

SALT LAKE MEN'S CHOIR MEMBER MANUAL

To be a part of the Salt Lake Men's Choir is to be a part of our family--we sing, laugh, work, share, cry, dance and rejoice together. Our unity arises from our common purpose and from the commitments we make to one other. We choose to record and proclaim these commitments in writing for they are the ties that bind us.

I accept the policies in this manual and commit myself to uphold them.

Printed Name

Signature and Date

WHO WE ARE

Mission of the Choir

The Salt Lake Men's Choir is dedicated to musical excellence. The purpose of the choir is to:

- Promote, perform and expand men's choral literature as an art form.
- Cultivate skills in choral singing.
- Provide opportunities for self-expression.
- Build bridges of understanding and tolerance among diverse communities through music.
- Provide positive social and spiritual support for its members.

The Salt Lake Men's Choir strives for:

- a safe haven of friendship, support and unity
- a high standard of musical excellence
- a high level of commitment
- opportunities to learn and grow through choral music

WHAT WE DO

Concerts

SLMC typically performs four major concerts per year. These range from classical to pop to holiday programs. In order to maintain the musical integrity of the entire choir your participation is required for all major concerts per year.

Other Performances

In addition to the scheduled seasonal concerts, SLMC performs at other events such as the Gay Pride Parade, devotional services at many local churches, and other community activities. Your commitment to participate in these other activities is strongly encouraged and appreciated.

Tours

SLMC will go on tour from time to time. We have traveled to nearby locations such as Boise and St. George and to some as far away as San Francisco, San Diego, and Sydney, Australia. Financial obligations for these trips vary. You will be given advance notification before any trip is planned. Participation requirements will vary.

CHOIR ORGANIZATION

Administrative Committee—SLMC is governed by an administrative committee composed of the President, Vice President, Secretary, Treasurer, and Artistic Director, as well as other members. The President, Vice President and Treasurer are elected while other members of the Administrative Committee are selected or appointed. The Administrative Committee meets monthly.

Board of Trustees—The Board of Trustees is responsible for fundraising and protecting the property and assets of the choir. In the event of conflict the board is also responsible for mediating between the Administrative Committee and the choir members, as well. The Board of Trustees is elected and meets as needed.

Choir Council—The Choir Council is composed of the Administrative Committee plus other members appointed by the Administrative Committee. The Choir Council assists the Administrative Committee in managing the day-to-day operation of the choir and meets quarterly.

Artistic Director—The Artistic Director is the principal conductor of the choir and is responsible for selecting the repertoire and supervising all artistic/musical projects of the choir.

Section Leader—Each section is led by a Section Leader who communicates information, records attendance, coordinates section activities, and assists section members. Section Leaders are appointed to the Choir Council to represent the needs of their section members.

MEMBERSHIP IN THE CHOIR

The membership of SLMC is diverse. Some have been classically trained—others have no experience other than their car or shower. SLMC has included everything from doctors and lawyers to cowboys and cops (sounds a bit like the Village People, doesn't it?). Gay, straight, young, not-so-young, rich, or barely making rent—our people are as varied as the music we perform.

Membership is open to all who support the mission of the choir, regardless of age, color, physical or mental ability, gender, national origin, race, religion, sexual orientation, or gender identity. All members agree to abide by rules and regulations as formulated by the Administrative Committee, relating to such matters as attendance, conduct, scheduling of rehearsals, membership dues and other costs. There are several

categories of membership in the Salt Lake Men's Choir:

Performing Members—Singers wishing to join the choir or former members wishing to rejoin must enroll during the first two rehearsals in January or August. Although auditions are not required, you will be asked to sing briefly for the artistic director so that he may get to know you and your voice. We ask that performing members plan to sing with us for at least 12 months and dues will be assessed on a semi-annual basis, beginning the third week of each new enrollment period (usually January and August). Performing members have voting privileges.

Associate Members—We welcome members who wish to support the choir in a non-singing role, such as setting up risers, hosting a reception, selling tickets, ushering and general office support. Associate members may join anytime throughout the season by contacting the Choir President. Associate members do not pay membership dues but are asked to volunteer for at least two concerts or fundraising events each season. Associate members do not have voting privileges.

CHANGES IN MEMBERSHIP STATUS

Leave of Absence—Performing Members who find that they will be unable to perform at a particular concert or unable to meet attendance requirements during a particular concert period should request a leave of absence. A leave of absence may be up to 6 months in length, and the request should be submitted, in writing, to the Choir President. Members must be in good standing in order to request a leave of absence (e.g., dues are current, no more than two absences during the current concert period, etc.) and the leave must be approved by the Choir President and the Artistic Director. Performing members on a leave of absence continue to pay membership dues and dues must be kept current in order to avoid suspension of membership. In addition, members on a leave of absence may still participate in non-concert functions such as social events or public presentations if they desire. Members on a leave of absence do not need to re-enroll or re-audition, but may resume regular membership at the beginning of the next concert period.

Leaving the Choir—Should you decide to end your membership in the Salt Lake Men's Choir, please submit your decision in writing to the Choir President and return your folder to the Librarian. Annual dues will be pro-rated and billed, if necessary, through the date that your request is received. Replacement cost for music that is not returned may also be assessed.

Suspension of Membership—Membership in the choir may be suspended for failure to meet financial obligations, for failure to adhere to artistic or performance standards or for failure to support the choir's mission and policies. A majority vote of the Administrative Committee is required to suspend membership.

