

JMCO Rules and Regulations. February 2018

1. **The Name of the Orchestra** is the Jan Modelski Community Orchestra, see Constitution
2. **Director of Music.** The Committee will appoint a Director of Music on a self-employed basis.
 - i. A contract between the Director and the Orchestra will be drawn up and reviewed annually.
3. There are three Orchestras:
 - i. **Introductory Orchestra** for beginners, those returning to playing an instrument and to gain the experience of playing with others. No minimum playing standard required but ideally to be having music lessons and to have a basic level of sight reading.
 - ii. **Intermediate Orchestra** for players with more experience, approximately UK grade 3 to 5.
 - iii. **Main Orchestra** for players of standard equivalent to UK grade 5/6 and above.
4. **Membership admission.**
 - i. There is an 'open door' policy, any person is welcome to join; any age, any instrument with any experience. There is no audition.
 - ii. No individual shall be excluded from membership or debarred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.
 - iii. Termination of membership; see constitution clause 4.
5. **Fees.** Members can choose to pay their fees by standing order or pay on the door. 'Children' are those of school age.
 - i. Introductory £2.00 for adults and children on the door or £5/month annual standing order.
 - ii. Intermediate £2.00 for adults and children on the door or £5/month annual standing order.
 - iii. Main £4.00 for adults and £2.00 for children on the door or annual standing order £10/month for adults and £5 for children.
 - iv. Adults who play in two Orchestras pay £4.00 on the door or £10/month annual standing order. Children pay a maximum £2 on the door or £5/month annual standing order.
 - v. Fees for trainee conductors in the Introductory Orchestra are waived.
 - vi. In special circumstances the Committee has the power to waive or reduce the fees for other individuals. This will be decided by majority decision at a Committee meeting.
6. **What membership brings.**
 - i. The opportunity to develop musical skills and understanding of music while playing a very varied repertoire.
 - ii. The opportunity to move through the Orchestras as skills develop.
 - iii. The opportunity to play in at least two concerts a year.
7. **Attendance and rehearsals.**
 - i. It is hoped that Members will attend regularly but it is understood that Members will have other commitments and will come when they can

- ii. Members unable to take part in a concert are asked to inform the concert manager.
 - iii. Members are asked to arrive at least 15 minutes before the start of rehearsal to have time to prepare and earlier if possible to help set up the rooms.
 - iv. Concert dress is normally 'black and white.'
8. **Code of conduct.** The expectation is that Members are polite and respectful to others. The Orchestra has zero tolerance toward any form of interpersonal abuse.
9. **Sheet music.**
- i. Music may be taken home to practise and returned after each concert.
 - ii. If Members are to be away for a time they are asked to ensure the section has sufficient copies.
10. **Rehearsal premises.** It is expected that we leave the premises in a clean and tidy fashion at the end of rehearsals. Help from all is appreciated to achieve this.
11. **Trustees.**
- i. For details see Committee Roles and Responsibilities document and clauses 5, 6, 7 and 8 of the Constitution.
 - ii. A trustee shall serve for a maximum of 3, three-year terms.
 - iii. The Officers, Chair, Secretary and Treasurer will be elected at the AGM. The trustees may appoint other officers in the Committee if deemed necessary eg Vice Chair, Membership Secretary.
12. **Communication with Members.**
- i. Emails will be sent where possible giving details of concert dates, dates of rehearsals, changes of venue and other news as appropriate.
 - ii. Communication will also be through the Website, Facebook, Twitter, notices and announcements at rehearsals.
13. **Communication with the Committee.**
- i. Contact numbers are given in the Welcome pack.
 - ii. Committee Members to be identified for new Members.
 - iii. Members are encouraged to make suggestions and raise any concerns.
14. **Policies for Safeguarding Children, Health and Safety and Data Protection** are in place and are reviewed annually. These are made available on the Website.
15. **The Rules and Regulations document**
- i. Rules and Regulations are to be reviewed annually by the Committee.
 - ii. Changes within the year can be made by majority agreement of the Committee.
- i. The Rules and Regulations are available via the Website
 - ii. Members are to be notified of any changes by the usual communication channels within one week of the change.