

# *The Guernsey Glee Singers*

## *Rules of the Society*

Founded 1927 Drawn up 1951 Revised 1977, 2017 and 2023

Registered Charity: CH578

## Index to Rules

1. Name and Legal Status
2. Objects
3. Membership
4. Application and Eligibility for Membership
5. Members to be Bound by Rules
6. Resignation of Members
7. Rights of Members
8. Accounts
9. Subscriptions
10. Subscriptions in Arrears
11. Purchase and Storage of Music
12. Restriction on Distribution of Income and Assets
13. Disposal of Assets in Winding Up
14. Executive Officers of the Society
15. Election and Duties of Committee
16. Governance and Conduct of Committee Members
17. Power to Co-opt
18. Resignation from Committee
19. Vacancies on the Committee
20. Sub-Committees
21. Quorums
22. Annual General Meeting
23. General Meetings
24. Duties of Chair
25. Duties of Treasurer
26. Duties of Secretary
27. Duties of Public Relations Officer
28. Duties of Risk Officer
29. Conductor
30. Accompanist
31. Termination of Appointments
32. Review of Rules
33. Alterations to Rules
34. Previous Rules Rescinded
35. Date on which Rules come into Force

### By-Laws

1. Elections and Voting
2. Date of Annual General Meeting
3. Vice-Chair
4. Risk Assessment
5. Anti-Financial Crime Policy
6. Record Keeping and GDPR
7. Performing Rights

## *Rules of the Society*

### **1. NAME AND LEGAL STATUS**

The name of the Society shall be “The Guernsey Glee Singers”, hereinafter referred to as the Society. The Society is registered as a Charity under The Charities, etc. (Guernsey & Alderney) Ordinance 2021 and carries the registration number CH578 issued by the Guernsey Registry.

### **2. OBJECTS**

The objects for which the Society is established are:

- a) To foster the appreciation of choral music.
- b) To arrange and present public performances of choral works and other musical entertainment.
- c) To acquire books, musical scores, musical instruments, furniture or other such things as may be necessary for the advancement of the objects of the Society.
- d) To purchase, rent or otherwise acquire and hold such land and buildings as may be deemed necessary for the advancement of the objects of the Society and to dispose of any such lands or buildings no longer required for those objects.
- e) To borrow or raise money which may be required by the Society upon such terms as may be advisable.
- f) To make donations of monies for educational, cultural or charitable purposes.
- g) To do all such lawful things as are incidental or conducive to the attainment of the above objects, including the cost-effective administration of the assets of the Society, arranging rehearsals and performances, appointing tutors as necessary, determining the beneficiaries of any surplus profits of performances, setting membership fees, arranging insurance cover for events, and arranging social activities as may be supported by the members of the Society.

### **3. MEMBERSHIP**

The members of the Society shall be:

- such persons who have completed the registration form and paid the relevant subscription for that period, and do not afterwards cease to be members; and
- such other persons as may be elected in accordance with Rule 4, and who have paid such fees and subscriptions as they may be required to pay, and have not ceased to be members under any other Rules.

### **4. APPLICATION AND ELIGIBILITY FOR MEMBERSHIP**

Persons wishing to become members shall make application in such form and manner as the Committee (see Rule 15) may from time to time decide. Eligibility for membership shall then be at the discretion of the Conductor (see Rule 29), and may follow a satisfactory voice test. The Committee shall reserve the right to accept or reject the application without giving reason for their decision.

## **5. MEMBERS TO BE BOUND BY RULES**

Any person, being a member of the Society, shall be bound by the Rules of the Society and by the rules of good conduct which are:

- not to do anything that might bring the Society into disrepute.
- not to engage in discriminatory or bullying behaviour.
- to afford all members due respect and consideration regardless of musical ability or training.
- to show due respect to the Conductor and Accompanist.
- to co-operate with and if appropriate to assist the Committee members upon request.

## **6. RESIGNATION OF MEMBERS**

Any member who desires to resign from the Society shall notify the Secretary. If such notice is not given the member shall remain a member until such time as that person may cease to be a member in accordance with Rule 10.

