

The following is supplementary to the Magna Sinfonia Charitable Incorporated Organisation (CIO) Constitution and should be read in conjunction with it.

1. Specific Objectives of the CIO

- a) To provide a platform for able musicians to:
 - i. Practice & improve their playing skills.
 - ii. Perform as part of a sinfonia.
 - iii. Participate in public musical performances.
- b) To provide the public with the opportunity to listen to high quality classical music performances at affordable cost.
- c) To promote classical music appreciation.
- d) Encourage young people to listen to classical music.

2. Trustees

- a) The management of the CIO is in the hands of the Trustees who will appoint from within their number a Chairperson, Secretary, Treasurer and Membership Secretary.
- b) The Trustees will meet at least twice a year. A special meeting may be called at any time by the Chairperson, or by any two Trustees, after giving at least four days' notice.
- c) If the Chairperson is absent from any meeting, the Trustees present are to choose one of their number to act as Chairperson before any other business is transacted.
- d) The quorum for Trustee meetings is at least three Trustees present.
- e) Decisions of the Trustees are made by a majority of votes of the Trustees present, but if necessary, the Chairperson may have a second or 'casting' vote.
- f) The Trustees are responsible for all arrangements for rehearsals and concerts.

3. Delegation.

- a) The Trustees may from time to time appoint one or more sub-committees for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Trustees would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee are fully and promptly reported to the Trustees.
- b) Individual Members of the CIO, who may or may not be Trustees, may be invited by the Trustees to undertake particular responsibilities on a voluntary basis from time to time. These include: the organisation of refreshments at rehearsals and concerts; liaison with rehearsal and concert venues; care of the orchestra's music; maintenance of the CIO's website; organising social events; provision of music for rehearsals and booking it out for private practice.

4. Membership

Membership is:

- a) Automatically granted to all musicians 14 years and over meeting the criteria in Clause 5.
- b) Open to any adult who is interested in furthering the purposes of the CIO.
subject to
 - i. The applicant to accepting the duties of membership set out in sub-clause (3) of the CIO's Constitution.
 - ii. Completion of the CIO's Membership Application Form
 - iii. Approval by the Trustees.
- c) Subject to the member acting in the best interest of the organisation and may be suspended for a period of up to 21 days if the trustees consider this necessary. During this period the circumstances leading to the suspension will be subject to investigation and the process will conclude with the suspension being revoked, a warning or withdrawal of membership.

5. Musical Ability Requirements and Participation

Participation as a musician in public performances and workshops is open to all members subject to their ability (generally Grade 8 minimum) and policies relating to Auditions, Fixing and Seating as detailed below

a) Auditions

- i. Auditions take place throughout the year and can be completed face-to-face or online by way of video.
- ii. New wind and brass players will be auditioned. This will consist of performing a solo of no more than 3 minutes, an orchestral excerpt. If successful, they will then be asked to take part in a concert on a trial basis.
- iii. String players who wish to lead (not 1st violin) or co-lead (so front desk players) will be asked to complete a formal audition. This will consist of performing a solo of no more than 3 minutes, an orchestral excerpt and a trial on front desk.
- iv. Tutti strings will undergo an informal audition. This will consist of being invited to a rehearsal, sitting at the back of a section for the first half and then with the section leader for the second half. If successful, they will be added to the list for future concerts (unless there is an immediate need for additional strings for that concert).
- v. Auditions will be held by the section principal plus an appropriate member of the committee (i.e. section fixer or same discipline, assuming there is with no conflict of interest).
- vi. Any current member of the orchestra may request an audition for front desk (strings) or section principal (wind and brass) at any time. If time allows, this will take place as soon as possible.
- vii. Players that are needed to fill seats for a concert last minute need to be vouched for by another member of the orchestra, and can be exempt from audition, but this does not entitle them to a permanent seat in the orchestra.

