



Code of Conduct and Policies

The mission of Collaborative Musicians' Project is to promote chamber music performance and education. Collaborative Musicians' Project provides support for professional chamber music ensembles, chamber music training programs for youth and amateur musicians, and chamber music performances for the local community.

Collaborative Musicians' Project:

- Seeks grants and raises funding to support and further the mission of Collaborative Musicians' Project.
- Maintains a board of officers and volunteer board, having regular meetings
- Seeks out and vets professional chamber music ensembles that are eligible for ensemble sponsorship.
- Provides fiscal and resource support to Professional Sponsored Chamber Music Ensembles in the capacity of:
 - 501(c)(3) donation platform collecting ensemble specific funds.
 - Performing Rights Organization reporting on behalf of the ensemble.
 - Holding and distributing 97% of donated funds for the intended ensemble, for the purpose of ensemble support in performing and execution of ensemble related projects that align with the mission of Collaborative Musicians' Project
 - Compensating professional ensemble members for participation in the Youth Chamber Music Program and School/Community Outreach Program
 - Providing a platform of resources for professional development of Professional Sponsored Chamber Music Ensembles such as a website landing page, etc.
 - Providing public support through sharing of Professional Sponsored Chamber Music Ensembles' marketing, social media, etc.
 - Passing forward of Professional Sponsored Chamber Music Ensemble opportunities/requests that may come from the private or public sector of the community
 - Networking and collaboration opportunities with other professional sponsored chamber music ensembles
- Compensates coaches and all other professional musicians fair wages for any work done on behalf of Collaborative Musicians' Project (excluding services rendered at the Fundraising Gala event itself).
- Develops and maintains the Youth Chamber Music Program:
 - Hiring eligible, professional coaches
 - Insuring coaches and Professional Sponsored Chamber Music Ensemble participants are trained in teaching philosophy, have signed a non-solicitation agreement, and pass a background check

- Promoting and inviting skilled students to audition
- Selecting students through audition to participate in two sessions of ensemble training in a fiscal year.
- Coordinating with Professional Sponsored Chamber Music Ensembles to create side-by-side opportunities, which pair professional chamber musicians with youth chamber music ensembles for rehearsals and concert performances.
- Providing a community performance opportunity and a formal performance opportunity for each session.
- Insuring students are receiving quality education and opportunities in a positive, safe, non-discriminatory environment.
- Providing financial assistance for eligible students who have evidence of need
- Develops and maintains the Adult Amateur Chamber Music Program:
 - Hiring eligible, professional coaches
 - Insuring coaches and Professional Sponsored Chamber Music Ensemble participants are trained in teaching philosophy, have signed a non-solicitation agreement
 - Promoting and inviting intermediate and advanced adult amateur musicians to participate
 - Creating positive and professional chamber music experiences for adult amateur musicians through prompt communication, professional rehearsal coaching and performance opportunities.
 - Providing free-admission performance opportunities following coaching and training sessions.
 - Insuring all participants are receiving quality education and opportunities in a positive, safe, non-discriminatory environment.
 - Providing financial assistance for eligible adults who have evidence of need
- Supports chamber music and music development in schools and community
 - Seek and provide funded and compensated outreach of Sponsored Ensembles and Youth Ensemble Program coaches into schools
 - Provide scheduled chamber ensemble feedback opportunities for the community
 - Support community music projects and needs as is possible and meets the mission of Collaborative Musicians' Project.
- Creates and supports quality collaborative opportunities, projects, and performances that support equity, unity and a more peaceful world.

Collaborative Musicians' Project, Inc. includes our Donors, our Professional Sponsored Chamber Music Ensembles, our Youth musicians, our Adult Amateur participants, our Schools and Community members, our Board Members, and our Audience. We have a commitment to these persons to make participation in Collaborative Musicians' Project the best experience possible.

