CHOIR RULES

These Rules should be read and interpreted in the context of the Constitution of the Society. They will be received by new members on joining and available in the Members' area of the WCS website. www.woodbridgechoralsociety.org.uk

1. Board of Trustees (hereinafter referred to as the 'Committee')

The committee shall be responsible for the administration and management of the Society and its good governance in the context of the Charities Act 2011 (or any subsequent statutory modification).

Membership of the Committee
The Committee shall consist of the following members, all of whom shall be elected as trustees at an AGM and any others who may be co-opted as trustees at any time and then elected at the following AGM.

*All trustees (committee members) must be fully paid up members of the WCS by the appointed date as given in the Choir Rules (at present 12th October in any year)
[*Additional I wording approved by trustees on 8th September 2025]

(i) The Officers (as required by the Charities Act 2011) to be appointed by the Trustees
- (a) Chair
- (b) Secretary
- (c) Treasurer and Finance Officer

(ii) Committee Roles
- (a) Choir Secretary
- (b) Advertising & Promotions
- (c) Stage Manager
- (d) Orchestra Fixer
- (e) Friends' Secretary

The committee may, from time to time, abolish, merge, amend or add to the Trustee roles. Each of the Roles shall have an appropriate job description approved from time to time by the Committee.

The term of office for all trustees is three years. Trustees may serve a maximum of three consecutive terms of office.

2. Meetings of the Committee

There shall be a minimum of three meetings of the Committee in each year (in addition to the AGM and any SGM).

The agenda and any necessary papers shall be determined by the Chair in consultation with the Secretary and circulated to members at least four days prior to the date of the meeting. Committee members may request items for AOB (any other business) to be added to the agenda before the start of the meeting. These items may be discussed or deferred at the Chair's discretion.

Special General Meetings (SGM)

All trustees must have been notified of the SGM for it to be quorate.
An officer must be present at an SGM for it to be quorate, unless it has not been possible to find a mutually convenient date within 28 days of trustees requesting the SGM.

After each meeting draft minutes will be prepared by the Secretary and approved by the Chair for consideration and adoption at the subsequent meeting of the committee. The Secretary will also circulate a list of agreed actions within seven days of the meeting.

3. Woodbridge Choral Society members' Code of Conduct

Admission to the Society

No individual shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, religion, sexual orientation or political affiliation. No audition is required to join the Choir.

Subscriptions

Members must pay the FULL annual subscription by 12th October each year. Members joining mid-season may attend rehearsals for 3 weeks on a trial basis, after which, if they wish to join, they must pay the part subscription as agreed with the Chair.

Attendance

Members are expected to attend at least 3/4 rehearsals and to follow the Musical Director's (MD) instructions about preparation at home. Members are required to give notice of foreseeable absence to the Voice Captain of their section. A register is taken at each rehearsal - if it is found that fewer than 3/4 rehearsals have been attended, performance at the concert will be at the discretion of the MD.

Members are expected to attend the AGM which takes place every September during a rehearsal.

Scores

Members are expected to bring their scores to rehearsal. Scores can be hired for a small fee from the Choir Librarian if required. Scores must be marked in soft pencil only and all markings erased before they are returned. Scores must be returned to the Librarian by the deadline date.

Behaviour

Members are expected to behave in a courteous and respectful manner towards each other at all times. This includes refraining from any discriminatory or abusive language, whether verbal or written that may cause discomfort or distress. Failure to adhere to these expectations may result in the Member being asked to leave the Society.

Members are expected to listen and follow the MD's direction at all times and not to talk amongst themselves while other sections are singing.

Communication

The Society uses Mailchimp and MemberMojo to send regular emails with important choir information. Members are expected to sign up to Membermojo to read any Choir emails carefully. The Society's website includes information about future concerts and the Members' area has further information they might need.

Failure to adhere to this Code of Conduct may result in the member being asked to leave the Society.

September *2025*