

## Kingston Philharmonia Members' Handbook

This Members' Handbook (the 'Handbook') has been written under section 12 of the Kingston Philharmonia Constitution (the 'Constitution') as a supplement to that Constitution. In the event of any inconsistency between the Constitution and the Handbook the Constitution shall prevail. These documents, together with the information posted on the website, aim to ensure that we create an enjoyable, friendly environment in which to rehearse and perform music, while still managing our affairs effectively. The Handbook will be posted on the members' section of the website and reviewed annually by the Committee.

### 1) The Orchestra

- Kingston Philharmonia is an amateur orchestra which performs a wide variety of music. It brings classical music into the heart of the community; gives local musicians the opportunity to rehearse and perform a broad classical repertoire; and provides an accessible and affordable alternative to the big London concert venues for local people.
- The Orchestra will normally perform three concerts a year in the Kingston area with up to ten rehearsals for each concert. The Committee may also arrange additional concerts or other events, for example workshops, sponsored concerts or fundraising events, some of which may not require the full Orchestra.

### 2) Membership

- Membership is open to musicians who meet appropriate standards as determined by the Committee, normally a technique approaching Grade 8 standard but equally important is experience of, and ability in, ensemble playing. There is an informal audition process for all wind and brass. String players are not normally asked to audition but to attend a few taster rehearsals, after which the player may be invited to join.
- Members will pay subscriptions at an annual rate set by the Committee. The rate for the 2024/25 season is £180. Payment should normally be made by standing order, but where this is not possible members can agree other arrangements with the Treasurer (currently Sarah Bruce violin). Members are encouraged where possible to pay by monthly standing order of £15, but may also pay £60 termly (in September, January and May), or £180 annually in September

Members joining midway through the financial year may pay a pro rata subscription in that year.

Any member who is unable to play for part of a year may exceptionally be permitted to suspend subscription payments by prior agreement with the Chair and Treasurer, though wind players who wish to retain their seat would normally be expected to pay.

Students are not required to pay subscriptions as long as they remain in full time education.

Any member experiencing hardship in paying should contact the Chair in confidence (currently Judith Rutherford viola).

- Members are requested to keep their contact details up to date with the Membership Secretary (currently Yuko Hirata, violin).

### 3) Code of Conduct

- Dates of rehearsals and concerts will normally be available on the website at least a term in advance. Members are expected to attend rehearsals regularly; to give notice if they cannot attend (and in the case of wind players, to provide a deputy) and to complete the attendance page on the website and keep it up to date. If a wind player is unable to play in a concert, they are asked to discuss the provision of a deputy with the section

principal. Members are asked to arrive in good time for rehearsals and concerts to facilitate setting up, ensure a punctual start and minimise disruption. All members are responsible for helping to reset rehearsal and concert venues as required by the venue.

- Members are expected to commit to the necessary personal practice. Members who borrow music for practice must sign for it with the librarian (currently Francis Bevan, double bass), giving their contact details, and are required to return it at the end of the relevant concert. The Committee reserves the right to charge any member the cost of music signed out to them and which has not been returned.
- Members are reminded that concerts and rehearsals in an orchestral setting can be very loud. If any player has concerns about noise levels, they are asked to provide their own ear protection. Acoustic ear plugs are readily available to buy and need not be expensive.
- Members, the Conductor, the Leader, any soloist and visiting players are expected to treat each other with courtesy and respect, and to contribute to a supportive environment in which to play.
- When referring to the Kingston Philharmonia on social media sites, members should uphold the reputation of the Orchestra and be polite and respectful of others' opinions. Derogatory or defamatory references to individual members, sections of the Orchestra, the conductor, the leader or the Committee should be avoided. Such postings include, but are not limited to, those that are sexist, racist, threatening, insulting, humiliating, unlawful and invasive of another's privacy.

#### 4) Data Protection

From 25 May 2018, all personal data held by the Committee will be held in compliance with the General Data Protection Regulation 2018.

- The Committee will hold the minimum information about members that is needed to run the Orchestra –basic contact details including name, address, phone, email, instruments played. Members can view and amend their own information via the secure private members web page.
- Only the Committee will have access to members' contact details (unless members have chosen to make their details available to other members on the Orchestra's website members page). The Committee will under no circumstances provide bulk data to individuals or other organisations, and individual data only with that member's explicit consent.
- It is implicit in membership that members agree to be contacted by the Committee for purposes connected with the running of the Orchestra such as notification of rehearsals, changes of venue and date, concert information. The Committee may occasionally wish to circulate other information of interest. Members will receive this only if they have explicitly agreed to do so.
- A member may choose to make part or all of their information available to other members. Further, members may choose whether or not to allow contact by other members (and the conductor and leader where appropriate) by email via the webpage – such contact not revealing the member's email address (unless members have chosen to share their email on the members page).
- Only registered members will have access to the private members' web page.

## 5) Trustees & Committee

The Orchestra is managed by a Committee of Trustees in accordance with the Constitution. Since the Constitution is silent on certain points (because it is based on the Making Music model constitution which is applicable to any amateur music group), the Committee has agreed the following in the case of Kingston Philharmonia:

- The Committee shall have up to seven members (Trustees), including Chair, Secretary and Treasurer.
- The Trustees shall be elected at the AGM. Each shall be elected for a term of three years, to a maximum of three successive three-year terms. As set out in the Constitution, one third of the Committee shall stand for election at each AGM.
- Additional nominations for the Committee should be notified to the Secretary (Simon Burley) and a written nomination submitted to [kpoadmin@gmail.com](mailto:kpoadmin@gmail.com) no later than 48 hours prior to the AGM.
- The Committee shall elect the Chair from amongst its trustees
- The Secretary and Treasurer shall be directly elected by the members at AGM (or EGM) (subject to ratification by the Committee of their officer roles). The Committee shall determine other roles to be held by its trustees.
- Members should always feel free to raise issues or make suggestions to members of the Committee in person or by email to: [kpoadmin@gmail.com](mailto:kpoadmin@gmail.com). Minutes of Committee meetings are available upon request.
- Members of the Committee are available to discuss any problems a member may be experiencing in relation to his/her membership of the Orchestra. Should a member have a complaint, they should raise it with the Chair in the first instance and may be asked to put their concern in writing

It is a big effort to manage an orchestra such as ours and put on our concerts. The Committee members are all volunteers from the Orchestra and they rely on help from members. If there is anything you think you can do to contribute, please contact one of the Committee who will be delighted to hear from you.

*Adopted by the Committee January 2016*

*Last amended March 2025*