The Core Values of Collaborative Musicians' Project are:

Practice Integrity

Collaborative Musicians' Project values integrity in all aspects of operation and participation. When integrity is practiced, all stakeholders can be trusted. Donors, supporters, and audience members want to know exactly who and what they are invested in.

Be Respectful

Collaborative Musicians' Project cannot function without all participants of the organization. Having respect for all others in the organization is key to maintaining professionalism and growth.

Be Present

Collaborative Musicians' Project believes investing time in the organization will promote the success of the organization. Being present and making "if possible" a "yes" shows commitment and support.

Be Inclusive

Collaborative Musicians' Project will support and provide fair and equal musical training and experiences to all participants regarding physical and mental abilities, economic status, race, ethnicity, religion, gender, gender orientation, or other status. All participants should feel comfortable, supported and valued in expressing their needs, concerns and ideas.

Be Safe

Collaborative Musicians' Project wishes to protect **all participants** from harm and liability.

Be Loyal

Professional Sponsored Chamber Music Ensembles will sign a non-compete agreement in order to avoid conflict-of-interest situations that would cost loss of funding for Collaborative Musicians' Project. Additionally, all participants of Collaborative Musicians Project will not share confidential communications outside of the parties involved within Collaborative Musicians' Project.

Be Innovative

Donors and all participants have the power to support and grow the reach of Collaborative Musicians Project. Our organization seeks to create and support quality collaborative opportunities, projects, and performances that support equity, unity and a more peaceful world. Music is an art that expresses the human experience and has the power to change the way people think.

Dedication to the following policies will provide a professional, beneficial organization. If there is ever any question about an expectation or policy, please reach out to the Executive Director executive.director@comusicpro.org or Assistant Director assistant.director@comusicpro.org . In Collaborative Musicians' Project, all participants and donors should feel welcome, supported and included in the organization. The following are key tenants to achieving that goal:

Practice Integrity

Example 1: Donor P gave a sizable donation for the benefit of Ensemble MNO. Collaborative Musicians' Project set aside 97% of the donation for Ensemble MNO. Ensemble MNO submitted a request for use of these funds, for a hotel stay on a concert tour. The hotel receipt was submitted for reimbursement, and it was discovered that there were additional fees charged for in-house meals, beverages and other services. Ensemble MNO were not reimbursed for the extra funds. Collaborative Musicians' Project. consequently tightened their supervision on reimbursement.

Example 2: Youth Chamber Music Program Coach B reported coaching on all of the dates rehearsals were held during the season. However, it was reported that Coach B was consistently late, and called in a substitute without asking, on two separate occasions. This situation compromised the safety of the children, in bringing in an unknown person into the experience. Additionally, Coach B received a distinct warning. Collaborative Musicians' Project terminated Coach B after the next season for repeat infractions.

Collaborative Musicians' Project values integrity in all aspects of operation and participation. When integrity is practiced, all stakeholders can be trusted. Donors, supporters, and audience members want to know exactly who and what they are invested in. Collaborative Musicians' Project will practice integrity in that they:

Board members:

- Exercise transparent reporting of financial information, including donations, grants, and allocation of those funds and grants.
- File taxes and legal reports in a timely manner
- Apply for and pay all needed licensing agreements
- Follow through with job or role responsibilities and volunteer efforts
- Seek help from executive leadership when unable to complete responsibilities
- Report to executive leadership when working on a project
- Fulfill all contracts in completion according to terms.
- Use full disclosure and uninflated facts in all grant requests, donation requests and all marketing.
- Never change, hide or edit reviews or testimonials
- Never use contact information of any person for any purpose other than for approved subscribed communications or within organization business.

- Never share content of confidential communications, meetings or reports.
- Comply with all 'release of information' requests from all participants in the form of photography, videography, marketing, etc.
- Report and deal with all events of concerning situations with accuracy and honesty.

