

# THE LONDON BALLET CIRCLE

## GUIDANCE FOR MEMBERS 2019 and until further notice

### 1. INTRODUCTION

The London Ballet Circle (LBC) operates in accordance with the Charity Commission's model Constitution which it adopted in 2008. This means that the Trustees (i.e. the Committee), who are responsible for the LBC's operation as a charity, have needed, over time, to develop regulations to help them manage the LBC's affairs efficiently and effectively.

Under the terms of the Constitution, the Trustees may also make rules covering membership, the conduct of members, and various policies and procedures. Existing ones have now been updated and those marked \* below have been adopted in response to more recent external change and legal requirements.

All members are therefore expected to abide by the guidance which is set out below and includes the main features of the LBC's:

- Visits Policy\*
- Privacy Policy\*/Data Protection Policy\*
- Website and Social Media Policy\*
- Complaints Procedure
- Conflicts of Interest Policy (applicable to Trustees, Committee Members Emeritus and Cooptees)

The LBC Constitution and copies of the policies may be viewed online at <https://www.tlbc.co.uk> and are available on request to the Secretary [info@tlbc.org.uk](mailto:info@tlbc.org.uk) or at 5, Barons Keep, London W14 9AT.

It is the responsibility of individual members to ensure that they are fully aware of the rules and of the expectations on members they contain. [For their part, the Trustees will make every effort to ensure that members are kept informed and updated as appropriate.]

### 2. MEMBERSHIP

- 2.1 The annual subscription dates either from the date of joining (online or otherwise) or, for paper-based renewals, from 1<sup>st</sup> November. The subscription level is set in consultation with the membership.
- 2.2 Although membership is normally open to people aged over 18, the Trustees may, at their discretion, admit younger (non-voting) members provided that they are enrolled by, and with, a responsible adult and attend meetings in the company of a responsible adult.
- 2.3 Membership offers the benefit of reduced entry fees to talks, participation in visits and events (at an extra cost), receipt of a bi-monthly newsletter, e-mail updates, access to the members' area of the website, and social opportunities. The income from subscriptions is also used to support the LBC's various charitable purposes and to cover the expenses incurred in running the organisation.
- 2.4 The charges made to attend talks and participate in visits are set by the Trustees in consultation with the membership and are kept as low as possible in the context of covering accommodation costs or the LBC being able to give a charitable donation to the organisations visited.
- 2.5 Enrolment as a member and membership renewal signifies agreement to the LBC storing personal data (name, address, e-mail address, telephone number, payment information, gift aid tax declaration) in accordance with its *Privacy and Data Protection Policies* and to the receipt of LBC newsletters, other information and notices of general meetings either electronically or, if the member does not have e-mail, by post.
- 2.6 Members may withdraw or amend their consent to the LBC holding their personal data at any time on notification to the Membership Secretary.
- 2.7 Members with e-mail addresses are sent their newsletters as e-mail attachments. An additional payment is required if such members also wish to receive their copies by post.

2.8 Members without e-mail access, and who therefore need to have their newsletters posted to them, are invited to make a donation to help defray the additional costs of printing and postage.

2.9 Names or membership numbers may be used in connection with members' participation in LBC events. [With effect from 2019/20, membership cards are no longer issued.]

2.10 No refund is payable on the resignation of a member or the termination of membership for any reason.

### **3. CODE OF CONDUCT**

3.1 It is expected that members (and people they invite to join them) will:

- a) treat one another with honesty and courtesy, build open and inclusive relationships with everyone who comes into contact with the LBC, and respect and value individual differences;
- b) (as referred to in the introduction) act in accordance with the LBC's Policies and any further guidance that the Trustees may deem necessary from time to time;
- c) collaborate with the Trustees in the interest of the efficient and effective running of the LBC; specifically abide by the LBC's *Visits Policy* so as to ensure the safeguarding of students and the preservation of confidentiality for the organisations visited and their staff;
- d) comply with the guidance on visits when interacting with any young people attending LBC events;
- e) not take any kind of pictures or recordings without the permission of the talk guest/host or the organisation being visited; and
- f) not post any individual reports/comments about talks online. [The LBC's guests and hosts have the opportunity to approve the official account before a full report is put up on the LBC's website.]

3.2 Any breach of this code on the part of a member or his/her guest(s) will result in the immediate suspension of the member pending further investigation/consideration by the Trustees. This could result in the termination of membership.

3.3 Members who wish to raise a complaint should speak quickly to a Trustee/Committee Member or contact the Chair so as to enable the LBC to put things right. The LBC *Complaints Procedure* is available to assist members who feel that a concern needs to be taken further.

### **4. GENERAL MEETINGS**

4.1 Annual General Meetings (AGMs) are for the purpose of:

- a) receiving annual reports from Officers, including the audited annual accounts;
- b) electing Trustees and Officers;
- c) considering any resolution submitted in writing within the specified time; and
- d) any item of other business

4.2 The notice given to members prior to an AGM (of at least 2 clear weeks) as appropriate invites nominations for members to serve as Trustees, nominations for Officers, formal proposals, and requests for matters to be discussed.

4.3 The agenda and minutes of the previous meeting(s) are issued to all members at least one clear working week ahead of any general meeting.

4.4 Minutes are taken of all general meetings and confirmed at the next such meeting.

4.5 A summary of the proceedings of the AGM, together with the headline figures from the annual accounts, is provided in the subsequent newsletter. Copies of the LBC's annual report and accounts are available at the AGM or on application to the Secretary (via e-mail: [info@tlbc.org.uk](mailto:info@tlbc.org.uk), in person, or by a note passed to her or to another Trustee for her attention – enclosing a large stamped addressed envelope.