



ONE VOICE CHORUS SOCIETY

POLICIES AND PROCEDURES MANUAL

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PART I MEMBERSHIP POLICIES

Member Recruitment

One Voice Chorus Society (also “OVC” or the “Society”) traditionally invites prospective singing members to audit a rehearsal of One Voice Chorus (also the “Chorus”). Prospective singing members who wish to join must go through an audition with the Artistic Director as outlined in Part V of this Policies and Procedures Manual (the “Manual”). Prospective singers may apply for an audition at any time during the concert year. The Artistic Director will determine appropriate timing for such audition and for successful candidates to begin attending rehearsals.

All new members are required to complete registration formalities in a timely fashion and will be advised regarding annual dues and other financial obligations before or at their first rehearsal.

New members will be given a copy of OVC’s Member’s Handbook and electronic access to this Manual.

Members’ Privacy

Because OVC publicly acknowledges its queer identity and affiliations in concert programs and other public statements, it makes the following provisions to protect the privacy of individual members whose particular needs require them.

1. Any member who so requests can have their name and image omitted from OVC’s official communication and marketing materials (e.g. OVC’s website and social media, concert programs, and print and electronic advertising).
2. The membership roster is considered confidential and is clearly labeled as **CONFIDENTIAL – FOR MEMBER USE ONLY**.
3. Any member who so requests can be listed as “Name Withheld” in concert programs and other public statements. When “Name Withheld” appears, the following statement is published: “**Name Withheld:** OVC supports its members’ varying needs for privacy and hopes for the day when all people can associate freely without fear of discrimination.”
4. From time to time, the Chorus may be videotaped or photographed for publicity purposes. Members shall be notified in advance and will have the option of absenting themselves during that recording process without prejudice.
5. Members are asked to respect the privacy of their fellow members and to request permission directly from such members prior to the taking or posting of photographs

Qualifications of Membership (Bylaw reference 3.2)

Any individual of majority age is qualified to become a member of the Society and will be admitted to the membership upon successful completion of the requirements outlined in the Bylaws of the One Voice Chorus Society (the “Bylaws”) and this Manual.

Any person of minority age is qualified to become a member of the Society and will be admitted to the membership upon successful completion of the requirements outlined in the Bylaws and this Manual. These requirements include the submission of the written consent of said minor individual’s parent or legal guardian to the Society.

Classes of Members (Bylaw reference 3.1)

There are three classes of member admitted to the One Voice Chorus Society: Singing, Non-Singing, and On-Leave. These classes have the descriptions, obligations, and rights described in the Bylaws and must meet the requirements described in the Bylaws and this Manual.

Active Membership (Bylaw reference 5.1.4)

A member is considered an active member if they participate in any of the activities of the Society or Chorus, including singing, volunteering, and attending meetings.

Procedure for Voluntary Termination of Membership (Bylaw reference 3.5.1)

Any members may voluntarily resign from the Society immediately upon giving written or verbal notice to the Board of Directors, unless the notice specifies a later date for the effectiveness of the resignation. Upon resignation, the resigning member will relinquish all rights, privileges, music, and any other Society properties. If music or Society properties are not turned in, a request will be made on behalf of the Board of Directors to the departing member, specifying a date by which and contact person to whom said properties should be returned. Ideally, feedback will be sought from the departing member by a member of the Board of Directors.

A prorated amount of membership dues paid will be either reimbursed or converted to a donation to the Society as per the wishes of the departing member. The amount will be determined by the number of months remaining in the current 10-month concert season.

Procedure for Involuntary Termination of Membership (Bylaw reference 3.5.2)

Under special circumstances as outlined below, the continued membership in the Society of any one or more members may be terminated by decision of the Artistic Director or the Board of Directors, as applicable. All rights and privileges provided by the Bylaws and this Manual shall be forfeited immediately upon such termination.

Termination on Artistic Grounds

New singing members are subject to a probationary period of one concert semester, during which the Artistic Director may determine, in the Artistic Director's sole discretion, that they are not a good fit for the Chorus and on that basis terminate their membership.