Professional Sponsored Chamber Music Ensemble Members:

- Honestly complete and honor Professional Sponsored Chamber Music Ensemble Contract according to terms.
- Fulfill all performances, projects, mentoring and outreach as agreed in documented communication or contracts.
- Honest and documented requests to use donation funds for only performances or projects that relate to the Collaborative Musicians' Project mission.
- Honest communication to Executive Director of all change of circumstances to agreed events or contracts.
- Use full disclosure and uninflated facts in all marketing for ensemble and Collaborative Musicians' Project
- Never share content of confidential communications
- Never use contact information of any participant in Collaborative Musicians' Project for any purpose other than for approved subscribed communications or within organization business.
- Honor non-compete agreement
- Report all events of concerning situations with accuracy and honesty.

Youth Chamber Music Program Coaches:

- Honestly complete and honor Youth Chamber Music Program Coach Contract according to terms.
- Fulfill all scheduled coaching, and expected concert participation
- Report honest coaching hours.
- Honest communication to Executive Director of all change of circumstances to agreed events or contracts.
- Never share content of confidential communications
- Never use contact information of any participant in Collaborative Musicians' Project for any purpose other than for approved subscribed communications or within organization business.
- Honor non-solicit agreement
- Report all events of concerning situations with accuracy and honesty.

Youth Chamber Music Program Participants:

- Honestly complete and honor Youth Chamber Music Program Application
- Submit authentic audition that reflects true playing ability
- Report all events of concerning situations with accuracy and honesty.

Be Present:

***Example:** Ensemble A has worked on a special collaboration with a composer. They have prepared a concert, with the sponsorship of Collaborative Musicians' Project, marketed it well, and are excited to share it with their audience. At the event, the audience is a smaller than anticipated. Ensemble A talked about their sponsor, Collaborative Musicians' Project, but there was not a board member present. Members of Ensembles B and C did not show up as promised reducing their support and opportunity to expand contacts. The youth from their recent side-by-side did not come. Ensemble A feels unappreciated and uncommitted to Collaborative Musicians' Project. Ensemble A breaks contract with Collaborative Musicians' Project.*

Collaborative Musicians' Project believes investing time in the organization will promote the success of the organization. Being present and making "if possible" a "yes" shows commitment and support. Members of the Collaborative Musicians' Project are encouraged to be present in the following ways:

Board members

- Attending board meetings ready to contribute ideas and service
- Attending performances sponsored by Collaborative Musicians' Project, including Professional Sponsored Chamber Music Ensemble concerts, Youth Chamber Music Program Concerts, any collaborative concerts, and fundraising events

Professional Sponsored Chamber Music Ensemble members

- Attending applicable rehearsals for Collaborative Musicians' Project events, including side-by-side experiences with Youth Chamber Music Program, collaborative concerts/projects, and fundraising concerts
- Attending Youth Chamber Music Program Concerts as often as is possible.
- Attending Collaborative Musicians' Project events, including concerts, workshops, camps, school/community outreach events, and fundraising events.

Youth Chamber Music Program Coaches

- Attending Youth Chamber Music Program rehearsals and concerts
- Attending applicable rehearsals as invited for collaborative concerts or projects
- Attending fundraising events

Youth in the Youth Chamber Music Program

- Attend all scheduled rehearsals of the Youth Chamber Music Program ready to learn and contribute ideas and musical skills
- Attend community and formal performances of the Youth Chamber Music Program
- Attend fundraising events
- Attend concerts of Professional Sponsored Chamber Music Ensembles as often as possible

Be Inclusive:

***Example:** Youth Chamber Music Program Member C is part of the LGBTQ+ community as well as the Black community. Upon arrival to the first rehearsal, Member C notes that one of the pieces on the session program is an arrangement of Debussy's 'Golliwog's Cakewalk', a song that is considered to stem from racist ideas. Member C is afraid to bring this to the attention of their coach, because the coach continues to refer to Member C with incorrect pronouns, and Member C does not trust the coach. Member C is not committed to the ensemble they are part of and leaves the program after the first session.*

Collaborative Musicians' Project Inc. will support and provide fair and equal musical training and experiences to all participants of regarding physical and mental abilities, economic status, race, ethnicity, religion, gender, gender orientation, or other status. All participants should feel comfortable, supported and valued in expressing their needs, concerns and ideas.

