

# Rules of Collegium Laureatum

[www.collegium.org.uk](http://www.collegium.org.uk)

## 1. Scope of this Document

Collegium Laureatum is a charity, registered with the Charities Commission under the terms of the various applicable Acts of Parliament.

The constitution of Collegium Laureatum (the Constitution) is the Model Constitution for Musical Societies provided by Making Music and approved by the Charities Commission for registration as a charity in accordance with UK legislation. The Constitution cannot be changed without approval of the Charities Commission. It includes conditions for membership of Collegium Laureatum (the Choir) and the committee (the Committee).

This document (the Rules of Collegium Laureatum) expands on but does not replace the provisions of the Constitution. The only exception to this is where provisions in the Constitution have been superseded by applicable legislation.

## 2. Changes to this document

Changes to this document may be made by the Committee as required. Members may propose changes to the Rules for discussion at the AGM.

## 3. Choir Activities

The primary purpose of the Choir is to provide an opportunity for Choir members to rehearse and participate in 3 concerts of choral music a year. The dates of the concerts and the works to be performed will be detailed in the enrolment documentation for that year.

Other Choir activities take place on an irregular basis and are arranged by the Committee or other Choir members, including (but not exclusively) carol singing, workshops, tours, social events and small group singing events. These other activities are not covered by subscriptions and the costs will normally be borne by the Members involved.

## 4. The Committee

The members of the Committee are the Trustees of the Charity and vice versa. The Committee is responsible for the normal running of the Choir and ensuring that the responsibilities for the running of the Charity are observed and executed.

- a. The Committee, comprising up to twelve (12) Members must be elected by the Members at the AGM as detailed in the Constitution.
- b. A third of the Committee members (4) must be re-elected each year at the AGM. A Committee member may serve for up to five (5) consecutive terms of 3 years before being required to stand down.
- c. The Committee shall appoint a Chair, Hon Secretary, Hon Treasurer and other roles as deemed necessary by the Committee from among their number.

## 5. The Musical Director

The Musical Director is responsible for proposing the musical programme for the Choir Year, managing the choral and orchestral rehearsals for the concert and ensuring that the Choir reaches an appropriate performance standard for each concert.

The Musical Director is appointed by the Committee for a 5-year period; this can be renewed for an unlimited number of five-year terms. The committee may define a shorter probationary period for a new appointee. Reappointment will take place one year before the end of the period of appointment. The appointment may be terminated with one year's notice by either party and the Musical Director will be expected to assist with the

appointment of a successor. An appropriate Honorarium and reasonable expenses may be paid to the Musical Director by the Choir.

The Musical Director is not a Trustee of Collegium Laureatum

## 6. Membership

Membership is open to all singers without audition.

If necessary Membership numbers will be limited to a maximum of 45 singers per part (soprano, alto, tenor and bass) on the basis of "first come, first served" during enrolment. Members are able to express their preference for singing with either the first or second choir during works with a split choir. Where possible those preferences will be observed, but a Member may be asked to sing in the alternative choir if this is required to balance the choir.

The Choir expects each Member to learn the music well enough to make a positive contribution to each performance - and therefore be able to participate in and enjoy the experience of performing with orchestra and soloists. The Musical Director will make any final decision as to whether it is appropriate for a Member to sing in any concert or other Choir event.

Members are expected to participate in all three concerts for that Choir Year, taking into account illness or other exceptional circumstances.

If a Member is not able to participate in any concert, they should notify the Secretary or another Committee member as soon as possible. Members may be asked to avoid attending rehearsals if they are unable to sing in the corresponding concert.

Members are expected to attend the whole of every regular rehearsal where possible, taking into account illness or other exceptional circumstances.

If a Member misses two or more regular rehearsals, or is unable to attend the entire rehearsal for three or more regular rehearsals in any one term, they should consult with the Musical Director as to whether it is still appropriate for them to perform in that term's concert. The rehearsal schedule for the Choir Year will be communicated to Members in the pre-enrolment information.

## 7. Enrolment

Choir members enrol and join the choir for a period of one calendar year (the Choir Year) from the beginning of August to the end of July. Choir members can enrol at the Enrolment Evening (typically held in early September before rehearsals start that year), by post or by email.

The enrolment fees applicable for that Choir Year are set in advance by the Committee and communicated to Members in the pre-enrolment information. Choir members may make recommendations concerning the level of the enrolment fees to the Committee at the AGM.

The Secretary and/or Treasurer may at their discretion offer reduced enrolment rates or staged payment plans to Members experiencing financial difficulties. Members should approach the Secretary or Treasurer in the first instance to discuss the options available.