Following completion of the probationary period, a singing member's membership may be terminated on artistic grounds where the Artistic Director determines that a singing member's musical ability is a significant obstacle to the Chorus' progress toward musical excellence and refers the matter to the Board of Directors. The final decision on termination of membership in such circumstances resides with the Board of Directors. The following procedure applies:

1. The Artistic Director meets with the singing member in question and with that member's Section Leader to discuss the musical issue, be it intonation, vocal tone, or some other musical impediment, and the likelihood that the member would be reasonably able to fix the issue while remaining a singing member of the Chorus.
2. If it is the Artistic Director's professional opinion that the member would be reasonably able to fix the issue while remaining a singing member of the Chorus, then the Artistic Director will recommend a plan of action to the member. Such a plan of action will include a timeframe and a

deadline by which the member must demonstrate that they have made sufficient progress on the issue to remain a singing member of the Chorus. The Artistic Director will alert the Board of Directors to the issue and advise of the prescribed timeline and deadline. At the expiry of such deadline, the Artistic Director will meet again with the member and the member's Section Leader to determine whether significant progress has been made. If, in the professional opinion of the Artistic Director, the member has not made sufficient progress, the Artistic Director will alert the member that the Artistic Director plans to recommend to the Board of Directors that they terminate the individual's membership as a singing member.

3. If it is the Artistic Director's professional opinion that the member will not be able to fix the musical issue while remaining a member of the Chorus, the Artistic Director will alert the member that the Artistic Director plans to recommend to the Board of Directors that they terminate the individual's membership as a singing member.
4. A recommendation for termination of membership by the Artistic Director will be made to the Board of Directors in writing, with a copy to the member in question.
5. Following a recommendation for termination of membership by the Artistic Director, the member in question will have seven days to send a written appeal of the recommendation for termination of membership to the Board of Directors. Where no such written appeal is made, the Board of Directors will accept the recommendation of the Artistic Director and proceed with termination of the individual's membership as a singing member.
6. Upon receipt of a written appeal, the Board of Directors will have a further 14 days in which to set up an appeals meeting with the member.
7. Following the appeals meeting, the individual's membership as a singing member may be terminated by a two-thirds vote at a meeting of the Board of Directors where all Board members are present in person or by proxy.
8. The Board of Directors will notify the member in question and the Artistic Director in writing of the decision reached. Where the Board of Directors has voted to support the Artistic Director's recommendation for termination of membership as a singing member, the Board of Directors will advise the member of the ability to apply for membership as a non-singing member.

In each of the above circumstances, a prorated amount of membership dues paid will be either reimbursed or converted to a donation to the Society as per the wishes of the departing member. The amount will be determined by the number of months remaining in the current 10-month concert season.

Termination on Non-Artistic Grounds

Membership in the Society may be terminated under one or more of the following circumstances:

1. Engagement in conduct that is materially or seriously prejudicial to the interests, purpose, or financial position of the One Voice Chorus Society;
2. Failure to meet financial obligations, including membership fees due to the Society, within 30 days of receipt of written notice from the Treasurer on behalf of the Board of Directors;
3. Repeated and materially significant failure to abide by the Bylaws or this Manual; or
4. Engagement in aggressive, abusive, or bullying behaviour within the Chorus.

In general, the Board of Directors will provide the member in question with the opportunity to respond to a complaint or allegation of such conduct except where, in the opinion of the Board, the member's conduct has been clear and so egregious as to require immediate action. Membership in the Society may then be terminated by a two-thirds vote at a meeting of the Board of Directors where all Board Members are present in person or by proxy, with written notice to the member of the decision reached.

A prorated amount of membership dues paid will be either reimbursed or converted to a donation to the Chorus as per the wishes of the departing member. The amount will be determined by the number of months remaining in the current 10-month concert season.

Procedure for Obtaining On-Leave Membership Status (Bylaw reference 3.1.3)

From time to time, singing members of the One Voice Chorus Society may choose to take a short-term leave of absence from active involvement in the Chorus. A short-term leave of absence is defined as follows:

1. The member indicates that they are interested in resuming active involvement in the Chorus following their absence; and
2. The absence is twelve months or less in duration.

Should a singing member of the One Voice Chorus Society decide to take a leave of absence from active involvement in the Chorus, but wish to maintain membership in good standing, the member is required to advise the Board of Directors in writing of their decision. If such notification does not occur, the member will be considered to have resigned from the Society (voluntary termination).

A prorated amount of membership dues paid, less the required dues for maintaining on-leave status as set out in Part IV, will be either reimbursed or converted to a donation to the Chorus as per the wishes of the member requesting leave. The prorated amount will be determined by the number of months for which the member is requesting leave in the current 10-month concert season.

Expectations for Members

These expectations are designed to encourage the active participation of all members in carrying out the business of the Society.

