

BYLAWS OF WEST CITY MUSIC INCORPORATED

These bylaws set out how West City Music (WCM) operates. They are designed to keep our ensembles running smoothly, make participation enjoyable for everyone, and ensure our instruments and equipment are well looked after.

1. MEMBERSHIP

- (a) Members fill out a membership form each year to confirm their participation and keep contact details up to date. Members are encouraged to provide at least one emergency contact name and phone number.
- (b) Membership fees should be paid in full by 31 March of the current year.
- (c) We are happy to discuss payment by installment, late payment or financial hardship situations on a case-by-case basis. Please contact the WCM Secretary prior to 31 Mar to make other payment arrangements.

2. CODE OF CONDUCT

- (a) West City Music aims to make ensemble playing enjoyable and rewarding. To help us achieve this, we ask members to:
 - (b) Where possible, commit to an ensemble for the full calendar year. This helps Music Directors plan repertoire and performances.
 - (c) Attend rehearsals regularly. If you need to miss a rehearsal, let the Music Director and Ensemble Manager know.
 - (d) Treat others with respect. Abusive, intimidating, or disrespectful behaviour is not acceptable.
 - (e) Not attend rehearsals or performances under the influence of alcohol or drugs.
 - (f) Some individual preparation — such as printing and organising sheet music and individual instrument practice — may be required.

3. SAFETY

- (a) All members must follow West City Music's Health and Safety guidelines.

4. ASSETS (INSTRUMENTS AND EQUIPMENT)

- (a) West City Music owns instruments and equipment for the benefit of its ensembles and members.
- (b) Loans to members:
 - (i) Long-term loans: Members are responsible for insurance, maintenance, and minor repairs. Any damage must be reported to WCM management.

- (ii) Short-term loans: May be arranged with approval from WCM management.
 - (iii) Personal use (e.g. private events or performances): Allowed with approval from the Executive or Assets Manager. Approval depends on whether the environment is safe and does not put the asset at risk of damage, loss, or theft.
- (c) Loans to non-members
 - (i) May only occur with Executive approval.
 - (ii) A donation from the borrowing organisation would be appropriate.
- (d) Commercial use of WCM assets should be discussed with the WCM Executive, and a hire fee if appropriate, agreed upon.