



## Revised Code of Conduct

Members are asked to approve the amendments to the Code of Conduct set out in the attached marked up draft. The proposed changes are summarised below, along with an explanation for each.

### **1 Clarification of the force of each element of the Code (throughout)**

It is proposed to use just two forms of wording where the Code sets out a requirement on members: 'must' and 'should'. Any requirement expressed in the form 'members must ...' does not allow for any exceptions. Any requirement expressed in the form 'members should ...' does allow for exceptions justified by individual member circumstances.

### **2 Voice appraisals (Clause 1)**

A reference to re-audition has been replaced with a reference to voice appraisal.

This change brings to Code into line with the choir's Strategy.

### **3 Criteria for remaining in the choir (Clause 5)**

The time period during which someone can be inactive but still registered as a member has been reduced from two years to one year.

This change is proposed to reduce the risk arising from inaccurate forecasts of subscription fee income, to avoid unnecessary workload for the Membership Secretary and other trustees, and to avoid unnecessary communication to individuals who are no longer members in practice.

### **4 Preparation (Clause 15)**

Clause 15 has been strengthened to emphasise the expectation that members should practise their part between rehearsals.

This change reinforces the expectations set out in the Guiding Document, which is attached to this paper. See expectations 2 and 5.

### **5 Registration for concerts (Clause 19)**

The deadline by which members should sign the register to show whether or not they intend to sing in the concert has been brought forward to the second rehearsal each term.

This change is designed to provide an early signal for the Musical Director to show any critical shortages in voice parts which may require action, and to enable more effective concert planning and use of resources, particularly where chairs need to be hired.

### **6 Rehearsal participation for those not singing in concerts (Clause 22)**

The number of rehearsals reserved for those singing in a concert has been extended from two to four.

This change is proposed to support the choir's commitment, set out in the Strategy, to perform to a high standard that attracts favourable independent reviews from audiences and professional musicians. It supports more effective preparation in rehearsals and emphasises the expectation on all members that they participate in concerts.

### **7 Concert participation (Clause 27)**

The minimum number of concerts that members should sing in each season has been increased from one to two.

The rationale for this change is set out in the Board Annual Report 2022-23, pp. 3-4.

### **9 Minor amendments**

There is also a small number of amendments made for stylistic or other purposes. None of these affects any requirements on members.



## 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, are enjoyable for all ~~and that performance standards are high,~~

**Deleted:** and

**Deleted:** 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

We recognise that individual circumstances may prevent or hinder a member from complying with some element of this Code of Conduct. Where the word 'must' is used in this Code, no exceptions to the requirement will be made. Where the word 'should' is used, if you, as a member, will find it difficult to comply with that particular requirement, 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. The choir will do its best to accommodate individual members' needs, where that is consistent with the aims and character of the choir.

**Deleted:** If you, as a member, have a problem at any time adhering to any part of this Code due to personal circumstances

### MEMBERSHIP

- To be eligible to attend rehearsals and sing in concerts, members must:
  - have demonstrated singing ability to the standard expected by the Musical Director through audition;
  - participate in periodic voice appraisals;
  - pay the annual subscription according to the payment schedule determined by the Treasurer;
  - support the statement of member expectations set out in the choir's *Guiding Document*, and act in accordance with it;
  - supply personal data as specified in this *Code of Conduct*, solely for uses specified in the choir's *Data Protection Policy*;
  - adhere to this *Code of Conduct*.
- Members are assigned to voice parts by the Musical Director and may change voice part only by agreement with the Musical Director.
- Members may leave the choir at any time by notifying the Membership Secretary. Subscriptions are not refundable.

**Deleted:** and/or re-audition

- 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.
- If a member has not been active in the choir for a period of one year without agreement, 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.

Deleted: two years

## COMMUNICATION

- 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 regularly and any other information circulated by choir officers and the Musical Director.
- 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.

Deleted: weekly

## PERSONAL DATA

- Members must 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
- Changes in any of the above data should be communicated to the Membership Secretary promptly.
- 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.

Deleted: are required to

## MUSIC HIRE

- 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 the hire cost. 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.
- Members should arrive at the first rehearsal each term in time to collect and pay for their hire copies of music.
- Members are responsible for the good care and safe return by the deadline set of their copies of hired music.