This policy will be supported by all participants as they:

- Seek for diversity in professional ensembles that we sponsor
- Sponsor professional ensembles that reflect a spirit of inclusion in their programming and projects
- Accept students into the Youth Chamber Music Program solely on the performance merits of their audition performance.
- Allow students in the Youth Chamber Music Program to opt out of performing music genres that do not meet their personal beliefs.
- Consistently model and develop inclusive behaviors between the youth in the Youth Chamber Music Program
- Scholarships provided for students who show evidence of need
- Program and commission works from a diverse pool of composers in underrepresented communities
- Program concerts and create projects that reflect a variety of cultures and encourage unity, human rights, and a better planet.
- Participate in and support community events that reflect a variety of cultures and encourage unity, human rights, and a better planet.
- Avoid appropriation or stereotyping of any culture, race, religion, gender, or sexual orientation... by seeking out feedback from those communities on the appropriateness and sensitivity of all marketing, performances, and or projects.

Be Respectful

Example 1: Youth Chamber Music Program Participant M comes consistently late to rehearsals, and only practices the assigned music during ensemble rehearsals, so is holding their ensemble back in progress. Coach B reports this to the Executive Director, and the Executive Director gives Youth Chamber Music Program Participant M a dismissal warning.

Example 2: Donor Q has attended every Collaborative Musicians' Project concert since they first started donating. They donate twice a year, at \$100 each time. Because the total amount of annual donation does not exceed 1099 income reporting, they have received no letter of thanks, and are not recognized by board members in any way. Donor Q wants to help, but feels taken advantage of, and stops supporting Collaborative Musicians' Project.

Collaborative Musicians' Project recognizes that we cannot function without all of our participants. Having respect for all others in the organization is key to maintaining professionalism and growth. The following are areas that respect should be practiced in:

Board members:

- Allow all board members to be heard in meetings, respecting perspectives, and ensuring all reasonable opinions are considered.
- Honorably accepting the rule of the majority vote in meetings
- Providing a letter of gratitude and recognition to donors of all levels
- Providing consistent and punctual communication and response to all Donors, Professional Sponsored Chamber Music Ensemble Representatives, Youth Chamber Music Program participants (including parents), performance or project business persons, contractors, or anyone needing pertinent business communications.
- Provide open transparency and communication to Professional Sponsored Chamber Music Ensembles of the donation balance available to their ensemble for performances or projects.
- Provide timely response and feedback of audition results to Youth Chamber Music Program auditionees.
- Executive Director provides open opportunity for all participants to report and discuss any concerns of policy violations in confidentiality.
- Protect all personal information of donors, patrons, supporters, and any person that does business with Collaborative Musicians' Project Information is to only be shared with written consent of individual.

Professional Sponsored Chamber Music Ensemble members:

- Provide consistent and punctual communication and response to Board members via a designated representative
- Show appropriate legal safety boundaries with all youth they work with in the Youth Chamber Music Program or School and Community Outreach programs on behalf of Collaborative Musicians' Project.

- Request funding for projects that reasonably fall within the mission and vision of Collaborative Musicians' Project
- Each ensemble member will take personal responsibility for preparing themselves appropriately for any rehearsal, performance, or project their ensemble is working on.
- Working out conflicts within ensembles in a reasonable, respectful manner, seeking mediation where needed.