1. Singing members are expected to attend all rehearsals;
2. All members are expected to attend the Annual General Meeting of the One Voice Chorus Society in person or by proxy;
3. Singing and non-singing members are strongly encouraged to volunteer time outside of rehearsals in support of the activities of the Chorus, e.g. fundraising activities, concert production, committees;
4. Singing and non-singing members are encouraged to attend at least one meeting of the Board of Directors per season;
5. Singing and non-singing members are expected to sell as many tickets as possible for each Chorus concert; and
6. All members are encouraged to have fun.

OVC strives to create a choir culture that values caring community, cooperation, mutual respect, and fun. OVC is committed to working to create a safer space for each and every member, including the use of each person's correct pronouns. Members are expected to support these values.

It is unacceptable for any member to engage in aggressive, abusive, or bullying behavior within OVC. Such conduct is taken seriously and may result in involuntary termination of membership as described above.

Committees

The Board of Directors has established committees in the following areas to support the operation and growth of the Chorus. The committees are comprised of interested volunteers from the membership, and each has a Board of Directors member assigned as a Board Liaison to maintain open and up-to-date communication between the Committee and the Board.

1. Web/IT Committee: Includes maintaining and updating the OVC website and members' site;
2. Promotions Committee: Includes promoting the Chorus and its concerts through a variety of media platforms and modalities;
3. Fund Development Committee: Includes identifying and pursuing sponsorship and grant opportunities, and managing any resulting obligations on the part of OVC; and
4. Public Relations and Outreach Committee: Includes creating and maintaining connections between OVC and other LGBTQ2 groups, and between OVC and the broader community, in furtherance of OVC's Mission and Vision.

The involvement of members in the committees is strongly encouraged, although not mandatory, as participation will enhance the experience of the individual and of OVC as a whole. The successful operation of OVC requires the involvement and participation of all its members.

PART II. BOARD MEMBERSHIP POLICIES

Procedure for Nominating Directors (Bylaw reference 5.1.3 and 5.1.4)

The Board of Directors will select a date for the Annual General Meeting ("AGM") of the One Voice Chorus Society, to be held in accordance with the Bylaws, at which the Board of Directors for the next year will be elected.

Once the date for the AGM has been selected and no later than 21 days prior to that date, in accordance with the Bylaws, the Board of Directors will announce the date to the membership and issue a call for nominations of members to stand for election as Directors. Such call will include a description of the roles and responsibilities of Directors, including the roles and responsibilities of Officers, and a statement that the number of Director positions open for election shall be not less than four and not more than seven. The call for nominations will also include circulation of the nomination form to be used.

Nomination Form – The nomination form will have the name of the Society, a space for the nominee's name, the name of the nominator, the name of the individual seconding the nomination, and a consent signature box for the nominee to accept the nomination.

Any member in good standing, as defined in the Bylaws, may submit or second a nomination of any other member in good standing. The Board of Directors will accept nominations from the membership from the time of the announcement until three days prior to the election. The Board of Directors will make all reasonable effort to obtain a full slate of nominations in advance of the election.

On the day of the election, at the AGM, the Board will present to the membership a written slate of nominees who have accepted nomination. If the number of nominations received is less than five, a call for further nominations from the floor will be made by the Chair of the AGM and the nominations will be held open until a minimum of five successful nominations have been received. A nomination shall be deemed successful if the member nominated accepts the nomination. The Chair will then declare that nominations are closed.

Procedure for Electing Directors (Bylaw reference 5.1.5)

Once the nominations have been closed, the Chair of the AGM will ask each nominee to give a one-minute speech outlining their qualifications and why they would like to be on the Board of Directors. The Chair of the AGM will then call for a vote by secret ballot to elect the new Directors.

Each voting member present at the AGM can vote for any number of candidates up to the total number of positions open for election. To be elected, a candidate must achieve a threshold of 50% +1 votes from the voting members present at the AGM.

Three members who are in good standing will tally and document the results of the vote. They will first identify the candidates that have achieved the threshold of 50% + 1 votes. Unsuccessful candidates will not be eligible for any subsequent election votes at the AGM. The total number of votes for each successful candidate will be compared and the available positions will be filled by the candidates with the greatest number of votes, in descending order. The results of the vote will then be presented to the membership. In the event of a tie for the final position on the Board, the membership shall cast a second secret ballot to elect one of those two nominees.

In the event that fewer than four candidates achieve the threshold of 50% + 1 votes, the Chair of the AGM will reopen nominations by calling for further nominations from the floor. The nominations will be held open until a minimum of one additional successful nomination has been received. The Chair will then declare that nominations are closed and proceed to a vote by secret ballot to determine whether the new candidate is elected.

