

THE LONDON BALLET CIRCLE

GUIDANCE FOR MEMBERS

1. INTRODUCTION

The London Ballet Circle (LBC) operates in accordance with the Constitution which it adopted in 2023. 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. All members are therefore expected to abide by the guidance which is set out below:

- Safeguarding Children Policy
- Privacy and Data Protection Policy
- Website and Social Media Policy
- Complaints Procedure

Additional policies and procedures may apply to Trustees in that role.

The LBC Constitution and copies of the policies may be viewed online at <https://www.tlbc.org.uk> and are available on request to the Secretary info@tlbc.org.uk.

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

2. MEMBERSHIP

2.1 Annual subscription dates apply either from the date of joining (online or otherwise) or, for paper-based renewals, from November 1st. The subscription level is set in consultation with the membership.

2.2 Membership for those aged 18 - 25 is at a reduced rate and expires on the renewal date that occurs after the member's 26th birthday.

2.3 Members may, at the discretion of the Chair and/or Events Manager, enrol young persons as guests to some events. They must be on the event attendance list and are required to be accompanied by a responsible adult at all times.

2.4 Membership offers the benefit of free attendance at Zoom-only talks, attendance at in-person talks, visits and events, e-mail updates, access to the members' area of the website including access to recordings of prior talks, and social opportunities. The income from subscriptions is used to support the LBC's various charitable purposes and to cover the expenses incurred in running the organisation.

2.5 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 venue costs or the LBC being able to give a charitable donation to the organisations visited.

2.6 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 Policy* and to the receipt of LBC newsletters, other information and notices of general meetings.

2.7 Members with e-mail addresses are sent their newsletters as e-mail attachments.

2.8 In exceptional cases members without e-mail access may be sent information and notices by post at the Trustees' discretion.

2.9 Members' names are used in connection with members' participation in LBC events. Membership numbers and 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. VISITS

3.1 The LBC regularly arranges visits to ballet schools and other organisations which benefit from the support and generosity of the Charity's members.

3.2 In all cases, the access LBC members and guests are afforded by schools and companies is a very real privilege and, in turn, the interest shown by the LBC is much valued and appreciated.

3.3 By applying to attend a visit to a ballet school, members are accepting the terms of the LBC *Safeguarding Policy*.

3.4 No refunds will be provided other than in exceptional circumstances and at the discretion of the Trustees. If an in-person event is cancelled, or transferred to Zoom by the LBC, then a full refund will be offered to all attendees.

3.5 Confidentiality: All classes/rehearsals are taken by renowned teachers or coaches, a number of them well known current or former stars of top-level companies. The sessions they lead are essentially private and members/guests are asked to keep discussion of what they have observed to within the visiting group, to avoid any kind of comment on social media, to use their discretion in approaching tutors with questions or conversing with them, and to preserve absolute confidentiality in relation to any information obtained as a result of the visit.

4. CODE OF CONDUCT

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

- 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
- (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
- collaborate with the Trustees in the interest of the efficient and effective running of the LBC; specifically abide by the LBC's *Safeguarding Policy* so as to ensure the safeguarding of students and the preservation of confidentiality for the organisations visited and their staff
- comply with the guidance on safeguarding when interacting with any young people attending LBC events; in particular to not take any kind of pictures or recordings without the permission of the talk guest/host or the organisation

4.2 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 and consideration by the Trustees. This could result in the termination of membership.

4.3 Members who wish to raise a complaint should speak quickly to a trustee or contact the Chair to enable the LBC to examine the matter. The LBC *Complaints Procedure* is available to assist members who feel that a concern needs to be taken further.

5. SPECIAL NEEDS

5.1 The LBC welcomes attendance at events by any adult over the age of 18 regardless of age or disability.

5.2 To enable LBC to fulfill its duty of care to members and guests, those with mobility difficulties should notify the events secretary before making bookings to enable suitable access arrangements and/or priority seating to be provided where possible. However LBC cannot be held responsible for individual access requirements to premises not under LBC control.

5.3 LBC is also responsible for the protection of adults at risk, by preventing harm to and promoting the welfare of this group. At least one Trustee will normally attend each event to oversee adherence to safeguarding and other policies. LBC expects that any needs of vulnerable adults by reason of physical or mental disability, illness or age are advised to the events secretary prior to the event.

6. ANNUAL GENERAL MEETINGS

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

- receiving annual reports from Officers, including the independently examined annual accounts
- electing Trustees and Officers
- considering any resolution submitted in writing within the specified time; and
- any item of other business

6.2 The notice given to members prior to an AGM (of at least two clear weeks) as appropriate invites nominations for members to serve as Trustees, nominations for Officers, formal proposals, and requests for matters to be discussed. Copies of the Annual Report and Accounts are circulated in advance to all members.

6.3 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.

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

6.5 A summary of the proceedings of the AGM, together with the headline figures from the annual accounts, is provided in the subsequent newsletter.

7. WILLS and LEGACIES

7.1. Any legacy gift makes a big difference to a small charity like the LBC to enable it to run events and provide charitable donations to ballet organisations and students.

7.2. Although a will is not complex, it is a legal document, and it is wise to seek professional advice so that your wishes can be carried out. Donations to charity can reduce your inheritance tax bill by reducing the net value of the estate.

7.3 The gift can be a fixed sum of money. It can also be a proportion or share of your estate usually after other gifts or specific bequests are made. The LBC does not have an office and so the Trustees are not able to accept any bequest of physical possessions.

7.4 If you have already made a will and wish to add a gift, this can be done by making a codicil to the will. Again, it is prudent to seek professional advice.

7.5 Any gift can be unrestricted allowing the Trustees to decide best use, or it can have conditions. The LBC as a charity is required to honour all reasonable conditions.

7.6 Sometimes friends and family may wish to remember someone by organising donations to a charity that they supported. One such way is through the website www.muchloved.com which also allows memories and tributes to be shared.

7.7 Any questions can be directed to the LBC Treasurer at treasurer@tlbc.org.uk

If this Guidance for Members is modified at any time, the LBC will publish the most current version on its website and notify the changes in its newsletter.

Approved:

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Next review date no later than May 2028