Youth Chamber Music Program coaches:

- Provide consistent and punctual communication and response to Board members via a designated representative
- Show appropriate legal safety boundaries with all youth they work with in the Youth Chamber Music Program or School and Community Outreach programs on behalf of Collaborative Musicians' Project.
- Treat all youth participants in Youth Chamber Music Program with respect, seeking for understanding.
- Take personal responsibility for preparing themselves appropriately for any rehearsal, performance, or project they oversee with the Youth Chamber Music Program
- Lead Youth Youth Chamber Music Program rehearsals in a positive manner with educational goals:
 - Musical knowledge
 - Musicianship
 - Model and direct respectful communication among the members of each youth ensemble
 - Ensemble member roles, responsibilities
- Follow a non-solicit policy – never solicit, nor accept a student from another private teacher, while working with Collaborative Musicians' Project, and for one year following ending of working with Collaborative Musicians' Project. (Coaches may continue to work with students they already work with privately, prior to joining Collaborative Musicians' Project.)

Youth Chamber Music Program Participants:

- Show appropriate respect to Youth Chamber Music Program Coaches and Professional Sponsored Chamber Music Ensemble members
- Show appropriate respect to all peers in Youth Chamber Music Program, seeking for understanding.
- Take personal responsibility for preparing themselves appropriately for any rehearsal, performance, or project they may be participating in with the Youth Chamber Music Program
- Working out conflicts within ensembles in a reasonable, respectful manner, seeking mediation from Youth Chamber Music Program coaches where needed.

Be Safe

Collaborative Musicians' Project wishes to protect all participants from harm and liability.

The following policies will be observed by all participants:

- Be aware of the liability and safety expectations of all rehearsal performance venues, recording studios, schools, or any other site at which Collaborative Musicians' Project may conduct business. Communicate these expectations to others as often as is deemed necessary to prevent harm and liability.
- Follow the liability and safety expectations of all rehearsal performance venues, recording studios, schools, or any other site at which Collaborative Musicians' Project may conduct business.
- All Youth Chamber Music Program Coaches and Professional Sponsored Chamber Music Ensemble members working with the Youth Chamber Music Program or the School and Community Outreach Program will complete a certified background check every two years.
- No Youth Chamber Music Program Coaches or Professional Sponsored Chamber Music Program Ensemble members working with the Youth Chamber Music Program or the School and Community Outreach Program will provide transportation to a Youth Chamber Music Program participant without a written liability waiver from the participant's parent.
- No Youth Youth Chamber Music Program Coaches or Professional Sponsored Chamber Music Ensemble members working with the Youth Chamber Music Program or the School and Community Outreach Program will meet with any Youth Chamber Music Program participant outside of Collaborative Musicians' Project scheduled business activities that involve the Youth Chamber Music Program without written liability of participant's parent.
- Report any perceived policy violation, of any nature, directly to the Executive Director of Collaborative Musicians' Project.

Be Loyal:

***Example:** Ensemble EFG signed a non-compete agreement with Collaborative Musicians' Project. Another outreach program has requested their services. Ensemble EFG accepted this new contract while continuing to work with Collaborative Musicians' Project. School teachers reported back that they no longer were contracting with Collaborative Musicians' Project because they could work with Ensemble EFG through the other organization. This cost Collaborative Musicians' Project funding, and Ensemble EFG's contract with Collaborative Musicians' Project was terminated.*

Professional Sponsored Chamber Music Ensemble non-compete agreement:

- Professional Sponsored Chamber Music Ensembles, representing as two or more persons of the ensemble unit, will not provide *chamber music* outreach nor coaching services under contract with any other youth music organization in the Puget Sound Region from September 1 to June 30.
- Exceptions are rare and should be approved by the Executive Director.

Be Innovative

***Example:** Members of Ensemble LMNOP are feeling a stagnant trajectory. Ensemble members have expressed frustration with other members of the ensemble, stating resistance to new ideas or ventures. They play the same niche of music, performing the same style of formulaic concert over and over again. They are not asked to perform on concert series, and are not asked back to schools. They do not connect with other ensembles, as they have a fear that another ensemble may outshine them. Their audiences are dwindling, and Collaborative Musicians' Project reputation is lowered, preventing new ensembles from seeking sponsorship.*