Any member may call for a recount of the ballots. Said recount will occur immediately and the results will be presented before the end of the meeting.

Immediately following the acceptance of the election results, the Chair of the meeting will call for a motion to destroy all ballots.

Transfer of Responsibility to New Board of Directors (Bylaw reference 5.2.2)

The Outgoing President or designate Chair will call the first meeting of the new Board of Directors. Both the outgoing and incoming Directors must be in attendance at that meeting. This meeting shall be held no later than 30 days following the meeting at which the Directors were elected.

The outgoing President will call the meeting to order, call for approval of the past minutes, and preside over any old business. During these proceedings, the outgoing Board of Directors will retain full voting privileges. At the conclusion of the old business, the outgoing Board of Directors will transfer voting privileges to the incoming Board of Directors.

The outgoing President will call for and preside over the nominations for and the election of the Officers for the incoming Board of Directors. Following this process, the outgoing President will transfer responsibility to the incoming President, who will preside over the remainder of the meeting. The remainder of the meeting shall include, but not be limited to, any new business and the appointment of Directors to serve as Board Liaisons for the Committees described in Part I above.

The outgoing Treasurer will make arrangements with the incoming Treasurer for the transfer of records.

Election Procedure for Vacated Board Positions (Bylaw reference 5.1.10)

In the event of a vacancy or vacancies on the Board of Directors, the Board of Directors may, in its sole discretion and by majority vote, decide: (1) not to fill the vacated position(s) and to instead continue with

the Board as previously elected, less the departing Director(s), provided that the Board still consists of at least four Directors or (2) to fill the vacated position(s) by appointment of the Board of Directors, as provided for in the Bylaws. Appointment(s) must be approved by a majority vote of the Board. Directors appointed to fill a vacancy will hold office only for the remainder of the term of the vacated position.

Vacancy in an Office (Bylaw reference 5.4)

In the event of a vacancy in an office, the Board of Directors may, in its sole discretion and by majority vote, decide: (1) to fill such vacancy by way of transfer of responsibility to an existing Director or (2) to appoint a new Director to fill the vacated office, in accordance with the applicable procedure above. In either instance, the procedure on Transfer of Responsibility to New Board of Directors will apply with necessary modifications as applicable.

Areas of Responsibility

The major areas of responsibility of the Board of Directors are listed below. The Board of Directors may delegate areas of responsibility or work within an area of responsibility to persons or groups including but not limited to the General Manager, other contractors, or to one or more Committees as applicable.

Special project groups are formed on either an ad hoc or ongoing basis.

Executive Committee: The Executive Committee is comprised of the President, Past President, Vice President, Secretary, and Treasurer. The Executive Committee is ultimately responsible for the core work of the Society.

Operations: Consists of activities that relate to the smooth operation of weekly rehearsals and other activities and functions of the Chorus and the Society. These activities include community liaison (outreach), volunteer coordination, planning retreats, managing the music library, managing OVC's internet presence, maintaining the archives and corporate records of the Society, and managing the finances of the Society.

Membership: Includes welcoming new members, recruiting new members, maintaining the Chorus roster, and coordinating social events.

Fundraising: Includes planning and implementing fundraising activities, and preparing and following up on grant and sponsorship proposals.

Publicity and Marketing: Includes promoting the Chorus and its concerts through multiple media platforms and modalities.

Concert Production: Consists of activities that relate to the production of OVC performances. These activities include program production, ticket sales, costuming, staging, choreography, and the coordination and acquisition of props.

While this list of areas of responsibility suggests separation between the various spheres of activity, the responsibilities within each area overlap other areas. Collaboration and cooperation across areas of responsibility are essential to the successful operation of the Chorus and the Society.

Ongoing Eligibility Requirements for Directors (Bylaw reference 5.1.8 and 5.1.9)

All members of the Board of Directors are expected to review, sign, and abide by the One Voice Chorus Society Board Covenant as a condition of service on the Board.

All members of the Board of Directors are expected to remain in good standing as defined in the Bylaws and in accordance of Part IV of this Policies and Procedures Manual. Any Director who has received a notice from the Treasurer for accounts in arrears 30 days or more will be suspended from the Board of Directors in accordance with the Bylaws. If a Director's account is still in arrears 30 days after the date of

the past due notice, the Director will be removed from the Board of Directors in accordance with the Bylaws.

