

# The Monash University Philharmonic Society

## Small Ensembles Policy

### Part 1. The Policy

#### 1.1. Interpretation

- 1.1.1. The provisions of this schedule shall be construed subject to the constitution of the Monash University Philharmonic Society. Where this schedule is inconsistent with the constitution of the Monash University Philharmonic Society, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect.
- 1.1.2. In this schedule, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Monash University Philharmonic Society, and
- (i) “Main Ensemble” means the Monash Jazz Orchestra (MoJO), Monash Symphonic Winds (MSW) and Monash Philharmonic Orchestra (MPO).
  - (ii) “Playing Fee” means an additional charge separate from membership levied to participate in the Society’s ensembles.
  - (iii) “Small Ensemble” means any ensemble currently affiliated with the Society that is not a main ensemble.

### Part 2. The Small Ensembles Program

#### 2.1. Aims and Objectives

- 2.1.1. The aims and objectives of the small ensembles program shall be to
- (i) Support members of the Society in their musical endeavours by assisting them in founding and running small ensembles.
  - (ii) Provide additional performance opportunities for the Society’s members.

#### 2.2. Participation Eligibility

- 2.2.1. Any member of the Society who has paid the Society’s current playing fee will be eligible to found or play in a small ensemble.
- 2.2.2. At the committee’s discretion, the requirement of payment of the Society’s playing fee may be waived for members who only participate in a small ensemble.

## **2.3. Removal of Small Ensembles**

- 2.3.1.** A small ensemble and its members may be removed from the Small Ensembles Program, and support refused on a temporary or permanent basis by the affirmative votes of a majority of the committee if a small ensemble or its members are found to be violating any part of this policy.
- 2.3.2.** If any small ensemble is found to be hiding performances or performance opportunities from the Society, paid or otherwise, it shall no longer be registered with the Society, and its members no longer eligible for the Small Ensembles Program.
- 2.3.3.** Where a dedicated concert for Small Ensembles is arranged by the Society, any ensemble that does not participate may be removed from the Small Ensembles Program at the discretion of the Small Ensembles Coordinator.

## **2.4. Ensemble Expectations**

- 2.4.1.** Members performing in a small ensemble, especially for a third party are expected to;
  - i) Be punctual for any performance.
  - ii) Dress appropriately for an occasion, and to any appropriate dress code specified by the committee or third party requesting the performance.
  - iii) Act in a professional manner whilst dealing with other members, committee, ensembles and third parties.
  - iv) Communicate regularly with the committee and Small Ensembles Coordinator.
  - v) Not otherwise bring the Society into disrepute.
- 2.4.2.** Small ensembles not meeting the expectations in §2.4.1 may be removed from the Small Ensembles Program at the discretion of the Small Ensembles Coordinator.

## **Part 3. Society Support for Small Ensembles**

### **3.1. Operational Support**

- 3.1.1.** The Society can provide support of a purely operational nature, or financial nature at the discretion of committee
- 3.1.2.** The Society may support small ensembles through the following means
  - i) Venue hire, including Monash Venues bookings
  - ii) Performance opportunities
  - iii) Performance licensing
  - iv) Publicity
  - v) Use of Society equipment
  - vi) Music, including printing and photocopying of music in the public domain
  - vii) Purchases of other assets or equipment

- viii) Reimbursement of costs incurred

### **3.2. Venue Hire**

- 3.2.1.** If a small ensemble wishes to make use of Monash Venues room bookings they should provide at least 10 working days' notice to the Small Ensembles Coordinator.
- 3.2.2.** Upon receiving a booking confirmation, the small ensemble will be notified by the Small Ensembles Coordinator.
- 3.2.3.** If a small ensemble wishes to perform at a non-Monash venue, they must notify the Small Ensembles Coordinator and receive permission from committee, even where no booking fee is involved.
- 3.2.4.** Where a booking fee is involved, it must be applied for under §4 (Grant Applications).

### **3.3. Performance Opportunities**

- 3.3.1.** The Society will endeavour to hold at least one dedicated concert for small ensembles every year.
- 3.3.2.** Small ensembles may also be granted the opportunity to perform at one of the Society's main ensemble performances at committee's discretion.
- 3.3.3.** If the committee is approached by a third party for a small ensemble to perform, the committee member who received the request should pass it on to the Small Ensembles Coordinator, who will pass it on to the suitable small ensembles.
- 3.3.4.** If there are multiple suitable ensembles, priority will be given to an ensemble on the basis of;
- i) Lack of recent performance opportunities
  - ii) Activity of the ensembles
  - iii) Performance standard of the ensemble (where appropriate)
  - iv) Response time
  - v) Availability of members
- 3.3.5.** If there are multiple suitable ensembles, any committee member participating in one or more of those ensembles, including the Small Ensembles Coordinator, shall not choose an ensemble to participate, and the task shall be assigned to an impartial office bearer.
- 3.3.6.** Once a small ensemble has been chosen for a performance for a third party, the decision will be communicated to currently existing small ensembles and the committee.
- 3.3.7.** Any small ensemble may separately book their own performances, provided there is no cost to the Society.