## **7. RIGHTS OF MEMBERS**

Every member shall be entitled:

- a) To attend and take part in all cultural and social activities of the Society subject to the conditions of Rule 4, and to such reasonable conditions as the Committee may from time to time impose. A member who, in the opinion of the Conductor and Committee, has attended an insufficient number of practices shall not be entitled to take part in a public performance. It is highly desirable that members should attend at least 75% of all practices, and in particular the last two regular practices preceding a performance.
- b) To attend and vote at General Meetings of the Society and to become a member of the Committee if so elected (see By-Law 1).
- c) To review and comment on the annual accounts as presented at the Annual General Meeting.

## **8. ACCOUNTS**

- a) True accounts shall be kept of the sums of money received and expended by the Society and the matters in respect of which such receipts and expenditure takes place, and of the financial position of the Society.
- b) The accounts will comprise an income and expenditure account and statement of financial position, together with any additional information, notes or analysis that may be required for a reasonable understanding of the financial activities and position of the Society.
- c) At the financial year end the accounts of the Society shall be financially examined by one or more member/s elected at the Annual General Meeting as the Honorary Auditor and presented to the members for comment at the Annual General Meeting.
- d) Any bank account shall be in the name of The Guernsey Glee Singers.
- e) Withdrawals shall be made in the name of the Society on the signature of any two of the following: (i) Chair (ii) Treasurer and (iii) Secretary. If a separate Vice-Chair position is also appointed (see By-Law 3) then this position may also be a Bank Signatory.

- f) Notwithstanding item (d) above, Internet or electronic banking is permitted with single person access by the Treasurer up to a value of £5,000. Anything over this amount must be approved by a majority in a Committee meeting having due regard to any anti-financial crime considerations that may be in place at the time of the transaction occurring (see By-Law 5).
- g) Bank statements should be presented for review by the Committee at each meeting.

**9. SUBSCRIPTIONS**

The subscriptions for all members shall be determined by the Committee on an annual basis to cover the costs of the Society.

**10. SUBSCRIPTIONS IN ARREARS**

Any member whose subscription shall not have been paid by the end of the term in which it was due and payable shall cease to be a member and shall be precluded from rejoining the Society until the arrears outstanding have been paid.

**11. PURCHASE AND STORAGE OF MUSIC**

Music shall be paid for by the Society or by the members as may from time to time be decided by the Committee. Music purchased by the Society shall remain the property of the Society and stored in a safe and dry environment. This may be in a central location or held by individual Society members. If a member leaves the Society then any music remaining in that member's possession must be returned to the Chair for safe storage.

In the event that storage is no longer available or viable, the Committee shall dispose of the music only after offering it to other local choirs and exploring all other avenues.

**12. RESTRICTION ON DISTRIBUTION OF INCOME AND ASSETS**

The income and property of the Society shall be applied solely towards the objects of the Society as set forth in these Rules and no portion thereof shall be paid or transferred directly or indirectly, by way of gift, division, bonus or in any other way to members of the Society, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Society, nor prevent the payment of a reasonable rate of interest per annum on money lent by any member of the Society, or payment of a reasonable or proper rent for premises demised or let by any member to the Society or payment at a price not exceeding the ordinary price in the open market for any goods actually supplied by any member of the Society.

**13. DISPOSAL OF ASSETS IN WINDING UP**

The members of the Society may by majority vote at a General Meeting resolve that the Society be dissolved. The Officers of the Society have a duty to carry out such dissolution promptly and impartially. Notification to the appropriate authorities (i.e. the Guernsey Registry) must be made by the Secretary in accordance with relevant laws and regulations.

If upon the dissolution of the Society there remains, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid and distributed amongst the members of the Society, but shall be given to some other institution or institutions having objects similar to the objects of the Society and which shall prohibit the distribution of its or their income or property amongst its or their members, and if so far as effect cannot be

given to the aforesaid provision, then to some charitable object as decided by members at a General Meeting of the Society.

#### **14. EXECUTIVE OFFICERS OF THE SOCIETY**

The Executive Officers of the Society shall consist of a Chair (see Rule 24), Treasurer (see Rule 25) and Secretary (see Rule 26).

The appointment of a Vice-Chair is defined in By-Law 3. The Vice-Chair is not de facto an Executive Officer of the Society but may assume said duties in certain instances, as laid down in Rule 18.

The Chair and Secretary shall be responsible jointly for ensuring that such notifications of the appointment are made to the Guernsey Registry within 21 days of any change having occurred, or such other timeframe as may be imposed by the Guernsey Registry at any future date.

The Executive Officers shall for all purposes be the governing body of the Society.