All members of the Board of Directors are expected to attend all meetings of the Board of Directors. In addition, the attendance of Directors at choir rehearsals may be important in order to achieve quorum for ad hoc Board of Director votes and for signing corporate documents. Each Director is responsible for advising the President whether they will attend meetings of the Board of Directors and choir rehearsals a minimum of three days in advance of each meeting or rehearsal. The President will contact any Director who has missed two or more meetings. When a Director must miss a meeting, they are expected to submit a written report for the meeting.

Voting at Board Meetings (Bylaw reference 5.2.11)

Each Director, including the President, has one vote. The President does not have a second or casting vote in the case of a tie vote. A tie vote means the motion is defeated.

Voting by proxy is not permitted.

Member Attendance at Board Meetings (Bylaw reference 5.2.14)

Meetings of the Board of Directors are open to all members of the Society. The agenda for every meeting of the Board of Directors will include a segment identified as the "Membership Forum". During the Membership Forum, members may address the Board of Directors. The President may, at their sole and reasonable discretion, limit the total amount of time allotted to the Membership Forum.

Minutes of Board Meetings (Bylaw reference 5.2.10)

Minutes of Board meetings are written up in a timely fashion following each meeting. The minutes are to be (1) placed in the Society's minute book, (2) sent out to the Board of Directors, and (3) posted on the OVC members website.

PART III REHEARSAL, RETREAT, AND PERFORMANCE POLICIES

Attendance Rules

Singing members are expected to attend all rehearsals (including compulsory sectional rehearsals), performances, and retreats. Member attendance at rehearsals will be recorded by Section Leaders.

Because there may be times when absence or lateness is unavoidable, members are expected to make every effort to pre-excuse themselves to their Section Leader, who will, in turn, inform the Artistic Director.

When a member misses a rehearsal, the expectation is that they will make up the work missed, and it is the member's responsibility to do so. The member's Section Leader will check in with the member to determine if help is needed.

Members must arrive at rehearsal promptly and be ready to sing at the beginning of rehearsal.

Any chorus member who misses more than three rehearsals during the fall semester and more than four rehearsals during the winter semester may be asked not to sing in the upcoming concert, at the discretion of the Artistic Director. This will not trigger on-leave status.

Scheduled Rehearsals

The Artistic Director prepares a full rehearsal schedule for each concert preparation period. In addition to weekly rehearsals, the rehearsal schedule will outline compulsory sectional rehearsals and any special rehearsals, including retreats, extended rehearsals, and pre-concert technical and dress rehearsals, and may identify planned rehearsals for which a date has not yet been set. This rehearsal schedule is distributed to each member at the first rehearsal of the concert preparation period. Supplemental rehearsals may be scheduled on an as needed basis as the concert preparation period progresses.

Unnecessary conversation and activity during rehearsal are distracting and disruptive to the rehearsal. Singers are expected to give their full attention to the Artistic Director during rehearsals.

In instances where set-up and tear-down are required, it is the responsibility of all in attendance to assist in the preparation and clean-up of the rehearsal facility.

Sectional Rehearsals

During each concert preparation period, the Artistic Director will schedule and lead compulsory sectional rehearsals for singing members. Member attendance at such sectional rehearsals will be recorded by Section Leaders and reported to the Artistic Director.

Section Leaders may organize additional non-compulsory sectional rehearsals in consultation with the members of their section of the Chorus.

Retreats and Extended Rehearsals

Retreats and extended rehearsals are an excellent means for intensive work on repertoire, as well as a great way to strengthen social ties within the Chorus. Retreats may be held inside or outside Calgary and may result in an additional cost to members.

Attendance at retreats is mandatory for all singing members. Singing members who are unable to attend must notify the Artistic Director or a member of the Board of Directors.

Scheduled Performances

The Chorus typically holds two to three concerts each season. The Chorus may participate in other community performances from time to time as selected in accordance with this Manual.

Performance Protocol and Wardrobe

Adherence by singing members to the following performance protocol ensures that there are as few distractions as possible from our primary purpose, which is total professionalism on stage and first-class entertainment for our audience.

- Always be well rested before a performance
- Show up fit to perform. Singers must not be impaired, including by drugs and/or alcohol.
- No perfumes, colognes, or scented personal products may be used.
- All conspicuous jewelry or accessories, including watches, must be removed upon request of the Costume Captain, Artistic Director, or General Manager before going on stage.

- All electronic devices must be turned off.
- Wardrobe is to be clean and freshly pressed, shoes properly shined, and body washed.
- When at the concert venue, remain quietly backstage, and do not mingle with the audience at intermission.
- Singing members are required to help with post-performance clean-up tasks as physically able.
- If problems or questions arise before or during a performance, speak to the General Manager or their delegate.