Donors and all participants have the power to support and grow the reach of Collaborative Musicians Project. Collaborative Musicians' Project seeks to create and support quality collaborative opportunities, projects, and performances that support equity, unity and a more peaceful world. Music is an art that expresses the human experience and has the power to change the way people think. The team of board members, musicians and youth model and create innovation and growth as they:

Donor/Patron:

- Consistent support of chosen Collaborative Musicians' Project program or professional sponsored chamber music ensemble.
- Attendance at chosen supported Collaborative Musicians' Project programs
- Sharing of marketing for chosen supported Collaborative Musicians' Project programs

Board members:

- Aggressively procure funding to support operations, sponsored ensembles and other projects through donations and grants
- Pursue and execute new collaborative ideas in programming, project planning and school and community outreach.
- Market all Collaborative Musicians' Project programming and projects to donors, patrons, and general public
- Promote Professional Sponsored Chamber Music Ensembles in a positive image, creating a positive reputation.
- Promote Youth Chamber Music Program in a positive image, creating a positive reputation.
- Support all marketing for Professional Sponsored Chamber Music Ensemble Members

- Planning full programming and projects a full season in advance.
- Maintain updated website with all current programming information.
- Maintain professional social media presence.
- Maintain communication with all donors, patrons, subscribers, and Collaborative Musicians' Project followers through regular updates via email, newsletter or blog.

Professional Sponsored Chamber Music Ensemble member:

- Pursue and execute new collaborative ideas in programming and project planning.
- Execute a MINIMUM of four concerts or projects per season.
- Suggest new ideas for Collaborative Musicians' Project's programming and project development.
- Market all programming and projects of patrons and general public
- Maintain professional social media presence.
- Send updated information of ensemble to Collaborative Musicians' Project for ensemble landing page (or request link to official ensemble maintained website)
- Send all marketing materials to Collaborative Musicians' Project so they can be forwarded to Collaborative Musicians' Project's donors, patrons, e-lists, and general public.
- Promote and acknowledge Collaborative Musicians' Project in official programming and projects
- Promote Collaborative Musician's Project and its programs in a positive image, creating a positive reputation.
- Solicit donations to Collaborative Musicians' Project for ensemble.
- Attend and participate in Collaborative Musicians' Project annual Fundraising Gala event and concert.

Youth Chamber Music Program coaches:

- Promote Collaborative Musician's Project and its programs in a positive image, creating a positive reputation.
- Share all marketing and promotions for Youth Chamber Music Program performances, programs and projects
- Attend and participate in Collaborative Musicians' Project annual Fundraising Gala event and concert.

Youth Chamber Music Program participants:

- Promote Collaborative Musician's Project and its programs in a positive image, creating a positive reputation.
- Share all marketing and promotions for Youth Chamber Music Program performances and projects
- Attend and participate in Collaborative Musicians' Project annual Fundraising Gala event and concert.
- Complete feedback questionnaire at end of season (student and parents)

Questions, Problems, Concerns, Grievances

- Any participant of Collaborative Musicians' Project may bring any concern regarding the leadership, musicians, process, music, etc. to the attention of the *Executive Director*, who is obligated to acknowledge receipt of the concern in writing within seven days. A question or concern by a participant may be expressed verbally, given it is also expressed in written format. All responses and future communication must be in written format. It is unlawful for Collaborative Musicians' Project or any participant of Collaborative Musicians' Project to elicit repercussions of ANY kind against any person reporting a concern to the Executive Director.
- Expression of questions (irrelevant to the situation at hand), problems or grievances should occur outside of rehearsals or performances, and they should not occur during breaks that happen in rehearsals or performances.
- The Executive Director will bring any concern requiring investigation to the attention of the Collaborative Musicians' Project board. This concern will be submitted in writing.
- All reports of deviant behaviors will warrant immediate action.
 - Accused person will be put on leave during investigation
 - Investigation falling in favor of accuser will result in immediate dismissal of accused person. All contracts, compensation, and other rights will be considered null and void.