#### **15. ELECTION AND DUTIES OF COMMITTEE**

There shall be a Committee for the management of the affairs of the Society and to have custody of its assets. It shall consist of:

- the Executive Officers of the Society, elected annually;
- Public Relations Officer (see Rule 27) , elected annually;
- Risk Officer (see Rule 28) , elected annually;
- four ordinary members elected on a rotational basis for terms of a minimum of 2 years but no more than 4 years (see By-Law 1.1); and
- Conductor (and Deputy Conductor if there is one) who shall be ex-officio members.

The Committee shall have power to make By-Laws for the good government of the Society.

Committee meetings:

- The Committee shall hold a meeting at least once each term;
- Meetings of any sub-Committees shall also be held as the Committee so directs;
- Four members of the Committee shall constitute a quorum but must include at least one executive officer;
- Circular resolutions may be issued electronically to all Committee members for a majority approval when a meeting of four or more members cannot be arranged. Such decisions are binding on the Committee in the same way as if a quorate meeting had been held;
- Minutes of the meetings of the Committee and any sub-Committee should be kept and circulated to all Committee members;
- Decisions of the Committee and sub-Committees shall be by simple majority of the members present. The Chair shall have a casting vote in the event of a tie.

#### **16. GOVERNANCE AND CONDUCT OF COMMITTEE MEMBERS**

- a) Members of the Committee should act without regard to their personal interests and act solely in the interests of the Society as a registered charity;

- b) The Society and its Committee should conduct its external relations, fund-raising and publicity in a way that enhances its own reputation;
- c) The Committee should take steps to ensure it complies with relevant laws and regulations;
- d) The Committee should assess its compliance with best practice and other guidelines issued by the Association of Guernsey Charities from time to time as needed and institute such plans and procedures as necessary as a result of such assessment;
- e) At least once every 5 years the Committee should review its activities so as to assess whether it remains “fit for purpose” and propose such changes as are necessary as a consequence to the members in General Meeting;
- f) For the avoidance of doubt the Society is not a political body and no member of the Committee may express any political opinion on behalf of the Society. This does not prevent them from expressing an opinion on their own behalf, but they must make it clear that they are not expressing an opinion on behalf of the Society.

#### 17. **POWER TO CO-OPT**

The Committee may co-opt persons to the Committee from inside or outside the Society to fill any vacant Officer role of the Society and may, if deemed appropriate, remunerate for that service. Should a full production be presented a Producer (mutually acceptable to the Conductor and the Committee) shall be co-opted to the Committee for the period concerned.

#### 18. **RESIGNATION FROM COMMITTEE**

A member of the Committee may resign by giving one term’s notice to the Chair. In the case where the Chair is unavailable or resigns the Vice-Chair shall receive notice of the resignation, and in the absence of a Vice-Chair any other Officer of the Society.

The resigning Committee member shall take all possible steps to provide an effective handover to the new incumbent, as may be agreed with the Chair.

#### 19. **VACANCIES ON THE COMMITTEE**

The Committee shall have power to fill any vacancy that may occur thereon. Any member of the Committee so elected shall hold office until the next Annual General Meeting.

#### 20. **SUB-COMMITTEES**

The Committee may appoint sub-Committees for the purpose of facilitating the management of any part of the activities of the Society and shall regulate the powers of such sub-Committees as it may deem necessary.

#### 21. **QUORUMS**

- a) **General Meeting** – one third of the members of the Society, (numbers taken as at the end of the most recent term) shall form a quorum.
- b) **Committee** – four members of the Committee shall be necessary to form a quorum, provided there is at least one Executive Officer present. In the absence of the Chair the remaining members present shall elect one of their number to chair the meeting (see By-Law 3).

**22. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be convened at least seven days before the date of the meeting by email to every member.

**23. GENERAL MEETINGS**

General Meetings shall be convened at least seven days before the date of the meeting by email to every member, provided that:

- a) The Chair or the Committee deem such action necessary, or
- b) Not less than five members whose fees and subscriptions are fully paid up request that a meeting be so convened. Such a request shall be in writing (email is acceptable), addressed to the Secretary, and shall state the business which it is proposed to bring before the meeting.

**24. DUTIES OF CHAIR**

The Chair shall be responsible for the impartial conduct of all meetings of members and of the Committee.

The Chair shall bring to the notice of the Committee any deficiencies in the management of the affairs of the Society.

The Chair shall convene such meetings, including General Meetings, as shall be necessary.