b) Fixing

- i. Orchestra fixers must be a committee member. Currently these are:
 - Violins - Ben
 - Viola – Chris
 - Celli/Bass – Christina
 - Wind – Alexa
 - Brass – Tom
 - Percussion/Harp/Piano – Chris
- ii. Auditioned players will be asked first.
- iii. The section fixer has the final say on who will be invited to play, taking into consideration these factors:
 - Player availability for rehearsals
 - Repertoire
 - No. players/size of section needed (i.e. orchestration).
 - Standard/experience of player

c) Seating

- i. Seating plans will be arranged taking into consideration the following factors:
 - Availability for rehearsals
 - Repertoire
 - Orchestration
 - Standard/experience
- ii. The section fixer decides and publishes the seating plan in advance of the first rehearsal.
- iii. The section fixers reserve the right to change the seating plan based on the circumstances of the factors in 5. c) i above.
- iv. Players who have passed the audition process are more likely to be asked to sit in principal/front desk positions.
- v. The term Principal refers to “a” section principal not “the” section principal, i.e. principal for a concert, but not necessarily ongoing for all concerts.
- vi. There may be rotating within a programme particularly for woodwind/brass.

6. Guest Musicians, Orchestra Leaders and Conductors

- a) The Trustees will select and employ paid guest conductors.
- b) The Orchestra Leader is a paid position appointed by the trustees and is therefore different and outside of the process for appointing front desk string players. Any violinist can apply to be auditioned for the leader of the orchestra position, but their appointment will require approval from a majority of the trustees.
- c) Percussion, harp and keyboard (piano, celeste etc) and any other extraordinary instrument requirements are sourced on a per concert basis and are not subject to the policy for core orchestra membership and participation. Trustees are responsible for inviting suitable persons, negotiating appropriate payment and, if necessary, terminating the engagement.

- d) The Conductor may attend trustee meetings except when his or her position is being considered.
- e) The Conductor, in consultation with the Trustees, is responsible for the selection of music to be played and performed.
- f) The Orchestra Leader may attend Trustee meetings except when his or her position is being considered.

7. Finance

- a) The financial year runs from 1 August to 31 July.
- b) The Treasurer and two Trustees are signatories to the CIO's bank accounts.
- c) All cheques and withdrawals require two Trustee signatures.
- d) The income of the CIO may include subscriptions, donations, grants in aid, fees from other organisations which hire its services and the income from ticket sales at its own concerts together with interest on its bank accounts.
- e) The expenditure of the CIO is to be applied wholly towards promoting the objects of the CIO as set out in clause 1 above. It will normally include, but not limited to the hire of rehearsal room and concert premises, the hire of music, expenses incidental to the management and administration of the orchestra as well as the payments to the Conductor, Orchestra Leader and Guest Musicians.
- f) Fees are payable by member musicians participating in the CIO's practices, performances and workshops:
 - i. The Fees will be determined by the trustees based primarily, but not exclusively on costs involved.
 - ii. Members will be notified of the Fees required before any programme commences.
 - iii. Trustees may, at their discretion offer a single event Fee or an annual Subscription Fee.
 - iv. Trustees may at their discretion offer reduced Fees for members with financial constraints.

8. Data Protection

The type and use of the data held does not require Magna Sinfonia, as a CIO to register with the Information Commissioners Office (ICO). However, the CIO undertakes that data handling will conform to The General Data Protection Regulation (GDPR) (EU) 2016/679. The following documents, available on the Magna Sinfonia website relate to what data is held and how it is handled:

- a) Data Protection Policy
- b) Privacy Statement

Members will be asked to complete a form providing appropriate contact details and consents.

9. Public Performance Pricing

- a) Ticket cost for those under 18 will normally be £2.
- b) Ticket prices for all attendees who are 18 and over will be determined by the trustees.

10. Gift Aid

- a) CIO Members who pay tax will be encouraged to complete a Gift Aid Declaration enabling the CIO to reclaim the appropriate amount of tax on Fees and Donations.
- b) Members of the public who pay tax and wish to donate to the CIO will be encouraged to complete a Gift Aid Declaration enabling the CIO to reclaim the appropriate amount of tax.