Deleted: , where possible,

Deleted: In the light of this,

14. If a member loses or damages a hired score, they **must** pay the cost of that copy and any associated expenses such as postage.

**Deleted:** will be asked by the Librarian to

## REHEARSALS

### PREPARATION

15. To make the best use of limited rehearsal time, members should practice their part between rehearsals. The MD or AMD will be able to help with any individual queries at the next rehearsal.

**Deleted:** 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 the second rehearsal in each term.

**Deleted:** six weeks

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.

**Deleted:** before the concert date

21. In order to sing in a concert, members **should** attend 70% of rehearsals in preparation for that concert, and must have paid at least part of the subscription for the season.

**Deleted:** are expected to

22. Members not singing in a concert **should** not attend the final **four** Tuesday rehearsals before that concert.

**Deleted:** are asked to

23. Members planning not to attend rehearsals for a whole term (Spring, Summer, or Autumn) **must** inform the Membership Secretary before the start of the term.

**Deleted:** assist the Musical Director by

**Deleted:** ing

**Deleted:** two

**Deleted:** are asked to

### 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 should sing in at least two concerts annually.
28. Members must purchase a Chorale music folder for use in concerts.
29. Members must wear the prescribed concert uniform:
30. Men: Smart black trousers, plain black open-necked long-sleeved shirt, black socks, black shoes.
31. 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.
32. Perfume and aftershave should be worn sparingly or not at all.
33. In rehearsal, and at the concert venue, members must 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.
34. When entering and leaving the performance space at the start and end of a concert, members must hold their music folder in the audience-facing outer arm with the Chorale logo showing.
35. 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.
36. Members must remain silent during any announcements to the audience.
37. During audience applause, please smile! When the choir is standing, members are receiving applause so they must not clap or stamp feet. Members can applaud the soloists and orchestra once the choir is seated again.

**Deleted:** are expected to

**Deleted:** one

**Deleted:** are required to

**Deleted:**

**Deleted:** are asked to

**Deleted:** should

**Deleted:** Please

**Deleted:** should



## Guiding Document

Milton Keynes Chorale offers its members high musical standards, enjoyment, and the deep satisfaction of making great music together. Entry is by audition, but we are not and do not aim to be an élite choir. We include all those who seek the benefits we offer and are committed to fulfilling the responsibilities that go with them.

### WHAT YOU CAN EXPECT TO GAIN

In return for fulfilling the responsibilities of a member of the choir, you can expect to:

1. Experience the joy and deep satisfaction of making music together in rehearsal and performance.
2. Enrich the musical life of Milton Keynes and its hinterland.
3. Sing alongside committed, enthusiastic and experienced choral singers.
4. Meet like-minded people and make friends through singing together.
5. Rehearse under the direction of a professional Musical Director and Assistant Musical Director.
6. Contribute to up to four performances of choral music each year.
7. Share performances with professional soloists, instrumentalists and orchestras.
8. Develop your singing skills by working and learning with others, led by professional choral musicians.
9. Develop your wider musical skills and knowledge.
10. Learn of opportunities to participate in other musical events.
11. Be kept informed by the choir's Board about its work on behalf of the members.
12. Help to shape the work and future of the choir through your active participation.
13. Have the opportunity to play your part in the organisation and management of the choir.

## WHAT IS EXPECTED OF YOU

To gain the benefits of membership, you will be expected to:

1. Meet the choir's entry standards through audition.
2. Work together to achieve the highest musical standards within our capabilities.
3. Make a positive effort to get to know the singers around you.
4. Help other members to get the most out of their membership.
5. Prepare for rehearsals at home by getting to know the music and learning your part.
6. Sing and learn in rehearsals, weekly in school term-time.
7. Help create successful rehearsals through care, commitment, and attention.
8. Sing in concerts, unless you really can't be available.
9. Participate in periodic voice appraisal.
10. Observe the choir's Codes of Conduct for rehearsals and performances.
11. Share (in small ways) in the practical work of organising rehearsals and concerts.
12. Help the choir run smoothly by being punctual and responding promptly to requests for information.
13. Keep yourself well informed about the choir's programme of activities and your role in them.
14. Sell tickets for concerts and workshops to your friends and family
15. Help to publicise concerts and workshops in your local community
16. Pay the annual subscription promptly.

*First approved: Annual General Meeting, 23rd October 2018*

*Revised version approved: Annual General Meeting, 22nd October 2019*