The Chair shall be responsible for the submission of the Annual Validation to the Guernsey Registry.

The Chair shall be responsible for reporting any relevant data protection concerns to the appropriate authority (at this time being the Office of Data Protection Authority).

**25. DUTIES OF TREASURER**

The Treasurer shall, under the control of the Committee, be responsible for all financial matters of the Society.

The Treasurer shall keep such accounts as are required by Rule 8, and shall keep all monies in a bank account at a bank to be chosen by the Committee.

Payments shall be made in accordance with accepted guidelines and controls for charities with particular reference to the Society's anti-financial crime policy, as set out in By-Law 5.

The Treasurer shall be responsible for determining the anti-financial crime policy summarised in By-Law 5, presenting it for approval to the Committee on an annual basis and reporting any relevant concerns to the appropriate authority (at this time being the Guernsey Registry).

The Treasurer shall keep a record of contracts entered into by the Society.



The Treasurer shall be an ex-officio member of all sub-Committees.

In the absence of the Treasurer for whatever cause, the Chair may appoint one or more of the Committee members to perform the duties of the Treasurer until a replacement can be appointed by the members of the Society in General Meeting.

## **26. DUTIES OF SECRETARY**

The Secretary shall, under the control of the Committee, conduct all the correspondence of the Society, attend, if possible, all meetings including meetings of the Committee, keep a correct record of the proceedings, arrange for meetings to be convened in the manner provided by the Rules and see that all notices required by the Rules are duly sent. In the absence of the Secretary for whatever cause, the Chair may appoint one or more of the Committee members to perform the duties of the Secretary until a replacement can be appointed by the members of the Society in General Meeting.

Minutes shall include the following:

- Date and time of meeting
- Attendees and absences
- Acceptance or amendments to previous minutes
- Significant comments in a discussion
- Recording decisions and action points
- Items put to a vote and the voting outcomes

The Secretary shall maintain a record of all the Executive Officers of the Society as required by The Charities, etc. (Guernsey and Alderney) Ordinance 2021, as follows:

- Name
- Residential address
- Title or role
- Any connection or relationship to other officers of the Society
- Any known criminal records

The Secretary shall be responsible for notification to the Guernsey Registry within 21 days of any changes to the Executive Officers or constitutional governments, in accordance with applicable laws.

## **27. DUTIES OF PUBLIC RELATIONS OFFICER**

The Public Relations Officer shall, under the control of the Committee, be responsible for all publicity and advertising on behalf of the Society, the Society's website and social media pages.

In the absence of the Public Relations Officer for whatever cause, the Chair may appoint one or more of the Committee members to perform the duties of the Public Relations Officer until a replacement can be appointed by the members of the Society in General Meeting.

In the absence of a volunteer from the members, the Society may contract in this expertise.

## **28. DUTIES OF RISK OFFICER**

- a) The Risk Officer shall, under the control of the Committee, keep a register of risks affecting the Society.
- b) This should include the identification of risks, in particular any international partners, donors or beneficiaries.
- c) The Risk Officer shall carry out a written risk assessment on the Society's activities on an annual basis which is presented to the Committee for discussion. Acceptance or amendment should be minuted, and the resulting assessment should then be included in the By-Laws.
- d) The Risk Officer shall be responsible for determining the data protection policy summarised in By-Law 6, and for presenting it for approval to the Committee on an annual basis.

In the absence of the Risk Officer for whatever cause, the Chair may appoint one or more of the Committee members to perform the duties of the Risk Officer until a replacement can be appointed by the members of the Society in General Meeting.

In the absence of a volunteer from the members, the Society may contract in this expertise.

## **29. CONDUCTOR**

The Committee shall advertise and select a Conductor and the appointment shall be subject to the approval of a majority of the Committee and recorded in a contract.

The Conductor shall:

- be entitled to attend all meetings of the Society and shall be an ex-officio member of the Committee.
- be responsible for selecting the music to be performed by the Society. The Conductor shall advise the Committee which musical performances require declarations under the Performing Rights Act.
- have the right to decide the vocal suitability of any applicant for membership, and the continued vocal suitability of a member shall be a matter for the Conductor's discretion.
- be responsible for appointing a suitable member of the Society to act as the Conductor's Deputy, should this be necessary.
- be entitled to receive such reasonable and proper remuneration as may from time to time be decided by the Committee and in accordance with the contract.

