

RULES AND REGULATIONS

Amendments in italics agreed at the AGM 3 April 2017 and by the Trustees at Committee Meetings on 25 October 2017 and 15 March 2018

1. Purpose and application

This document is intended to aid the day to day administration of the choir, and thus provides information additional to that which is required by the Charity Commission to be included within the Constitution of the Bristol Cabot Choir (the choir). It shall be read in conjunction with that Constitution, and nothing in this document shall contradict that Constitution. In the case of doubt, the Constitution shall always be accepted as definitive. This document shall apply to all members of the choir.

2. Membership

Membership of the choir shall be open to any person aged eighteen years or older who is interested in furthering the charitable objects of the choir, who has demonstrated appropriate musical ability as judged by the Musical Director, and who has paid the annual subscription at the appropriate rate as shall be determined by the Bristol Cabot Choir committee (the committee). With the exception of the minimum age requirement no individual shall be excluded from membership of the choir or de-barred from any official capacity on the committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation. Should the choir at any time decide to extend membership to those less than eighteen years of age, either as an ad hoc situation or as part of a formal apprenticeship or similar scheme, the committee shall ensure that all necessary actions related to safeguarding shall be in place, including such written policies and nominated persons as are from time to time required by legal and best practice guidance.

3. Subscriptions and other costs *(Agreed by Trustees October 2017)*

The annual subscription shall be £150, payable in September. Reduced subscriptions shall be available in the following circumstances for members:

- *in full-time education*
- *subject to significant financial hardship*
- *unable to attend through long-term health reasons, bereavement etc.*
- *moving away from the area during the course of the year*

In the first instance members should approach the Chair to discuss the matter.

Members joining during the course of the year shall pay on pro-rata basis, i.e.:

- *Joining in Spring term £100*
- *Joining in Summer term £50*

(Agreed by Trustees 15 March 2018)

Music scores will whenever possible be hired at no additional cost to the choir membership, however for some works the committee may from time to time ask members to purchase their own scores, particularly compilations which may be used continually for some years. Those in full-time education or who suffer significant financial hardship, should approach the Chair in the first instance if this presents a problem.

4. Attendance at rehearsals

Attendance at rehearsals is obligatory, but the choir recognises the inevitability of occasional absence because of illness or conflicting business or social demands. All such absences shall be notified to the Secretary, and in the case of any member missing more than two rehearsals in any term, they shall inform the Musical Director, who will take a view as to whether or not that member may sing in the relevant performance. The Musical Director's decision shall be final.

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5. Officers and committee

The management of the choir, including arrangements for concerts and other events, and the control of finance shall be by a committee consisting of the following officers; Chair, Secretary, and Treasurer, together with not fewer than three nor more than more than five other members.

The officers and other committee members shall be elected by and out of the choir's membership at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election, except where an officer or other committee member has held continuous office for three years, when they shall only be eligible for immediate re-election if no nomination for their replacement has been received.

The committee shall be the charity trustees. All members offering themselves for election to the committee must therefore be aware of, and fulfil, the statutory requirements for being a trustee.

(Amendments in italics agreed by Trustees March 2018)

The Musical Director shall be invited to *ordinary* meetings of the committee *when appropriate* except those where his or her position is being considered but shall not be eligible to be a trustee, nor shall have a vote at committee meetings.

6. Support for other charities (Recorded at AGM 3 APRIL 2017)

All choir members shall be asked, prior to the Annual General Meeting, to propose charities supporting projects within the Bristol area. A representative of each charity thus proposed shall be invited to give a short presentation to the Annual General Meeting, at which all choir members present shall take part in a secret ballot to determine the successful charity.

A representative of the Charity of the Year shall be invited to address the audience at the choir's Christmas and Easter concerts, at which a retiring collection shall be held, the proceeds going direct to that charity, to be used at the discretion of the trustees of that charity.

7. Communication (Agreed by Trustees October 2017)

The committee will communicate regularly with members through the web site, giving details of rehearsal schedule, concert arrangements etc. Members unable to access the internet shall inform their section representative in order that alternative arrangements can be made. The Chair shall additionally make any relevant announcements during rehearsals.

Any choir member is welcome to approach a committee member for information during rehearsals; that committee member shall endeavour to respond fully at that time or after consulting other committee members. Any formal request for consideration by the committee shall be addressed to the Secretary using the contact details on the choir website.

The current Rules and Regulations document shall, together with the Constitution document, be available on the choir website.

8. Changes to the Rules and Regulations

Whilst the intention shall be to minimise the frequency and nature of any changes being made to this document, it may at any time be changed by a quorate meeting of the committee. Any such changes shall be circulated in the newsletter, and formally notified to the choir at the AGM.



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Claire Sibley
Secretary, Bristol Cabot Choir
27 March 2018