



The following document details the rules and regulations governing the operation of Wessex Concert Orchestra (WCO) as defined in the Constitution Clause 12. These rules are subservient to the Constitution and in case of conflict the Constitution takes precedence.

1. Amplification of WCO Constitution Clause 2: Objects

The trustees are to further such charitable purposes as the Committee in its absolute discretion shall think fit, but in particular through the making of grants and donations where there is a tangible and justifiable link to WCO Constitution Clause 2.

2. Amplification of WCO Constitution Clause 3.2: Membership

- 2.1. The trustees will consider the following principles when considering whether to approve an application for membership with regards to acting in the best interests of WCO:
 - 2.1.1. The member is expected to meet the WCO playing standards (Section 7). There is a trial period for new potential members where they, the Musical Director, the Orchestra Leader and their Section Leader can assess whether the WCO is a suitable orchestra for their aspirations and abilities. If it is determined the member does not meet the required playing standards, any subscription paid will be refunded.
 - 2.1.2. While WCO does not explicitly exclude membership to those aged under 18, the trustees would need to be confident that appropriate safeguarding measures were in place before accepting the application: refer to WCO Safeguarding Policy for general guidance.
 - 2.1.3. Membership is normally limited to regular players in WCO. For a new application to be accepted, an appropriate vacancy needs to exist within WCO. If no such vacancy exists and the application is still accepted, the member would be informed of any arrangements to allow their participation prior to the payment of any subscription.
- 2.2. Every member must exercise their membership rights only in the interests of the Charity, and not for any private interest they may have: refer to WCO Conflict of Interest Policy for further guidance regarding Trustee responsibilities.
- 2.3. When an application for membership for WCO is accepted, the relevant subscription becomes payable immediately and is a precondition of membership of the Charity.
- 2.4. The annual subscription is agreed at the WCO Annual General Meeting. This should be paid by BACS (ideally) or by cash/cheque as soon as possible after the AGM.

3. Amplification of WCO Constitution Clause 3.4: Personal Data Protection

While the committee has a duty to retain a list of names and addresses of members, only names will be made available to other members on request unless there is a record of specific permission from the member that other personal information can be shared.

4. Amplification of WCO Constitution Clause 5: Officers and Trustees

- 4.1. The management of the Society shall be in the hands of a Committee consisting of the following six Officers: the three mandatory roles in the Constitution and three others:



- Orchestra Manager
- Financial Manager
- Administrative Manager
- Librarian
- Marketing Manager
- Orchestra Communications

- 4.2. The Conductor/Musical Director is appointed by the committee.
- 4.3. The Orchestra Leader is appointed by the committee with input from the Musical Director as appropriate.
- 4.4. If not a member of the Charity, should there be a Concert Manager, they will be invited to attend and participate in all committee meetings but will not be a trustee.
- 4.5. If members of the Charity, and are not paid for their services by WCO, the Conductor/Musical Director and Orchestra Leader can be invited by the committee to become trustees with the same duties and rights as the elected trustees of the Committee.
- 4.6. In the event that the Musical Director or Orchestra Leader receives payment for their services from the Charity, Constitution Clause 10.13 applies.

5. Amplification of WCO Constitution Clauses 7.3 and 8.4: Appointment and Removal of Trustees

- 5.1. All committee member posts will be open to applications each year.
- 5.2. There is no requirement for at least one third of Elected Trustees to retire and for re-election.
- 5.3. There is no maximum limit as to the number of three-year terms a member may seek re-election to a committee position.
- 5.4. Any member of the committee wishing to relinquish their duties should provide the remaining trustees with three-month notice, except in exceptional circumstances.

6. Amplification of WCO Constitution Clause 9: Powers

In addition to the powers detailed under Clause 9 of the constitution, the WCO committee also has the power to make payments to freelance musicians (who shall not become members) to further the Objects of the WCO.

7. WCO Ways of Working

- 7.1. Throughout its history WCO has maintained a reputation as a very friendly and welcoming orchestra; able to blend highly talented and experienced musicians with comparative newcomers in an enjoyable, meaningful and musically rewarding way.
- 7.2. The WCO committee is listed in the members' area of the WCO website. Members can communicate with them: (1) In-person directly; (2) Via email to wessexconcertorchestra@gmail.com or (3) Anonymously via the Communications Officer.
- 7.3. The music for each WCO performance will be: (1) Downloaded freely from the internet; (2) Sourced from the WCO library; (3) Borrowed from another group; (4) Hired from a music library or music publisher or (5) purchased by WCO and added to the WCO library. Playing members should take care



of any original music not downloaded freely; as this will need to be returned in the same condition it was received.

8. Playing Standard

The complexity of our planned repertoire dictates that all players are required to have a reasonable degree of competency. There are significant challenges for all in the music we play, and with some instruments the expected playing standard is high. However, there is also scope to have less experienced players in some sections providing it is clear they are committed to improvement, and are achieving steady progress.

9. Rehearsal Etiquette

Whilst emphasising the importance of maintaining a friendly, informal environment in which to work, WCO requires playing members to adhere to our standard orchestral etiquette as outlined below:

- 9.1. Players are expected to attend all rehearsals, where the rehearsal schedule indicates they are required, unless significant and unavoidable circumstances preclude it. If players cannot, this should be noted in the rehearsal diary or the conductor must be informed in advance. It is a condition of membership that players attend *at least* 75% of the rehearsals unless agreed in advance with the Musical Director.
- 9.2. The advertised start time for the rehearsal is 'baton down' that is seated, settled and preferably tuned. If you are unable to achieve this for significant and unavoidable reasons, inform the section leader or the conductor in advance.
- 9.3. Keep any non-playing activities to the bare essentials.
- 9.4. Remain alert as to which part of music is being rehearsed; the next section to play that part could be you.
- 9.5. There is an expectation that members will practise between rehearsals with particular attention to the parts identified in advance. This includes adding bar numberings where necessary. All members are strongly recommended to improve their understanding of the music by listening to other performances as necessary.
- 9.6. At all times watch the conductor: they provide more than just the beat.

Annexes:

- A. Terms of Reference: Orchestra Manager
- B. Terms of Reference: Financial Manager
- C. Terms of Reference: Administrative Manager
- D. Terms of Reference: Librarian
- E. Terms of Reference: Marketing Manager
- F. Terms of Reference: Concert Manager
- G. Terms of Reference: Orchestra Communications
- H. Terms of Reference: Orchestra Leader
- I. Terms of Reference: Musical Director
- J. Terms of Reference: Repertoire Group



Review

The Constitution and any associated documents will be reviewed and amended (if necessary) every two years by the Committee, unless there are changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Version History

Date	Details
September 2016	New document after adopting Making Music model constitution (updated April 2015).
September 2019	Update to Rule 2.1 after introduction of Safe Guarding Policy and Removal of Appendix 2.
April 2023	Transferred to new format and combined with Appendix 1 'Playing Standards', with review against Making Music model constitution; updated October 2021. Added WCO Ways of Working and Review sections. Renumbered annexes as per Making Music, adding those for Concert Manager and Orchestra Communications.
June 2026	Routine review including minor formatting changes against Making Music model constitution; October 2021.