

NEW WAVE SINGERS OF BALTIMORE, INC. PRIVILEGES AND RESPONSIBILITIES

SECTION I MEMBERSHIP

Membership is open to all with vocal musical ability as determined in II.B. below. In addition to performing members, the Officers and Music Director(s), at their discretion, can confer non-singing membership status or honorary status.

- A. Performing Member: A person, whose membership is based on continuing vocal musical contribution; who votes, pays dues, and has all privileges and responsibilities of Chorus membership.
- B. Non-Singing Member: A person whose membership is based on service to the Chorus, who votes, pays dues, and has all privileges and responsibilities of Chorus membership barring vocal performance.
- C. Honorary Member: A person whose membership is based on support for Chorus activities; who does not vote, pay dues, or participate in the ongoing activities of the Chorus.
- D. Change in type of Membership: A Performing Member who is found deficient in continuing vocal musical contribution is subject to a change in membership status to Non-Singing Member. The decision to change a member's status must be recommended by the Music Director(s) and must be passed by a majority vote of the Officers and Music Director(s). Members may voluntarily change their status.

SECTION II VOCAL INTERVIEW

- A. Musical ability is determined during a vocal interview by the Music Director(s). An individual satisfies the musical ability requirements when s/he is offered and accepts a position as a Performing Member.
- B. The Music Director(s) may require members to re-interview again after joining the Chorus to determine alternative voice placement, solo potential, etc. A member may also be re-interviewed if it is suspected that s/he is not maintaining an acceptable level of continuing musical contribution.

SECTION III ATTENDANCE

- A. Rehearsals
 - 1. Performing Members are expected to attend all rehearsals and to be punctual and prepared to sing.
 - 2. While unforeseen circumstances may arise, the following policy will be enforced regarding absenteeism:
 - a. Choral rehearsals:

Performing Members will not be allowed to miss more than three (3) rehearsals per performance season (three for Winter, three for Spring). Should a member miss more than three rehearsals during the performance season, that member will be asked to musically prove to the Music Director(s) that they know the music to be performed, and the Music Director(s) will make the decision to allow the member to perform in the upcoming concert based on the Member's ability.

b. Small Ensembles (to include Madrigal and Company Groups):

Performing Members will not be allowed to miss more than two (2) rehearsals per performance season (two for Winter, two for Spring). Should a member miss more than two rehearsals during the performance season, that member will be asked to musically prove to the Music Director(s) that they know the music to be performed, and the Music Director(s) will make the decision to allow the member to perform in the upcoming concert based on the Member's ability. "Ability" may include not only knowing the vocal piece, but also choreography (in the case of Company) or the ability to have the piece memorized (in the case of both Madrigal and Company). Those members who are in the Company ensemble (and other groups as decided by the Music Director(s) and Board) are not allowed to miss any rehearsals where choreography is being blocked.

3. If a Performing Member knows, in advance, that s/he will be absent from a choral or ensemble rehearsal, s/he should contact his/her Section Leader, the Membership Chairperson, or a Board Member, or leave a message on the New Wave Singers voicemail prior to the rehearsal.
4. If a Performing Member is absent from a rehearsal due to illness or emergency, s/he must contact his/her Section Leader, Membership Chairperson, or a Board Member or leave a message on the New Wave Singers voicemail as soon as possible after the rehearsal.
5. The two rehearsals immediately preceding a concert are critically important. Therefore, all Performing Members must attend the last two rehearsals before each performance unless excused by the Music Director(s). A Performing Member not attending the last two rehearsals preceding a concert will not be allowed to perform at that concert without the approval of the Music Director(s).
6. If the Section Leader or Membership Committee Chairperson observes frequent absenteeism or habitual late arrival or early departure from rehearsals, s/he shall refer the matter to the President for appropriate action.
7. If the President finds cause, s/he shall issue a written warning to the Performing Member.
8. If, after a written warning, the Performing Member's attendance does not show immediate improvement, the President shall refer the matter to the Music Director and other Board members for possible dismissal from the Chorus or disqualification from one or more performances.
9. Non-Singing Members may be requested to attend certain rehearsals and will be notified in advance.

B. Performance

1. There are two kinds of Performance: Required and Optional.
2. Attendance at Required Performance is mandatory for all Performing Members.

3. Attendance at Optional Performances is at the discretion of the Performing Member. However, once a Performing Member has made a commitment to an Optional Performance, s/he is subject to the same attendance requirements, including additional rehearsals as for a Required Performance.
4. Performing Members must inform the Music Director(s) or an Officer in advance if unable to attend a Required or "committed" Optional Performance. In case of illness or emergency, the member must contact the Music Director(s) or Officer as soon as possible after the performance.
5. If a Performing Member fails to attend a Required Performance or a "committed" Optional Performance, s/he may lose her/his membership unless absent for a substantive reason, as determined by the Officers and Music Director(s).

SECTION IV FINANCIAL RESPONSIBILITY

- A. The amount of dues and the assessment of necessary fees shall be established by the Board, subject to the approval by the majority of the Chorus members present at a meeting called for that purpose.
- B. Dues shall be paid during the calendar month for which they are due, but may be paid in advance. Dues are paid to the Treasurer, and it is the member's responsibility to pay dues and fees in a timely manner.
- C. Dues are in arrears on the first day of the month following the month for which they are assessed.
- D. Any member whose dues are three month in arrears may be subject to dismissal from the Chorus.
- E. A member in extreme financial hardship may be granted a waiver of part or all dues or fees. Such waivers are subject to the approval of the Board. The member may be asked to provide extra services to the Chorus in lieu of payment of dues or fees.
- F. Dues and fees collected shall not be refundable unless approved by the Board.
- G. Fees may be assessed for such items as performance uniforms, special music purchases, rental for rehearsal site, etc. As many Chorus expenses as possible will be covered by grants, contributions, performances, fund drives, and other money making activities.

