provide the direction for the necessary improvement. If the short comings are considered to be of a sufficiently significant nature, the Committee will not offer a further contract.
* The Music Director’s relationship with the Choir shall be that of a self-employed person and not an employee. The Music Director shall enter into a contract with the Choir, acting through the Committee, upon terms to be agreed by the Committee.
* The Music Director may terminate the contract by giving at least 3 months notice in writing. The notice will be extended if it would expire during a project in which case notice will run until after the concert that concludes the project. In the case of a serious or permanent breach of the contract, it may be terminated with immediate effect.
* The Choir may terminate the contract by giving at least 3 months notice in writing. The notice period will be extended if it would expire during a project in which case the notice will run until after the concert that concludes the project.
* The decision to terminate the contract will be taken by the Committee. Any such decision must be treated sensitively, be fully investigated, and based on facts having taken into account any legal or other professional advice. Appropriate levels of discretion will be maintained at all times.
* A request to terminate the Music Directors Contract may be made to the Committee or by no fewer than 10 members with a full justification. The request will be considered by the Committee having undertaken such steps to investigate the facts as are considered appropriate. Once a decision is made, a summary of the outcome will be provided to the members making the original request.
* The Committee may terminate the contract with immediate effect in the case of a serious or permanent breach of contract.
* The Committee may appoint an interim Music Director to fill a vacancy which may arise whilst the recruitment of the new Music Director takes place.
* The Music Director, not being a member, shall not be entitled to vote at a General Meeting of the Choir.
1. **Accompanist**

The Committee will determine and agree the selection process for a new Accompanist. This may include the appointment of a Sub-Committee to manage the process. The agreed method of selection will be made available to the whole Membership. The Music Director shall make final selection of the Accompanist after taking views from the Committee.

* Initially the Accompanist will be offered a six-month probationary contract. This can be extended by a further three years following approval by the Music Director in consultation with the Committee. Thereafter the contract will be a rolling 12-month contract.
* The Choir may terminate the contract with immediate effect in the case of a serious or permanent breach of contract.
* The Accompanist’s relationship with the Choir shall be that of a self-employed person and not an employee.
* The Music Director may request the Committee to terminate the Accompanist’s contract by giving at least 3 months notice. Any such request must include a full justification which will be considered by the Committee and where considered appropriate include further investigation and may include taking legal advice.
1. **Officers and Committee**
	* The Committee shall consist at least 4 members with the following office holders:
	Chairman
	• Treasurer
	• Secretary
	• Other positions that the Committee shall from time to time consider appropriate.
	* Committee members shall perform their duties diligently and effectively
2. **Other Office holders**

The Committee shall appoint other such Singing or Non-Singing members as they consider appropriate to positions to assist with the running of the choir and concerts. Such positions shall not be Members of the Committee.

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**THE READING BACH CHOIR
RULES
EFFECTIVE FROM 5th February 2002**

1. Affiliation

1.1. The Choir shall be affiliated to the National Federation of Music Societies or other such organisation as the Singing Members vote for at a General Meeting.

2. Singing Members Obligations

2.1. Any person wishing to become a Singing Member shall apply to the Membership Secretary for an audition which will be held by the Musical Director. If successful, the candidate will be offered Singing Membership. Acceptance of such membership shall imply agreement to these Rules and the Constitution.

2.2. At the discretion of the Musical Director, Singing Members may be required to have a further audition before the start of a new Season. If at such an audition his/her performance is found to be unsatisfactory, a Singing Member shall be given guidance on areas for improvement and support from the Musical Director and shall be given at least 6 months in which to improve following which he/she will be re-auditioned. If the Musical Director finds that the Singing Member’s performance is still unsatisfactory the Musical Director may recommend to the Committee that the Singing Member’s membership be terminated. If the Committee accept this recommendation, the Singing Member’s membership shall terminate with effect from after the next concert to be performed by the Choir or such later date as may be agreed.

2.3. Each Singing Member shall be responsible for seeking to develop and improve the standard of his/her voice and musical expertise so that the Choir can attain the highest standard possible.

2.4. Singing Members shall make every effort to attend all rehearsals and concerts and arrive at rehearsals on time.
2.5.
2.6. Singing members shall commit themselves to sing in a concert at the start of rehearsals for that concert.
2.7. Singing members shall ensure that they are competent to sing their own part at each concert. A singing member may be refused permission by the Musical Director to perform at a particular concert if the member:
2.8. Is not competent to sing his/her part
And /or Has missed more than three rehearsals in preparation for that concert
And /or Is unable to attend the last three weekly rehearsals prior to that concert.

