

For the purposes of this document East Coast Collective will be known as “ECC”

East Coast Collective

- *A Mixed 4-part A' Cappella Chorus, singing predominantly in the Barbershop style*
- *ECC is part of Ipswich Barbershop Harmony Club & is entitled to the benefits and privileges awarded to Ipswich Barbershop Harmony Club and its subsidiaries, including and not limited to;*
 - *Sheet music*
 - *Copyright material*
 - *Learning material*
 - *Insurances*
 - *Equipment*

Accessibility & Equality

- *ECC is open to any person of 18 years and over, but considerations must be made for access, and ability to hold a note and to learn the songs*
- *Every person wanting to join will be assessed on an individual basis*

Membership

- *You are considered a member once you have filled in your membership form and contact details have been recorded, there is no official membership requirements*
- *Although there is no formal process or audition for membership, each individual member will be placed on a 3-month probationary period, which will be reviewed monthly by ExComm, and a final decision made after 3 months. Resulting in the following...*
 - *We shall ask you to leave, or*
 - *We will confirm that you are a member of ECC*
 - *Arrangement of an extension, agreed between Musical Director, Chairman, and the member in question*
- *What we expect in the first 3 months*
 - *You learn at least one song to a suitable standard*
 - *You integrate with the chorus & get on with other members*
 - *You attend at least 65% of rehearsals (emergencies excepted)*
- *Any problems with the above can be worked out with the chairman & Musical Director, who can arrange extensions, and anything else that is felt needed*
- *When a member leaves, ECC reserves the right to hold information on the member for 6 months or until the next AGM (whichever is sooner)*

Data protection

- *All personal information held by ECC will only be used for chorus communications and business to do with ECC and will not be disclosed or discussed to anyone outside of ECC without prior consent*
- *Only elected officers of ECC will have access to personal data, and only to use in the pursuit of their office.*
- *You have the right to know what information we hold on you, and can request to see it any time, giving appropriate notice.*

ECC Policy & Purpose

Communication

- *Emails are the primary method of communication*
- *Any information sent via email will be for the intended recipient only.*
- *Any emails sent out to ECC in general will have members Bcc'd so email addresses cannot be seen by everyone.*
- *Any messages on WhatsApp will be able to be seen by all members in the group, including phone numbers.*
 - *Being on the whatsapp group is by choice*
 - *You do not have to be on the whatsapp group*
 - *You can ask to be removed at anytime*
- *Social media comments and posts will be able to be seen by any other members in the Facebook group, not just members of ECC. Private messages can be sent.*
- *Any members contacting another member outside of ECC parameters other than in pursuit of their office or for ECC business, will result in disciplinary action being taken, unless prior specific consent has been given by the recipient*
- *All communication in The ECC App will be seen any member on the App*
 - *When you sign up to the App, it is up to the member how much info they put, but all personal info can only be seen by the admin, which is The Chairman*
 - *Only members that have joined The ECC Team App, will have access to things put on there, people that haven't joined will not have access to all things, and certainly not any personal information*

Aim

- *ECC plans to sing songs that aren't necessarily "traditional" barbershop songs, but are more well known, or fun. Nevertheless, some "traditional" songs will be learned to enable tuning and chord ringing not so prominent in newer type songs*
- *ECC aims to improve the singing of its members in a fun and positive way, without prejudice or animosity*
- *ECC aims to improve mental well-being through singing and friendship*
 - *We encourage members to chat to each other- without disturbing the rehearsal itself*

Grievances

- *ECC aims to be a friendly welcoming environment open to everyone*
- *ECC will not tolerate arguments or animosity within the chorus*
- *In the course of a rehearsal there will be jokes & banter, in no way are they meant to offend... if any joke offends, please inform either the person or the chairman*
- *Any grievances should in the first instance be taken up with the chairman which at this time is Andy Watkins, and/or Hon Secretary Lou Allen, and appropriate measures will be taken to solve the problem. In extreme cases legal action may be taken.*
 - *For issues of a sensitive nature female members can speak to Lou Allen*
 - *For issues of a sensitive nature male members can speak to Andy Watkins*