## **30. ACCOMPANIST**

The Committee shall have power to appoint an Accompanist who shall, on appointment, become an honorary member of the Society with all rights of members elected under Rule 4. The appointment shall be confirmed in a contract. The Accompanist shall receive such reasonable and proper remuneration as may from time to time be decided by the Committee and in accordance with the contract.

## **31. TERMINATION OF APPOINTMENTS**

The Committee shall be empowered to recommend to a General Meeting the termination of the appointments of both Conductor and Accompanist. To be effective the recommendation must be approved by a majority of the members present at the General Meeting.

**32. REVIEW OF RULES**

The Rules are to be reviewed by the Committee every 5 years in accordance with Rule 16e, or earlier if they are found to be necessary or no longer reflect the needs of the current membership.

**33. ALTERATIONS TO RULES**

These Rules may be altered by a resolution approved by a majority of not less than two thirds of the members present at a General Meeting properly convened in accordance with the Rules, provided that a notice of intention to propose an alteration to the Rules be given to the Chair, in writing, signed by the persons proposing and seconding the proposed alterations, at least 21 days before the date of the meeting at which the alteration is to be proposed, and that a copy of the proposal is contained in the notice convening the meeting.

**34. PREVIOUS RULES RESCINDED**

All Rules approved by the members before the date on which these Rules come into force shall be rescinded on that date but this shall not affect the validity of any action already taken in accordance with such Rules so rescinded, or prevent the completion of anything begun in accordance with those Rules which is not contrary to any new Rule and which should be completed in the interests of the Society.

**35. DATE ON WHICH RULES COME INTO FORCE**

These Rules shall come into force on 1<sup>st</sup> June 2023.

## *By-Laws*

### 1. ELECTIONS AND VOTING

- i. Ordinary Committee members shall serve for a minimum of two years and up to a maximum of four years with one year elapsing before they may seek re-election.
- ii. The overall length of service for Executive Officers and Officers of the Society shall not exceed 10 consecutive years.
- iii. Nominations for Executive Officers, Officers and Committee members shall be notified to the members of the Society by email 7 days before the Annual General Meeting.
- iv. New members shall be eligible to vote after completing one term's membership.
- v. The Chair shall have a single casting vote to exercise where necessary at meetings of the Society and the Committee.

### 2. DATE OF ANNUAL GENERAL MEETING

The Annual General Meeting at which the previous year's accounts must be presented shall be held during October or at the earliest convenient date thereafter.

### 3. VICE-CHAIR

The Committee shall, at its first meeting after the AGM choose from the four ordinary members one person to act as Vice-Chair when necessary at both Committee and General Meetings.

### 4. RISK ASSESSMENT

The Risk Officer shall prepare a risk assessment detailing the Society's approach to its major risks, including data protection, which will have a separate specific policy.

Risk assessments shall be presented to the Committee for review and approval on an annual basis, and more frequently should there be any change to the activities of the Society which may give rise to a change in the risks affecting it.

### 5. ANTI-FINANCIAL CRIME POLICY

The Committee is required to ensure that all funds are fully accounted for. It is not expected that the Society will have any international payments, other than in exceptional circumstances, e.g. trips abroad or purchase of music.

Any payment over £5,000 will require approval by the Committee.

It is not anticipated that there will be any large donations. In such cases the Society will look to substantiate the donor via Internet search and/or ask for identifying documents. If there is any residual doubt over the source of such funds then the donation will be reported to the Guernsey Registry, which is mandatory in any case if the amount exceeds £10,000.

## 6. RECORD KEEPING AND GDPR

The Society's policy is not to retain any details of former choir members. The spreadsheet of memberships (containing name, email address and telephone number) for the current year is password protected and only available to the Committee. Joining the WhatsApp group is voluntary and subject to WhatsApp usual rules.

On an annual basis the mailing list and WhatsApp group membership is reviewed and updated so it holds details of only the current members.

Minutes of Committee meetings are kept for 6 years.

Minutes of General Meetings are kept for 6 years.

Accounts and financial records are kept for 6 years.

## 7. PERFORMING RIGHTS

A register of performances is kept and reviewed by the Committee on an annual basis to determine if a declaration is required to the Performing Rights Society. The declaration is made via the annual Making Music subscription, and is usually a nil declaration on the following basis:

- Performances in a place of worship - all the churches in Guernsey have CCLI licences.
- Performances to which the Society has been invited are not reportable by the invitee.
- Participation in the Eisteddfod (under the category of a festival) is not reportable by the participant.