A member may be suspended for failing to pay dues or other financial obligations as required. If the member is experiencing financial hardship, he may write to the

Administrative Committee and ask that the obligation be waived or have other arrangements made. Once the financial obligation is paid, waived or satisfactory arrangements are made, the member may be reinstated by a majority vote of the Administrative Committee.

A member may be suspended for failing to meet artistic or performance standards, such as attendance requirements. A recommendation from the Artistic Director and a majority vote of the Administrative Committee is required to reinstate a performing member suspended for these reasons.

Suspended members may appeal the suspension to the Board of Trustees who may override the suspension by a two-thirds vote. Suspended members may not exercise the rights and privileges of membership and, unless the suspension is resolved, may not be allowed to renew membership in the choir.

WHAT'S EXPECTED

Respect for Choir Members

The choir membership is diverse and our members come from many different backgrounds and lifestyles. Acceptance of each choir member's individuality, his beliefs and his musical abilities is absolutely crucial for the success of this organization.

Attendance Policy

The purpose of the attendance policy is to:

- insure musical excellence for all performances
- engender team spirit in the SLMC
- set a fair and reasonable commitment level for all singers

Weekly Rehearsals—Rehearsals are held every Thursday and begin promptly at 7:00 p.m. Performing members, regardless of musical ability or preparation, are expected to attend all weekly rehearsals, but are allowed two excused absences per concert period for personal needs. For the purposes of this policy, there are four concert periods per year, preceding the four major concerts (typically presented in March, June, October and December.) For an absence to be excused, a member must inform the section leader prior to taking an excused absence and follow up with him afterwards to find out what announcements or information may have been missed. Please note that members must be present for the entire rehearsal to receive attendance credit.

Sectional Rehearsals—You may be asked to attend "section only" rehearsals in addition to the regular Thursday rehearsals. Section leaders will make every effort to schedule sectional rehearsals in a timely manner to meet your personal availability. Attendance at sectional rehearsals is strongly recommended.

Choir Retreats and Dress Rehearsals—As a rule, a choir musical retreat is held for each concert. The retreat allows for extra rehearsal time, music education and gives members a chance to socialize. Retreats are typically held on a Saturday and may last

one full day. Attendance at the choir retreat is strongly recommended. Members will be notified in a timely manner so they may make the necessary arrangements to participate. In order to perform with the choir in a concert, participation at Dress Rehearsal is mandatory. The Artistic Director must approve an excuse from Dress Rehearsal.

Failure to Adhere to Attendance Policy—Members who fail to adhere to the attendance policy will be ineligible to perform at the next concert and may be suspended until reinstated by the Administrative Committee. Please plan ahead and if you find that you will be unable to meet attendance requirements during a concert period, request a leave of absence.

Sheet Music

SLMC's sheet music is a substantial financial investment. Proper care of this music and folders are required.

- Musical notations should be made using a number 2 pencil.
- Do not use colored highlighter markers.
- Please do not make notations in the music that are not applicable to the learning or performance of the piece.
- Make every effort to avoid spilling food or drink on the music.
- A charge of no less than \$25.00 will be levied should you lose your folder.
- When requested, please clear out any personal items return in your music and folder to the Music Librarian.

Music Folder—If you are a new member or if have been away for a period of time, you will be asked to make a \$25.00 deposit to receive your folder. Your check will not be cashed unless you and/or the folder disappear

Financial Obligations

Dues and Music Deposit—SLMC performing members are required to pay dues of \$60.00 semi-annually. If this is burdensome to any choir member, he may request a waiver from the choir president or make payment arrangements with the treasurer. Performing membership dues begin the third week of each new enrollment period (usually January and August). Associate members do not pay membership dues, but are asked to volunteer for at least two concerts or fundraising events each season.

Rehearsal Venues

The majority of our rehearsals are held at All Saints Episcopal Church located at 1710 South Foothill Drive, SLC, Utah. Occasionally, we will rehearse at The First United Methodist Church, located at 203 South 200 East also in Salt Lake City.

Since these churches allow the choir to utilize their facilities at no charge, please observe the following requirements:

- Respect the altar space.
- No food or open beverage containers are allowed in the sanctuaries.
- Restrooms must be left clean and orderly.

Performance Attire

The choir owns jackets and ties to be worn by choir members at certain concerts. Occasionally, it may be necessary for a choir member to rent a tuxedo or purchase another item of clothing such as a t-shirt or necktie. In such cases, information on resources and costs will be provided as early as possible. Though not all costumes will be used for every performance, choir members should own or obtain the following standard costume items:

- black slacks
- khaki pants
- white long-sleeved dress shirt
- black long-sleeved dress shirt
- solid color pullover sweater
- black socks
- black shoes
- black belt
- black SLMC t-shirt

Miscellaneous Duties

Assistance with various chores will be assigned (but volunteering never hurts) for all choir activities. These chores include:

- moving the pianos
- setting up the rehearsal and performance spaces
- producing and hosting concerts, fundraising and other events
- cleaning up rehearsal or performance spaces

WOULD YOU LIKE TO KNOW MORE?

Marketing and Promotion

Member Responsibilities—A choir member is expected to market and promote the choir whenever possible. Marketing activities include:

- sending e-mails to friends
- providing an e-mail list of friends to the Marketing and Public Relations committee
- talking to friends
- putting up posters
- selling tickets
- helping with fund raising efforts

Choir Web Site—The choir web site address is <http://www.saltlakemenschoir.org>.

Choir Merchandise—The choir has produced several compact disc recordings, which are for sale at a nominal price. The choir also has t-shirts for sale with the choir logo on them and will, from time to time, make other merchandise available for sale.