**3.3.8.** If a small ensemble wishes to perform at a non-Monash venue, they must notify the Small Ensembles Coordinator and receive permission from committee, even where no booking fee is involved.

**3.3.9.** Where a booking fee is involved, it must be applied for under §4 (Grant Applications).

### **3.4. Performance Licensing**

**3.4.1.** All small ensembles performances must be appropriately licensed through APRA where required.

**3.4.2.** A small ensemble must apply for licensing costs under §4 (Grant Applications) where they are not organised by a performance venue. This will not ordinarily be refused.

### **3.5. Publicity**

**3.5.1.** Where possible, the Society will assist small ensembles with publicity including, but not limited to

- i) A notice on the Society website
- ii) An event on the Society Facebook page

**3.5.2.** The assistance of Publicity Officer may be requested in creating publicity for an ensemble, but should not be expected.

**3.5.3.** Where there is a cost involved in proposed publicity, including printing within Clubs & Societies, it must be applied for under §4 (Grant Applications).

### **3.6. Use of Society Equipment**

**3.6.1.** A small ensemble shall be able to use equipment owned by the Society provided

- i) It is not in use by a main ensemble
- ii) It is not currently on external hire

**3.6.2.** Due care should be provided to all Society equipment, and the Society may request that a member not exercising due care who has been found to damage equipment makes a reasonable financial contribution to its repair.

### **3.7. Music**

**3.7.1.** A small ensemble, in conjunction with the committee, must ensure that all sheet music used at rehearsal or performance is obtained in line with current copyright laws.

**3.7.2.** A small ensemble should familiarise themselves with the relevant copyright laws if they intend to rehearse or perform without sheet music, and ensure all actions comply with them.

- 3.7.3. A small ensemble shall be able to use appropriate sheet music in the Society's library.
- 3.7.4. A small ensemble can request the purchase of sheet music. The small ensemble should investigate the price at multiple locations before applying to the committee.
- 3.7.5. A small ensemble can request printing and photocopying of sheet music that is in the public domain.
- 3.7.6. Any printing or purchase must be applied for under §4 (Grant Applications).

### **3.8. Purchases of Assets and Equipment**

- 3.8.1. A small ensemble should investigate the price of any proposed purchase at multiple locations before applying to committee.
- 3.8.2. A small ensemble must submit a Grant Application under §4 before making any purchase.

### **3.9. Reimbursement of Costs Incurred**

- 3.9.1. A small ensemble may request reimbursement for costs incurred during their participation in the small ensembles program.
- 3.9.2. Expenses that may be reimbursed include, but are not limited to, fuel and public transport costs.
- 3.9.3. This will not be provided for Third Party Performances where a member is eligible to be paid (§5.3).
- 3.9.4. A small ensemble must apply under §4 (Grant Applications) before the expense is incurred.

## **Part 4. Grant Applications**

### **4.1. Purchasing Criteria**

- 4.1.1. The committee shall assess all proposed purchases on
  - i) General benefit to the Society
  - ii) Cost-effectiveness and cost neutrality of the ensemble
  - iii) Appropriateness for the ensemble
  - iv) Activity and member engagement of the small ensemble
  - v) Income received through the small ensemble in the past
  - vi) Anything further, at the committee's discretion
- 4.1.2. If the small ensemble has elected to be paid under §5.3 in the past, and is not currently cost neutral, the committee may require the ensemble to become cost neutral before discussing further applications.

## 4.2. Application Procedure

- 4.2.1. The general procedure that shall apply when a small ensemble wishes to make a purchase is as follows
- i) The small ensemble makes a request to the committee for a purchase of any kind. For purchases with total value greater than \$AUD50, a Grant Application Form (see **Attachment 1**) must be completed.
  - ii) The request is discussed by the committee to assess it based on the purchasing criteria (§4.1)
  - iii) Preliminary support may be given or declined by the committee, and the ensemble may be requested to obtain a number of written quotes before purchase.
  - iv) Final approval or denial of any purchase can only be granted at a committee meeting. The small ensemble is encouraged to take part in any discussion.
  - v) If a purchase is approved, the committee will nominate a date which the purchase must be completed by, and an approved purchaser, who will be briefed on all relevant auditing procedures prior to any purchase being made. The purchaser will be reimbursed by club cheque upon presentation of an appropriate receipt.