2.7 Singing Members shall meet the cost of providing music, including hired copies of music where applicable. If music is hired, copies shall be returned to the Librarian in the same state as they were acquired with pencil markings erased.

2.8 Singing Members shall use their best endeavours to publicise the Choir and its concerts and sell tickets for its concerts.

2.9 Singing Members shall provide the Membership Secretary with contact details and keep him/her informed of any changes to these details. By becoming a Singing Member an individual consents to the circulation of his/her details to other Singing Members in printed or electronic format.

2.10 Singing Members undertake not to distribute contact details to any person who is not a member of the Choir without permission from the individual or Committee.

3. Termination of Membership

3.1. Singing Members shall give the Committee one term’s notice to terminate their membership, unless there are exceptional circumstances preventing this. Membership shall be deemed to have lapsed if a Singing Member does not attend the first four rehearsals of the Season and no contact is made with the part representative to advise of the reason for the absence.

3.2. A Singing Member may be asked to leave the Choir in the circumstances set out in Rule [2.2] above.

3.3. The Committee may terminate a Singing Member’s membership without notice if he/she commits an act of gross misconduct.

4. Concert Etiquette

4.1. Singing Members shall wear whichever attire is chosen as appropriate by the Committee for each concert. Singing Members should not wear lavish jewellery.

5. Other Members

5.1. Honorary Members shall be those persons who shall be elected from time to time by the Committee or by the Singing Members at a General Meeting in recognition of services to the Choir. They are not required to pay a subscription.

5.2. Associate Members shall be those persons who have expressed a wish to be associated with the work of the Choir and have paid the appropriate subscription.

5.3. Honorary and Associate Members shall not be Singing Members except where they satisfy the obligations of a singing member in 2 above.

6. Subscriptions

6.1. At the discretion of the Committee, a reduced subscription may be charged to students, pupils at school and others who are financially disadvantaged.

6.2. A new Singing Member shall pay an initial subscription at the appropriate rate determined from time to time by the members in General Meeting. The Committee have the discretion to reduce this on a prorata basis for a member joining part way through a year.

6.3. No refund will be given if a Singing Member leaves part way through the Season

7. Musical Programme

7.1. The Musical Director will recommend a programme of concerts for the forthcoming season to the Committee having taken account of suggestions from the Committee and Members. The Committee will approve the programme having given due consideration to the programme and in particular the finances required for that programme.

8. Musical Director

8.1. A new Musical Director shall be elected at a General Meeting for an initial probationary one year contract, normally commencing in September. Subsequently, the Musical Director shall be subject to re-election at a General Meeting, usually to be held the following January, for a period of time to be decided at that Meeting, not exceeding three years.

8.2. The Musical Director’s relationship with the Choir shall be that of a self-employed person and not an employee. The Musical Director shall enter into a contract with the Choir, acting through the Committee, upon terms to be agreed by the Committee and the Musical Director save that the maximum term of the contract shall be that agreed at the re-election, after which time there will be a further re-election process. The contract must also include a clause that either the Choir or the Musical Director may terminate the contract by giving at least [ 3 ] months notice in writing, such notice to be extended if such notice would expire before a concert until after that concert. The Choir shall only give notice if at least two thirds of the Singing Members in attendance at a General Meeting vote to remove the Musical Director.

8.3. The Musical Director shall not be entitled to vote at a General Meeting of the Choir.

8.4. At no time shall the Musical Director be personally responsible for any debts of the Choir except as he shall from time to time agree or whilst he is acting outside any authority delegated by the Committee. At no time shall the choir hold him out to be so responsible.

8.5. The Musical Director shall be invited to attend Committee Meetings but shall not be a member of the Committee.

9. The Choir Accompanist

9.1. The Musical Director shall make final selection of the Choir Accompanist with advice from a selection committee. The selection committee shall be appointed by the Committee and shall be made up of Singing Members. Initially the Accompanist will be offered a six month probationary contract. This can be extended by a further three years following approval by the Musical Director in consultation with the Committee.

9.2. The Accompanist’s relationship with the Choir shall be that of a self-employed person and not an employee.

9.3. The Musical Director may terminate the Choir Accompanist’s contract in consultation with the Committee by giving at least 3 months notice or until after the next concert, whichever is longer.

10. Officers and Committee

10.1. The Committee shall consist of the following office holders:
• Chairman
• Treasurer
• Secretary
• Concert manager
• Membership secretary
• Publicity manager
• Member without portfolio
• Fund raising Representative

10.2. Committee members shall perform their duties diligently and effectively

11. Other Officeholders

11.1. The Committee shall appoint other such Singing or Non Singing members as they consider appropriate to positions to assist with the running of the choir and concerts. Such positions shall not be Members of the Committee.