

KLFC – Rules and Regulations

The word 'trustee' refers to a committee member of KLFC.

Numbers in parenthesis refer to the Clause within the Constitution

1. Membership

- a. (8.(1.a)) The Trustees will be notified of prospective members wishing to be auditioned. If deemed suitable they will be auditioned by the Music Director ideally within 6 weeks of first attending rehearsals.
- b. The voice rep(s) will be informed of all new member(s)
- c. (9.3) All choir members will be re-auditioned on a two yearly basis and must be passed by the Music Director in order to remain a member of KLFC. Continued Membership is at the discretion of the Music Director in conjunction with the Assistant Music Director
- d. Voice reps will be advised of any member moving section after audition, and of any member who has failed their audition
- e. Prospective members will be given an introductory information pack
- f. Members are asked to be punctual for the start of rehearsals at 7.15pm and to mark the attendance sheet accordingly
- g. Members are asked to notify absence or illness to the secretary, or to their voice representative who will mark the attendance register accordingly as A (absent) or S (sick)
- h. Rehearsal venue is usually Springwood School Main Hall. The Secretary will notify members if the venue is to be changed for a particular rehearsal
- i. Written communications between members should be via the secretary. The Librarian will communicate directly with the membership on music library matters

2. Annual General Meeting (10.(2))

- a. The Annual General Meeting will be held not later than October 15 each year
- b. The business of the AGM shall include acceptance of reports from the Chair person, the Music Director, and the Treasurer who will present the Annual Accounts.
- c. The annual subscription will be agreed at the AGM

3. Membership Subscriptions

- a. Subscriptions are payable in full by all members, but are reduced by 50% for members aged under 21
- b. The full annual subscription is due even when a member has missed a term or more of rehearsals
- c. Subscriptions are due by the first rehearsal in November. Subscriptions may be paid in three equal instalments in which case the first instalment is due by the first rehearsal in November, the second instalment is due by the first rehearsal in February and the third instalment by the first rehearsal in May. All members must have paid the full subscription or one third of the full subscription by the first rehearsal in November
- d. Reimbursement of subscription or part thereof, on the grounds of death, illness, relocation or re-audition failure, is at the discretion of the Trustees

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4. Scores - Hire costs
 - a. Hire costs of scores are a sum due to KLFC. Members are responsible for the care of hire scores in their possession and will be liable for any replacement costs or late return fines
 - b. Members should use a 2B pencil or softer when making score markings or directions
5. Terms of Office for Trustees (17(3))
 - a. Trustees shall retire annually at the AGM and be eligible for re-election for a maximum term of six years. A retired member may be re-elected after a break of at least one year
6. Concerts
 - a. The selection of music and concert venue for each performance is decided by the Music Director in consultation with the Trustees
 - b. Where a member has attended less than 75% of rehearsals for a given concert, the Music Director will decide if they may sing in the concert
 - c. Members will be expected to adhere to KLFC dress code
 - d. The Music Director has the right to designate any rehearsal 'compulsory'. Non-attendance may result in exclusion from participation in a concert. This is at the discretion of the Music Director
7. Recordings

Photographic, Video and Audio recordings are forbidden without written permission of the Music Director and Trustees; and if applicable, Professional artists
8. Conduct during Rehearsals and Concerts
 - a. Members are required to be courteous and respectful to others at all times
 - b. Mobile phones will be switched off or to silent mode throughout rehearsals, and switched off in concerts
9. Disputes (31)
 - 1a. Any dispute between trustees and/or members shall be referred in the first instance to the Chair for determination unless the Chair or a connected person to the Chair is party to the dispute in which case another trustee shall be appointed by the trustees to act as Chair to give effect to this Rule.
 - b. The complaint may be made either verbally or in writing.
 - c. With a verbal complaint the Chair shall obtain a verbal response from the individual complained about. The Chair may request further clarification from the parties. Once satisfied that he or she has sufficient and adequate evidence the Chair will communicate the decision either verbally or in writing to the parties within 48 hours.
 - d. With a written complaint the Chair will obtain a written response and proceed as set out in c. above.

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2a. A party dissatisfied with the Chair's decision may appeal to a committee or sub-committee (the Determining Body) appointed in accordance with (22). A committee shall consist of three trustees and a sub-committee shall consist of three one of whom at least shall be a trustee but otherwise appointment may be made from the membership.

b. No person may be appointed to the Determining Body if such person is a connected person to a party to the dispute.

c. Proceedings before the Determining Body shall be by written submission from the parties and each party may make written comment on the other party's submission. The Determining Body may request further clarification from the parties.

d. Once satisfied that it has sufficient and adequate evidence the Determining Body shall fix a date for Determination. The parties may make verbal submissions either in person or by a representative who need not be a member of KLFC at the hearing.

e. The Determining Body may give its decision at the close of the hearing which it may give verbally or it may adjourn for further consideration. If adjourned, it will give a written decision to the parties within fourteen days. The decision will be final.

10. Review of Rules and Regulations and Policies

This will be undertaken annually by the Trustees in the Autumn term.