At the Committee's discretion, it may be possible for a Member to enrol for part of a year only. There are no reductions in enrolment fees for Members joining for less than the full year, with the exception of a reduced fee (determined by the Committee) for members enrolling for the summer term only.

A discounted subscription applies for the first year of membership for Members aged 25 or younger at the start of the Choir Year. The level of discount applicable is set by the Committee and communicated to Members in the pre-enrolment information.

To promote ticket sales, Members selling more than an agreed number of tickets will be entitled to a reduced enrolment fee for the following Choir Year. The applicable number of tickets and the discount will be agreed by the Committee and communicated to Members in the pre-enrolment information.

A Member who introduces a new Member to the Choir is entitled to a refund of one third of that year's enrolment fees.

## 8. Provision of Music by the Choir

The Choir will provide details of the music required by Members for each concert and will clearly communicate the mechanism by which Members may acquire copies. This may be by providing a mechanism whereby music may be hired through the Choir, purchased through the Choir or a combination of both.

Members may also provide or purchase their own copies of any required music but are reminded to ensure that their editions are compatible with the editions suggested by or provided by the Choir. It is the responsibility of each Member to ensure, without disrupting rehearsals, that the copy used contains the same notes and music as that used by the Musical Director; this is easier to achieve if the edition is the same as those provided by the Choir.

If music is hired by the Choir and provided to Members, a deposit and/or hire charge may be applicable. Members should pay any charges promptly and abide by any instructions issued by the choir regarding the treatment and handling of hire copies – and return hired music as directed. Members will normally be responsible for the cost of replacing hired music that is damaged or lost while it is in their possession.

If music is ordered for purchase by Members through the Choir, Members are responsible for any applicable charges or costs.

## 9. Ticket Sales by Members

Members are expected to sell tickets for all Choir concerts, whether or not they are taking part.

Expectations and arrangements for sales of tickets by Members will be agreed by the Committee and communicated to Members in the pre-enrolment information.

Tickets provided to Members and subsequently lost by either the Member or their guests or customers must be paid for. Audience members arriving without tickets may not be admitted to the auditorium unless they purchase replacement tickets, if still available.

## 10. Publicity

Members are expected to promote and publicise Choir concerts and other Choir events, whether or not they are taking part. The Committee welcomes suggestions for new mechanisms for publicising events and/or volunteers to assist in carrying out specific publicity tasks.

Publicity collateral (e.g. posters and flyers) for each concert or Choir Event will be approved and produced under the supervision of the Committee and made available to Members to assist with publicising each event.

## 11. Concerts and other Choir Events

Members are expected to behave in an appropriate manner when performing in or assisting at concerts or other Choir events. Members should follow any guidelines or instructions issued by the Musical Director or Committee members.

All Members performing in a concert or other Choir event must be dressed appropriately. Members who are inappropriately dressed will not be allowed to perform. Appropriate dress is detailed below:

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| Women: | Long-sleeved black blouse (¾ to full-length sleeves); white scarf (provided by the Choir); ankle-length black skirt or smart black trousers; black tights and shoes; small black evening handbag (if required). |
| Men:   | Black dinner jacket with matching black trousers; white shirt; black bow tie; black socks and shoes.  |

## 12. Data Protection

The Data Protection Act supersedes the latter part of article 3(4) of the Constitution. Contact details of Members cannot be passed to other Members – or to any other organisations or individuals outside the Choir.

### 13. Communications within the choir.

Every rehearsal will provide an opportunity to communicate with other members, with the Committee and with the Musical Director.

The Committee will communicate with Members by email, by termly newsletter, by announcements at rehearsals and other methods as it sees fit. Printed copies of any documents sent to members as emails or email attachments will be provided in hard copy at rehearsals for those who cannot access email.

Emergency messages (e.g. regarding rehearsal cancellations) will normally be sent by email. Members who do not have access to email should make their own arrangements to be informed by another Member.

Members can communicate with the Committee at any rehearsal or at other reasonable times. Contact information for the current Committee will be provided to Members in the pre-enrolment information or on request.

Section Leaders, appointed for sopranos, altos, tenors and basses respectively, provide an additional channel of communication as required and can be asked for help with musical or seating problems.

Information about the choir is available on the website, [www.collegium.org.uk](http://www.collegium.org.uk). This includes a “diary” section providing information about concert dates for several years in advance and rehearsal dates for the current term.

### 14. Other Policies and Procedures

Additional policies and procedures may be produced and agreed by the Committee as required.

The adoption of a new policy or procedure will take place at a Committee meeting and will be clearly recorded in the minutes of that meeting. Once approved any additional policies or procedures will be available on the Collegium Laureatum website or from any Committee member.