## 4.3. Budget Allocation and Use

- 4.3.1. A small ensemble may apply to make a suitable purchase at any time.
- 4.3.2. All applications for purchase must be formally approved before any purchase is made. If a purchase is made without prior approval, the purchaser will not be reimbursed.
- 4.3.3. If there is a playing fee required to participate in the Small Ensembles Program, all members of the ensemble must have paid that fee before the committee will discuss any purchase for that ensemble.
- 4.3.4. It is suggested that an initial allocation of funds worth at least three suitable pieces of sheet music is made for a new ensemble.
- 4.3.5. Any purchases must be made within the timeframe specified by committee at the time of authorisation. The authorisation will expire if the purchase is not made in the appropriate time. If an authorisation expires, the committee is under no obligation to approve the purchase again.

## Part 5. Income Received by Small Ensembles

### 5.1. Cost Neutrality

- 5.1.1. Though the Society can fund equipment and services for small ensembles use, it is expected that a small ensemble will aim to be cost neutral where possible.

- 5.1.2.** An ensemble will be considered cost neutral where the income received by the ensemble within the previous 12 months is no more than \$50 less than the total expenditure made by that ensemble.
- 5.1.3.** For the purposes of determining cost neutrality equipment purchases that can be used by other ensembles will not be included.

## **5.2. Third Party Performances**

- 5.2.1.** If a third party approaches the Society or a small ensemble seeking a performance, a small ensemble may request that a committee member negotiates on their behalf.
- 5.2.2.** The Society shall require a minimum 20% deposit be paid before confirming any small ensemble booking.
- 5.2.3.** As per Clubs & Societies requirements, payment made must be made by cash to the Society, funds transfer to the Society bank account, or cheque. No payment may be made into or via a members' bank account.
- 5.2.4.** Any payment made will be allocated to approved purchases for the small ensemble in the future. These purchases will still need to be applied for under §4 (Grant Applications).
- 5.2.5.** If multiple ensembles are suitable for a third party performance which the Society has been approached for, the performance will be allocated to an ensemble as per §3.3.

## **5.3. Payment from the Society to Members for Third Party Performances**

- 5.3.1.** At the discretion of committee, the Society may pass on up to 80% of the payment received for a small ensembles performance for a third party to members of that ensemble as compensation for the service provided to the Society by the members' performance, provided the ensemble is cost neutral.
- 5.3.2.** At the discretion of committee, the Society may pass on up to 50% of the payment received for a small ensembles performance for a third party to members of that ensemble as compensation for the service provided to the Society by the members' performance if the ensemble is not cost neutral.
- 5.3.3.** The committee shall, where practical, discuss and confirm the payment to be made to members in advance of any performance. This decision shall be binding on the committee unless the ensemble violates this policy.
- 5.3.4.** Any payment made to a member will require that the members provide
- i) A receipt stating their A.B.N. (if applicable), full name, address, contact phone number showing balance paid in full.
  - ii) If they do not have an A.B.N., an Australian Taxation Office "Statement By Supplier" (See **Attachment 2**)

- 5.3.5.** Any potential payment made to a member under §5.3 will be included as an expense when considering the cost neutrality of a small ensemble for the purposes of this section, and will be heavily weighed when considering future applications.

## **Part 6. Dispute Resolution**

### **6.1. Allocation of Performances**

- 6.1.1.** If a small ensemble believes the allocation of a performance has been made in a manner that violates §3.3, this will be resolved by
- i) The small ensemble should contact a committee member to appeal the allocation.
  - ii) This will then be referred to a committee discussion at the earliest possible time.
  - iii) The committee will rule on whether a performance was allocated in violation of §3.3
  - iv) If the committee decides that a performance was allocated in violation of §3.3, they will allocate the performance in line with §3.3.
  - v) Any decision made by the committee in this matter is final.

### **6.2. Other Disputes**

- 6.2.1.** Disputes between members and small ensembles should be handled with the Freedom From Harassment Policy.

## **Part 7. Publicity Requirements**

### **7.1. Society Affiliation**

- 7.1.1.** All publicity material advertising a small ensemble or performance must contain
- i) A notice of affiliation with the Society, for example “a Small Ensemble of the Monash University Philharmonic Society”
  - ii) The URL, or a link to the Society website
  - iii) An email address ending in “@monashphil.org” as the contact point

### **7.2. Clubs and Societies Affiliation**

- 7.2.1.** Any publicity distributed or shown on the Clayton Campus of the University must contain the text “Affiliated with Monash Student Association Clubs & Societies”, “Affiliated with MSA Clubs & Societies”, or “Affiliated with C&S”

### **7.3. Appropriateness of Publicity**

- 7.3.1.** Any publicity material must be suitable for a wide audience, and neither cause offence to a reasonable person, nor reflect poorly on the Society.