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Media

- *All photos and videos taken may be used for promotional purposes or/and posted on social media and the ECC website, and by being a member you consent to this unless otherwise instructed*
- *ECC and its members shall own all copyright with regard to photos/videos taken*
 - *Any photos taken by an individual will remain the copyright of the person that took them, but we reserve the right to be able to use all photos and videos on our website or promotional material*
- *All requests from outside media sources should be directed towards any of the following,*
 - *The Chairman*
 - *Hon Secretary*
 - *Vice Chairman*
 - *Musical Director*

Convention

- *Convention is a national Barbershop competition, usually held each year on the last May bank holiday weekend, it's not free and accommodation would be needed as it's in Bournemouth or Harrogate on alternate years.*
- *We aim to put ECC in competition once a year at BABS convention, when we are at a standard worthy of it*

Sing Outs

- *We aim to engage in sing outs, whether paid or unpaid*
- *All members are expected to keep their eyes and ears open for potential sing outs*
- *When a possible sing out is found, it will be down to the Chairman and MD to make a decision on the viability*
- *The person that finds the sing out shall remain part of the liaison/organizing team for that sing out*

Money (Subscriptions and Membership fees)

- *ECC will be run as a non-profit organization, all monies collected will go to further the chorus.*
- *We charge a subscription of £12 paid by standing order*
 - *Payment date is to on or around 1st of the month*
 - *The first month is free to allow a new member time to see if they like it (And us to see if we like them!)*
- *ECC is registered with the governing body, BABS (British Association of Barbershop Singers)*
 - *As such all members will need to be registered with BABS*
 - *Membership of BABS opens up a wealth of information and events*
 - *ECC will help with the process*



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East Coast Collective Shop

- *ECC has a shop on the website, and we would encourage members to buy some of the merchandise, in particular T-shirts and Polo shirts. No profit is made from any item sold, everything is priced at the price they cost us, nothing extra is added.*
- *All items are bought outside of ECC, and as such does not get included in ECC accounts.*
 - *Andy will buy the items, and the purchaser will reimburse Andy*

Meetings

- **ExCom**
 - *ExCom are the members of the committee voted for by the members in an AGM*
 - *Members of Excom will meet 4 times a year (every 3 months)*
 - *Ordinary members may apply to go to an ExCom meeting should they feel they have something to add*
 - *Or they can submit a proposal for ExCom to discuss at the meeting*
- **AGM**
 - *We will have an AGM once a year in September, where officers can be elected (or persuaded) and a plan for the future can be put forward*
- *Minutes of all meetings will be produced and will be available upon request and will also be put on the ECC website.*

Officers

- *For membership of BABS the minimum officers needed are as follows, Chairman, Hon Secretary and Treasurer, & an appointed position of Musical Director, (Ones in red)*
 - **Chairman** **Andy Watkins**
 - **Hon Secretary** **Lou Allen**
 - **Vice Chairman** **Brian Crockett**
 - **Treasurer** **Daniel Jackson**
 - **Music Officer** **Wendy Hicks**
 - **Musical Director** **Ben Topliss**
- *Further roles for consideration as and when the chorus gets to the point that they are needed are:*
 - *Sing out secretary*
 - *Public relations officer*
 - *Recruitment and Retention officer*
 - *social media officer*
 - *performance officer*
- *Some roles can be combined should an individual wish to take on more responsibilities, new roles could be made should the need arise, and some roles might never actually be used.*
- *At the AGM there will be an opportunity to put names forward for any role, either existing or a new role*



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Uniform

- *All members are expected to purchase some ECC clothing*
 - *At the very least, an ECC polo shirt*
 - *Please see the “shop” for other ECC items available*
- *The Uniform for informal singouts are the blue ECC polo shirts*
- *The Uniform for formal sing outs & Convention is;*
 - *Blue shirt/Blouse (There is a particular one we use)*
 - *Black bottoms (Individual style, but smart)*
 - *Black shoes (Individual style)*
 - *Yellow/Gold accessories (Individual choice)*

Members Participation

- *All members regardless of length of membership with ECC are encouraged to put forward ideas for the betterment of the chorus*
- *All members are expected to try and turn up at sing outs*
 - *If the date doesn't fit, we don't expect you drop everything for a sing out*
 - *Not fully knowing the songs is not an excuse not to participate in a sing out*
 - *It is expected that a member will do their best, even if it's with sheet music*
- *All members are expected to at least consider attending Convention*
 - *We do realize that the costs involved might be prohibitive*
 - *Any member that really wants to go will go!*



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