

THE MASTERWORK CHORUS POLICIES

8/21/2014

I Whistle Blower Policy

The Masterwork Chorus's core values demand that we conduct our business in a manner consistent with the highest legal and ethical considerations. Compliance with these values is vital to the organization. It is important that everyone in the organization feels safe in reporting behavior that is potentially unethical, illegal, or contrary to good business practices. While we strive to operate with an open door policy, we recognize that there could be times when one prefers anonymity when addressing sensitive topics.

To promote this policy, the Personnel Committee encourages any member who has knowledge regarding a violation or potential violation of any federal, state or local law, rule or regulation to report this to the Chair of the Personnel Committee.

Every attempt will be made to ensure that all contacts will be held in strict confidence. However, in certain instances, it will not be possible to investigate a complaint while maintaining anonymity. In either case, Masterwork will not retaliate against any member who makes a report under this policy. Of course, Masterwork expects its member to make such reports in good faith.

The contact information for Lee Vogt, Chair of the Personnel Committee is as follows:

1. Email: edward.vogt@yahoo.com
2. Telephone: 973-769-7189.

If you do not feel comfortable speaking with the Personnel Committee, you may speak with any member of the Board. Names of current board members can be found on this website at About Us/Leadership.

II Policy on Masterwork Chorus Board Meeting Attendance, Executive Sessions, and Distribution of Board Meeting Materials.

This policy attempts to balance our By-laws regarding openness to members, compliance with Robert's Rules of Conduct (required by our Bylaws), recognizing Members' rights, recognizing Trustees' (Board Members) rights and obligations, and protocol regarding the efficient conduct of Board meetings. It also recognizes that most operational issues are now being discussed at the Committee Council meetings and Members are encouraged to also participate in these meetings if interested in operational issues.

The following is the approved Board Meeting Protocol.

A preliminary summary of topics to be discussed will be put in the membership weekly announcements just prior to the scheduled Board meeting.

If a Member has a particular interest in one or more topics, they may come to the meeting and express their opinion in the general public section of the Board meeting. They would inform the President or Secretary that they would be attending in advance of the meeting. When attending a Board meeting the Member would be bound to the rules of confidentiality that apply to Board members. In addition if a Member wants to raise an issue for discussion at the Board meeting they could also bring this topic to the attention of President for placement on an upcoming meeting agenda.

At the meeting, the Member would be provided any discussion materials specific to the topic they are present to discuss. Discussion and final vote tallies would be recorded in the general Board meeting minutes, which are available to all Members on request after approval. A summary of motions approved by the Board would be provided in the membership weekly announcements. Questions on motions and minutes can be directed to the President or the responsible Committee chairperson.

Under special circumstances an Executive session of the Board meeting may be required if confidentiality is a prime concern. Examples of topics requiring an Executive session would be; on the advice of counsel, to discuss current pending legal matters, to consult with auditors and compensation consultants, to acquire or dispose of property, or to discuss or act on personnel issues. Executive sessions are planned by the Board chair and are listed on the Board meeting agenda. If required, an Executive session may be called during a regular Board meeting by the Board chair or if requested by a majority of attending Trustees. While in Executive session, only Trustees and individuals invited by the Trustees may be present. Those in attendance at the Executive session may discuss the business conducted in the session only with those in attendance. Executive session discussions and detailed minutes, if required, are confidential. Materials distributed in Executive session are also considered confidential documents. The general Board meeting minutes will indicate that an Executive session of the Board meeting was held, what was the primary reason for the session, and document any formal decisions that need to be communicated to the Membership