



## **Code of Conduct and Policies**

***The mission of the Collaborative Musicians' Project is to promote quality and innovative chamber ensemble performance and chamber ensemble education through public funding. Professional ensembles sponsored by Collaborative Musicians' Project are premiere ensembles that represent innovative and positive musical performances, collaborations, and projects that support equity, unity, and a more peaceful world. These ensembles perform in concert, complete residencies, record new music, work with our Youth Ensemble Program, and provide community and educational outreach.***

### **Collaborative Musicians' Project, Inc.:**

- Seeks grants and raises funding to support and further the mission of Collaborative Musicians' Project, Inc.
- Maintains a board of officers and volunteer board, having regular meetings
- Seeks out and vets professional chamber ensembles that are eligible for ensemble sponsorship.
- Provides fiscal and resource support to professional Sponsored 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, Inc.
  - Compensating professional ensemble members for participation in the Youth Ensemble Program and School/Community Outreach Program
  - Providing a platform of resources for professional development of Sponsored Ensembles such as a website landing page, etc.
  - Providing public support through sharing of Sponsored Ensembles' marketing, social media, etc.
  - Passing forward of Sponsored Ensemble opportunities/requests that may come from the private or public sector of the community
  - Networking and collaboration opportunities with other sponsored 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 Ensemble Program:
  - Hiring eligible, professional coaches
  - Insuring coaches and Sponsored 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 Sponsored Ensembles to create side-by-side opportunities, which pair professional chamber musicians with youth 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
- 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.

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***Collaborative Musicians' Project, Inc. includes our Donors, our Sponsored Ensembles, our Youth musicians, 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.***

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## **The Core Values of Collaborative Musicians' Project, Inc. are:**

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### **Practice Integrity**

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

### **Be Loyal**

Sponsored 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 Inc. Additionally, all participants of Collaborative Musicians Project, Inc. will not share confidential communications outside of the parties involved within Collaborative Musicians' Project, Inc.

### **Be Innovative**

Donors and all participants have the power to support and grow the reach of Collaborative Musicians Project, Inc. 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.

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***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](mailto:executive.director@comusicpro.org) or Assistant Director [assistant.director@comusicpro.org](mailto:assistant.director@comusicpro.org) . In Collaborative Musicians' Project, Inc. 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 Inc. consequently tightened their supervision on reimbursement.

***Example 2:*** Youth Ensemble 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, Inc. terminated Coach B after the next season for repeat infractions.

**Collaborative Musicians' Project Inc. 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.

#### Sponsored Ensemble Members:

- Honestly complete and honor Sponsored 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 Ensemble Program Coaches:

- Honestly complete and honor Youth Ensemble 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 Ensemble Program Participants:

- Honestly complete and honor Youth Ensemble 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 very long 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 little smaller than anticipated. Ensemble A talked about their sponsor, Collaborative Musicians' Project, but there was not a board member present to answer questions that audience member asked. In fact, members of Ensembles B and C did not show up as promised. They were hoping for their support and to expand their contacts. Even the kids from their recent side-by-side did not come. Ensemble A feels unappreciated, embarrassed that their composer was not supported, and uncommitted to Collaborative Musicians' Project. Ensemble A breaks contract with Collaborative Musicians' Project, Inc.*

**Collaborative Musicians' Project Inc. 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 Sponsored Ensemble concerts, Youth Ensemble Program Concerts, any collaborative concerts, and fundraising events

### Sponsored Ensemble members

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

### Youth Ensemble Program Coaches

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

### Youth in the Youth Ensemble Program

- Attend all scheduled rehearsals of the Youth Ensemble Program ready to learn and contribute ideas and musical skills
- Attend community and formal performances of the Youth Ensemble Program

- Attend fundraising events
- Attend concerts of Sponsored Ensembles as often as possible

### **Be Inclusive:**

***Example:** Youth Ensemble 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 quits 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 Ensemble Program solely on the performance merits of their audition performance.
- Allow students in the Youth Ensemble 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 Ensemble 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 Ensemble Participant M comes consistently late to rehearsals, and only practices the assigned music during ensemble rehearsals, so is holding the ensemble back in progress. Coach B reports this to the Executive Director, and the Executive Director gives Youth Ensemble Participant M a dismissal warning.*