SECTION V SECTION LEADERS

- A. The Board will decide if the need arises for Section Leaders.
- B. The Section Leader(s) will be appointed by the Music Director(s) and President to serve for an agreed-upon period of time.
- C. Responsibilities of the Section Leader will include:
 1. Attendance
 - a. Taking roll of her/his respective section and delivering it to the Membership Committee Chair (or the Secretary in the Chair's absence) at the end of each

rehearsal. The Membership Committee Chair will take roll for a section if the Section Leader is not present at rehearsal.

- b. Noting frequent absences or late arrivals/early departures and conferring with the member on the cause.
 - c. Referring attendance problems to the President and Membership Committee Chairperson.
2. Liaison
- a. Serving as liaison between the Section and the Music Director(s) as needed.

SECTION VI MUSICAL PREPAREDNESS

- A. Regular attendance is not necessarily equivalent to musical preparedness. Each member has the responsibility to know the music as well as the Chorus as a whole. The Music Director(s) may provide tapes which can be used to learn the music. Members may also discuss the need for extra sectional rehearsals or individual help with the Section Leaders or the Music Director(s).
- B. Final judgment on musical preparedness rests with the Music Director(s). The Music Director may determine that, because of absences or lack of adequate preparation, a member may not appear in a specific performance. This judgment will not affect the member's standing in the Chorus unless such lack of preparedness occurs more than once.
- C. If a member is found to be unprepared for performance more than once, s/he may be dismissed from the Chorus.

SECTION VII COPYRIGHT LAW

- A. Music will be purchased for use during the concert season. A member may elect to adopt a song or donate funds to help defer the cost of music. A music fee may be required from each member as determined by the Board. Reproduced copies of music will not be used without prior written permission from the publisher/author.
- B. If a member should desire to change the arrangement and/or lyrics of a piece of music, the following procedure will be observed.
 - 1. The member will either speak with a Board Member immediately and privately or the member may speak with the Music Director(s) or a Board Member after rehearsal.
 - 2. Should the problem not be resolved, it will be presented to the voting membership, who will vote on the performance of the piece as follows.:
 - a. The piece will be performed as written, and the member may step off stage during the performance of the piece; or
 - b. The piece will not be performed at that concert; or,
 - c. The Board and/or the Music Director(s) will write to the publisher to receive permission to change lyrics or arrangements. The piece in question would not be performed at that concert unless permission has been received.

3. A majority vote of members in good standing is required.

SECTION VIII CONDUCT

A. Rehearsals and Performances

1. Members will exhibit due courtesy and respect to the Music Director(s), Accompanist, Officers, Board members, and other Members. The Board, Officers, Music Director(s), and Section Leaders will treat other members of the Chorus with civility and respect.
2. Members will follow the direction of the Music Director(s) or designate.
3. Members shall not disrupt rehearsals. If problems arise during a rehearsal, the member will either immediately and privately speak with a Board Member, or the member will speak to the Music Director(s) or Board Members after rehearsal.
4. Members should refrain from talking during rehearsals. If talking is necessary, please whisper.
5. Members should arrive at rehearsals and performances in time to begin singing or warming up at the designated time.
6. Members must appear at performances in the specified attire.

B. All members are expected to support the Chorus' aims and activities. These include, but are not limited to:

1. Taking part in all required performances, and as many optional performances as possible.
2. Attending rehearsals regularly
3. Serving the Chorus in some non-musical capacity (e.g. Officer, Board Member, Committee Member, etc.)
4. Behaving as a representative of the Chorus when at a performance or when dressed in public in an official Chorus "uniform."

C. Chorus members failing to meet these established expectations may be subject to one or more of the following:

1. Verbal and/or written warning from member(s) of the Board
2. Disqualification from one or more performance(s)
3. Dismissal (as outlined in Section IX)

SECTION IX DISMISSAL

The Board and Music Director(s) have the authority to dismiss a member for violation of Chorus responsibilities, subject to a three-fourths vote of the members of the Board and Music Director(s). Advance notification of such a vote must be given to Board Members.

A. Violations

1. Violations of attendance policy, as outlined in Section III.
2. Non-payment of Chorus dues or fees, as outlined in Section IV.
3. Lack of musical contribution for Performing Members or Service in the case of Non-Singing Members
4. Conduct unbecoming a member as outlined in Section VIII, Conduct.

B. Notification

1. The President and Music Director(s) or designate will talk with the member about the problem and will request immediate correction of the situation.
2. If after the discussion the member does not correct the problem, and the Board and Music Director(s) find cause for dismissal as expressed above, the member will be notified in writing of the dismissal decision. The member may request a hearing before the Board and Music Director(s) within 30 days of the notice of dismissal. The decision of the Board and Music Director(s) at the hearing will be final.

I attest that this document is a true and accurate copy of the Privileges and Responsibilities of the New Wave Singers of Baltimore, Inc. and it has been approved and adopted by the Board of Directors at their meeting on January 27, 2001, and approved and adopted by the Chorus membership on April 17, 2001.

Cheryl Whittington, President
Board of Directors
New Wave Singers of Baltimore, Inc.

Mary Evans, Music Director
Board of Directors
New Wave Singers of Baltimore, Inc.