## The Guernsey Glee Singers Risk Assessment for the year 2022-23

What is the risk?	How we address it
<b>Financial risk</b>	
Receipts of funds may be proceeds of crime	Revenue arises from members who pay a subscription to participate in Glee's activities.
	Ad hoc donations may be received from sources other than members. Currently, the Gleees receive a charitable donation from Lloyds Bank, in recognition of the contribution to the Gleees made by a member of its staff.
Payments may be associated with criminality or terrorist funding	Four eyes on banking payments - 4-eyes on banking payments is recommended by the Guidance. It is impractical to have dual signatories on all payments and the Treasurer has sole access to Internet banking. In mitigation, the bank statements are reviewed at each Committee meeting and on an annual basis are scrutinised by the Honorary Auditor in accordance with Rule 8.
	Subscriptions are used to pay for the professional services of a conductor and an accompanist and for rental of rehearsal and concert space.
	Proceeds from concerts and other donations may be made to authorised local charities.
	Funds are also used to pay for small gifts to the Conductor, Accompanist and visiting soloists in appreciation of their contribution to concerts.
	Funds may be used to acquire a venue of performance. These premises are typically churches or concert halls. Payments are made on presentation of an invoice from the contracting party.
Bank account may be used inappropriately by persons who are not fit and proper persons	The responsibilities of the Treasurer and Committee are set out in the Rules, which state that the accepted guidelines for charities must be followed.
	The Treasurer is appointed annually at AGM. The current Treasurer is a qualified accountant and considered to be a fit and proper person.
	The financial records are reviewed annually by a member of Gleees appointed to audit the financial statements.
	The financial statements are presented to the members at the AGM.
Members of the Committee should be fit and proper persons who should act with integrity	The Committee is appointed by the members at the AGM. Committee members are appointed for the contribution they will make to the Glee Singers. Current members of the Committee include persons with backgrounds in banking, regulation and teaching and are considered fit and proper persons.
<b>Conclusion</b>	<b>The Society is at very low risk of being used for criminality, money laundering or terrorist financing.</b>

## The Guernsey Glee Singers Risk Assessment for the year 2022-23

What is the risk?	How we address it
<b>Health and safety risks associated with rehearsal and performance space</b>	All rehearsals and performances are held in buildings that meet fire regulations including fire exits and hold public liability insurance.
	Exception to the above is the performance at Candie Gardens, which is held in the open, but in a recognised performance area.
	Before accepting a rehearsal or performance venue, the Committee perform a venue-specific risk assessment to determine what factors need to be advised or addressed.
	A register of members present is taken at each rehearsal in case of fire/contagion risk.
	Public liability insurance is paid via Making Music to cover rehearsals and performances.
	Members are responsible for taking reasonable care when accessing and leaving the rehearsal premises.
<b>Conclusion</b>	<b>The Society is at medium risk of personal accident due to human error but has relevant insurance in place.</b>

<b>Data protection risk associated with keeping personal information on members of the Society</b>	Minimal information is collected each term, only sufficient to enable the Committee to communicate with the members.
	Email addresses and phone numbers are purged at the end of each membership year, following the closure of membership for the first concert.
	Messages are sent bcc to members. Joining the WhatsApp group is at the personal choice of each member of the Society.
<b>Conclusion</b>	<b>The Society is at very low risk of personal data leakage.</b>

<b>Performing Rights: risk associated with non declaration of material subject to royalties</b>	<p>The performances of the Society are in general not subject to reporting by the Society, on the following grounds:</p> <ul style="list-style-type: none"> <li>• Performances in a place of worship - all the churches in Guernsey are responsible for reporting within their CCLI licence.</li> <li>• Performances to which the Society has been invited are not reportable by the invitee.</li> <li>• Participation in the Eisteddfod (under the category of a festival) is not reportable by the participant.</li> </ul>
	Annual declaration is made to Making Music of material subject to royalties (usually nil on the grounds listed above).
	The Treasurer keeps a record of all performances to identify if any fall outside of the above grounds. If a performance venue were to give rise to declaration to the Performing Rights Society, then the Conductor will provide a list of material performed and identify those subject to royalties. In this instance a positive declaration will be made to Making Music and the relevant royalties paid in accordance with their standard practice.
<b>Conclusion</b>	<b>The Society is at very low risk of breaching the Performing Rights Law.</b>