

# Milton Keynes Chorale Code of Conduct

## INTRODUCTION

The aim of this Code of Conduct is to enable all members to enjoy learning and performing together. It sets out what members need to do to ensure the rehearsals and performances run smoothly and are enjoyable for all. Any member who finds it difficult to comply with a part of this Code at any time is encouraged to contact the Membership Secretary. The choir will do its best to accommodate individual members' needs.

## EXEMPTIONS

If you, as a member, have a problem at any time adhering to any part of this Code due to personal circumstances, please contact the Membership Secretary, who may pass your request to the Musical Director or the appropriate member of the Board of Trustees for consideration.

## MEMBERSHIP

1. To be eligible to attend rehearsals and sing in concerts, members must:
  - a) have demonstrated singing ability to the standard expected by the Musical Director through audition and/or re-audition;
  - b) pay the annual subscription according to the payment schedule determined by the Treasurer;
  - c) support the statement of member expectations set out in the choir's *Guiding Document*, and act in accordance with it;
  - d) supply personal data as specified in this Code of Conduct, solely for uses specified in the choir's Data Protection Policy;
  - e) adhere to this *Code of Conduct*.
2. Members are assigned to voice parts by the Musical Director and may change voice part only by agreement with the Musical Director.
3. Members may leave the choir at any time by notifying the Membership Secretary. Subscriptions are not refundable.
4. Members may take a period of leave from the choir, normally not more than one year, provided that they inform the Membership Secretary in advance.
5. If a member has not been active in the choir for a period of two years, the member will be deemed to have left the choir. A re-audition will be required if the member wishes to re-join the choir.

## COMMUNICATION

6. Key information for members will be communicated by choir officers in writing, either via the website or by email. It is important that members read and take account of the Notices published weekly and any other information circulated by choir officers and the Musical Director.
7. Members are asked to draw any concerns they have about the management of the choir to the attention of one of the trustees as soon as possible, so that the trustees can address the issue and give a response.

## PERSONAL DATA

8. Members are required to provide the Board with the following personal data, subject to the choir's Data Protection Policy:
  - Title
  - Name
  - Address
  - Telephone number
  - Email address
  - Name and telephone number of emergency contact
  - Details of First Aid training, if the member agrees to act as a First Aider
9. Changes in any of the above data should be communicated to the Membership Secretary promptly.
10. It is very helpful for the Musical Director and other choir members if each member provides a photograph uploaded to the choir's website (secure members' area). This is not mandatory.

## MUSIC HIRE

11. Members will be provided in good time with details and the edition of the printed music that will be used in rehearsal for each performance and, where possible, the hire cost. In the light of this, members should inform the Librarian by the deadline set if they do not require a hire copy of any item of music for a forthcoming concert.
12. Members should arrive at the first rehearsal each term in time to collect and pay for their hire copies of music.
13. Members are responsible for the good care and safe return by the deadline set of their copies of hired music.
14. If a member loses or damages a hired score, they will be asked by the Librarian to pay the cost of that copy and any associated expenses such as postage.

## REHEARSALS

### Preparation

15. Members are asked to work to the best of their ability to meet any deadlines set by the Musical Director.
16. Members should bring a pencil with them to every rehearsal to mark up their music.

### Attendance

17. Members are asked to arrive at rehearsals in time to start at the advertised time.
18. Members should sign the register at each rehearsal they attend.
19. Members should record in the register whether or not they are singing in a concert no later than six weeks before the concert date.
20. Members should inform either their section's Voice Representative or the Membership Secretary in advance if they are unable to attend a rehearsal, or alternatively mark future absences in the register at an earlier rehearsal.
21. In order to sing in a concert, members are expected to attend 70% of rehearsals in preparation for that concert, and must have paid at least part of the subscription for the season.
22. Members not singing in a concert are asked assist the Musical Director by not attending the final two Tuesday rehearsals before that concert.
23. Members planning not to attend rehearsals for a whole term (Spring, Summer, or Autumn) are asked to inform the Membership Secretary before the start of the term.

### In rehearsals

24. Members are asked to assist the Musical Director and fellow singers by not talking to other members during rehearsal time unless strictly necessary for musical purposes.
25. Members are asked to listen to the Musical Director during rehearsals at all times, including when another section is being rehearsed.
26. Members are asked to take their turn in preparing and serving refreshments during breaks in rehearsals. No member of a section should be expected to help with refreshments twice in succession until all members of the section have taken part.

## CONCERTS

27. Members are expected to sing in at least one concert annually.
28. Members are required to purchase a Chorale music folder for use in concerts.
29. Members must wear the prescribed concert uniform:
  - Men: Dinner suit or plain black suit, black bow tie, white shirt with plain (not wing) collar, black shoes and black socks.
  - Women: Black floor-length skirt or smart black trousers, plain black blouse or top with at least three-quarter length sleeves, black shoes and black tights, or sandals in warm weather, discreet or no jewellery, optional small black handbag.
30. Perfume and aftershave should be worn sparingly or not at all.
31. In rehearsal, and at the concert venue, members are asked to follow the directions of the Concerts Manager and Musical Director with respect to positioning and all other matters relating to the organisation of rehearsals at the venue and of the performance.
32. When entering and leaving the performance space at the start and end of a concert, members should hold their music folder in the audience-facing outer arm with the Chorale logo showing.
33. Members may be required to stand for long periods during a performance. Those whose health status would make this undesirable should inform the Concerts Manager at least one week in advance of the performance.
34. Please remain silent during any announcements to the audience.
35. During audience applause, please smile! When the choir is standing, members are receiving applause so they should not clap or stamp feet. Members can applaud the soloists and orchestra once the choir is seated again.

Approved at the October 2018 AGM