**Example 2:** *Donor Q has attended every Collaborative Musicians' Project, Inc. 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, Inc. 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, Sponsored Ensemble Representatives, Youth Ensemble Program participants (including parents), performance or project business persons, contractors, or anyone needing pertinent business communications.
- Provide open transparency and communication to Sponsored Ensembles of the donation balance available to their ensemble for performances or projects.
- Provide timely response and feedback of audition results to Youth Ensemble 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, Inc. Information is to only be shared with written consent of individual.

### Sponsored 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 Ensemble Program or School and Community Outreach programs on behalf of Collaborative Musicians' Project, Inc.



- Request funding for projects that reasonably fall within the mission and vision of Collaborative Musicians' Project, Inc.
- 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 Ensemble 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 Ensemble Program or School and Community Outreach programs on behalf of Collaborative Musicians' Project, Inc.
- Treat all youth participants in Youth Ensemble Program with respect, seeking for understanding.
- Take personal responsibility for preparing themselves appropriately for any rehearsal, performance, or project they may be overseeing with the Youth Ensemble Program
- Lead Youth Ensemble Program rehearsals in a positive way 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, Inc, and for one year following ending of working with Collaborative Musicians' Project, Inc. (Coaches may continue to work with students they already work with privately, prior to joining Collaborative Musicians' Project, Inc.)

#### Youth Ensemble Program Participants:

- Show appropriate respect to Youth Ensemble Coaches and Sponsored Ensemble members
- Show appropriate respect to all peers in Youth Ensemble 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 Ensemble Program
- Working out conflicts within ensembles in a reasonable, respectful manner, seeking mediation from Youth Ensemble 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 Ensemble Coaches and Sponsored Ensemble members working with the Youth Ensemble Program or the School and Community Outreach Program will complete a certified background check every two years.
- No Youth Ensemble Coaches and Sponsored Ensemble members working with the Youth Ensemble Program or the School and Community Outreach Program will provide transportation to a Youth Ensemble participant without a written liability waiver from the participant's parent.
- No Youth Ensemble Coaches and Sponsored Ensemble members working with the Youth Ensemble Program or the School and Community Outreach Program will meet with any Youth Ensemble participant outside of Collaborative Musicians' Project, Inc. scheduled business activities that involve the Youth Ensemble 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, Inc.

## Be Loyal:

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

Sponsored Ensemble non-compete agreement:

- Sponsored 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. Several of the ensemble members have expressed frustration with other members of the ensemble, stating that there is a constant 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 seldom asked to perform on concert series, and are seldom asked back to schools. They never connect with other ensembles, as they have a fear that another ensemble may outshine them. Their audiences are dwindling, and Collaborative Musicians' Project, Inc.'s 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, Inc. 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, Inc. program or sponsored ensemble.
- Attendance at chosen supported Collaborative Musicians' Project, Inc. programs
- Sharing of marketing for chosen supported Collaborative Musicians' Project, Inc. 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 Sponsored Ensembles in a positive image, creating a positive reputation.
- Promote Youth Ensemble Program in a positive image, creating a positive reputation.
- Support all marketing for Sponsored 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 through regular updates via email, newsletter or blog.

Sponsored 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, Inc. in official programming and projects
- Promote Collaborative Musician's Project, Inc. and its programs in a positive image, creating a positive reputation.
- Solicit donations to Collaborative Musicians' Project, Inc. for ensemble.
- Attend and participate in Collaborative Musicians' Project annual Fundraising Gala event and concert.

Youth Ensemble Program coaches:

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

Youth Ensemble Program participants:

- Promote Collaborative Musician's Project, Inc. and its programs in a positive image, creating a positive reputation.
  - Share all marketing and promotions for Youth Ensemble 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)
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## Questions, Problems, Concerns, Grievances

- Any participant of Collaborative Musicians' Project, Inc. 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, Inc. or any participant of Collaborative Musicians' Project, Inc. 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, Inc. 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.