



Maitland City Choir Inc.

POLICY STATEMENT

This Policy Statement sets out the Guidelines for the Maitland City Choir. The policies support the Aims and Objectives of *The Choir* as detailed in its Constitution. The Aims and Objectives are repeated below. These guidelines have been established by the Choir members and provide a framework which will enable the Choir to function and to achieve its objectives.

Each member of the Choir shall receive a copy of the Policy Statement of the Maitland City Choir. Each member shall sign that he or she has read and understood the Policy and is prepared to abide by the rules of the Policy.

The Aims and Objectives of the Choir are:

- (a) To bring together persons in the Maitland and local areas to form a choral group.
- (b) To rehearse on a regular basis so as to attain a choral standard that would be acceptable at any public performance.
- (c) To be sensitive to the needs of the Maitland City Council and of the Maitland community in respect of any possible choral performance by the Choir.
- (d) To have a wide repertoire of music such that will appeal to a range of audiences.
- (e) To have a uniform and code of behaviour befitting both choral tradition and representatives of the City of Maitland.
- (f) To raise money through public appeal to be used to enable the Choir to achieve the above objectives.
- (g) To help raise the awareness and enjoyment both of music and of community activities through performances and fund-raising activities of the Choir.
- (h) Any funds raised for and by the Choir to be used as determined at any General Meeting of the Choir by a majority vote according to the Constitution and the Aims and Objectives of the Choir, as soon as is practicable.
- (i) The Choir to have its Aims and Objectives set out as a policy, with any elaborations that are required to be determined and approved by any General Meeting of the Choir.

1. Office Bearers:

To maintain the viability of the Choir, the essential positions are:
President, Vice President, Secretary, Treasurer and Musical Director.

To enable the work involved in managing and running a potentially large and busy Choir, it is recommended further positions be created and filled as the needs arise. Such positions could include: Librarian; Publicity Officer; Social Convenor; Fund-raising; Accompanists; Assistant Musical Director.

In accordance with the Constitution, at the Annual General Meeting a financial person is appointed to check the financial records.

The Maitland City Choir Honorary Patron is the Earl of Lauderdale,
The Official Foundation Patron is The Mayor of Maitland
Up to four Patrons may be appointed of the Choir, at the Annual General Meeting.

2. Rehearsals:

The day, time and venue of rehearsals to be determined to suit the majority of members of the Choir.

The Musical Director to have the final say with regard to the music learnt and performed.

Although members of the Choir share a love and enjoyment of music and singing, all members are expected to maintain a level of discipline both during rehearsals and performances. Behaviour of members whilst informal during rehearsals, should nevertheless not be a disturbance or disruption to those around.

Repeated disruptions can be reported in writing, as an official complaint, to the President.

At each rehearsal, all members shall **sign a Roll of Attendance and contribute \$2** towards rehearsal expenses.

3. Uniforms:

Each member of the Choir shall perform in ~~either~~ the Choir's formal uniform (for formal and civic ceremonies) or casual uniform (for other performances), as describe below. A Choir banner shall accompany all performances and all stands be fitted with the Choir banner. Whenever a member of the Choir is in uniform, he or she is representing both; The Choir and The City of Maitland

FEMALE - Official Uniform : black long slacks (to the ankle); white $\frac{3}{4}$ sleeved or long sleeved blouse; a scarf in the Maitland tartan; Maitland Crest badge; member's name badge, black socks or stocking socks and black covered in shoes – optional: black blazer or cardigan and white hat (if performing outside in the sun).

FEMALE – Casual Uniform: Black long slacks (to the ankle); a coloured (purple for Sopranos and pink for Contraltos) short sleeved, collared polo shirt with the Maitland emblem motif; member's name badge, black socks or stocking socks and black covered in shoes – optional: black blazer or cardigan and white hat (if performing outside in the sun).

MALE - Official Uniform: black trousers; white long sleeved shirt; a Maitland tartan tie; Maitland Crest badge; member's name badge, black socks and black shoes – optional: black blazer or cardigan and akubra hat (if performing outside in the sun).

MALE – Casual Uniform: Black trousers; a coloured (Green for Tenors and red for Bases) short sleeved, collared polo shirt with the Maitland emblem motif; member's name badge, black socks and black shoes – optional: black blazer or cardigan and akubra hat (if performing outside in the sun).

Potential members have a month to decide if they will join the Choir. All new members when joining the Choir will be asked to pay an annual membership fee (currently \$10); be requested to complete a Registration Form requiring the member's details as per the Constitution #Rule 3 (d); be given a copy of this document, the Constitution and other relevant information, in written form or to be viewed on the Choir's website. A new member will be asked to sign a Membership Agreement (acknowledging that they have read and understand this document and the Constitution and that they agree to return Choir property that is on loan to them).

All ORIGINAL sheet music must be returned immediately at the end of the current year's performances. A record of all ORIGINAL sheet music issued to the members has been kept and an invoice of cost will be sent to members who fail to return all or any ORIGINAL sheet music.

Please Note: All ORIGINAL SHEET MUSIC **must Not be written or Hi-lighted on**, you may yourself make a photocopy for this purpose.

The sheet music remains the property of the Choir and should be neatly maintained.

Return of Choir Items to the Choir: when a member leaves the Choir, a written request shall be made, from the Management Committee to the member or their family, for the return of the sheet music and for the return of the Choir's property that is on loan – being: the tartan tie (for men); tartan scarf (for women); the green music folder carry bag that has on it the Maitland emblem motif; and the Maitland Crest badge. We will ask that the coloured shirt with Maitland emblem motif be donated or sold back to the Choir.

4. Performances:

The venue for any Choir performance to be approved by the President and Musical Director.

Performance expenses for the accompanist, etc, are as a donation request to the hosting organisation.

For a Choir member to be part of a performance: He/She must attend adequate rehearsals preceding a performance. This requirement is at the discretion of the Musical Director.

A Diary and Performance Sheet of Dates and Times is required to be placed in the front of each member's folder and to be replaced with up-dated sheets during the year.

Each member of the Choir must be mindful that whenever the Choir is performing it is "on Show", hence the overall appearance is important, both in the correct uniform and also behaviour. This is important so as to maintain a standard of performance and an ongoing reputation for choral work. Whenever a member of the Choir is in uniform he/she is representing both: The Choir and The City of Maitland.

5. Meetings

A General Meeting of the Choir shall be held at least three times in any one year, as well as the Annual General Meeting In February/March. Each meeting shall follow the accepted lines of procedure and debate. Most ongoing matters of concern and interest to the Choir will be dealt with during the weekly rehearsals.