Each singing member is expected to supply the following items for typical performance wardrobe, which may be supplemented by wardrobe or costume items as directed by the Costume Captain:

- White long sleeve or three-quarter sleeve shirt;
- Solid coloured long sleeve or three-quarter sleeve shirt in one of the six colors of the rainbow flag;
- Black or dark dress pants or skirt;
- Black hosiery; and
- Black dress shoes.

Certain performances may require special wardrobe or costume items and these will be dealt with on a case-by-case basis, with decisions to be made by the Board of Directors in consultation with the Costume Captain and Artistic Director. Problems and questions about wardrobe or costume should be addressed to the Ombudsperson or the Board of Directors.

Singing members may, on occasion, be required to purchase all or a portion of the designated wardrobe or costume for certain performances. Where possible and when operational budgets allow, OVC may offer subsidies for members for whom such a request poses a significant financial burden.

Singing members are responsible for all OVC-owned wardrobe or costume items issued to them and are expected to maintain these items in good order. Members are responsible for the prompt return of all OVC-owned wardrobe or costume property following the completion of each concert.

Guest Artists

Guest artists can add to the quality and variety of a Chorus performance. From time to time, OVC may decide to invite a guest artist or artists to appear in performance with the Chorus. The decision whether or not to engage the services of a guest artist or artists is made by the Board of Directors in consultation with the Artistic Director. Compensation (e.g. honorarium) for the guest artist or artists will be decided by the Board of Directors on an individual, case-by-case basis.

PART IV FINANCIAL POLICIES

Annual Dues and Other Financial Obligations (Bylaw reference 3.1.1, 3.1.2 and 3.3)

Singing members pay membership dues of \$300.00 per year. This amount is payable in one of three ways: annually, in instalments by concert term, or in monthly instalments. Payment is due on the first of the month for the appropriate payment period.

Non-singing members and members on leave pay membership dues of \$10.00 annually to maintain membership status in good standing. Payment is due on the first of September.

The cost of retreats is usually borne by individual members and varies according to the facilities chosen. Where possible and when operational budgets allow, OVC will subsidize attendance at these events. Members must pay retreat costs in advance.

Should a member be in a financial situation where participation in the Chorus becomes a hardship they are encouraged to speak directly to the Treasurer to discuss a decrease in the annual membership dues and other costs.

In the case of financial delinquency on the part of a member:

1. The Treasurer will issue a past due notice in writing as a reminder to any member whose account is in arrears by 30 days. The notice will advise the member that they are no longer in good standing. Such a member will not be eligible to serve on the Board of Directors and, where applicable, will have their directorship suspended until the delinquency is resolved.
2. If the member's account is still in arrears 30 days after the date of the past due notice, the Board of Directors will advise the member that their membership may be subject to involuntary termination and, where applicable, that they may be subject to removal from the Board of Directors in accordance with this Manual. The member will remain not in good standing until all financial obligations are cleared.

Board Authorization

Each individual Board Member is authorized to spend up to \$50.00 on behalf of the Chorus without receiving prior Board approval. This amount is not cumulative between a group of Board members. (For example, two Board members cannot authorize an expenditure of \$100.00.) Any expenditure exceeding this amount is subject to Board approval. All expenditures must be presented to the Treasurer prior to, and must be reported to the Board of Directors at, the next duly notified meeting of the Board of Directors.

Concert Tickets

Tickets for sale will be distributed to singing and non-singing members in such number as each member requests, typically in multiples of five. Additional tickets to each concert are available to members upon request. Members assume financial responsibility for the value of the tickets they are given and are expected to sell as many tickets online or in person as possible.

Complimentary Tickets

The Board of Directors is authorized to give away tickets to performances free of charge in order to promote the Chorus and its concerts or as a philanthropic gesture.

Charitable Giving Policy

It is the policy of One Voice Chorus Society to financially support other Canadian Charitable Organizations who are aligned with OVC's Mission and Vision.

This charitable giving will occur as follows:

1. **Casino Proceeds:** 5% of the total Casino Proceeds received by the Chorus in each casino cycle will be set aside for charitable giving, to be disbursed evenly over the following two budget years

(each August 1 to July 31 of the following calendar year). At the discretion of the Board of Directors and in the event that excess Casino Proceeds are available, additional Casino Proceeds may be designated for charitable giving. This charitable giving from Casino Proceeds will follow current Canada Revenue Agency ("CRA") and Alberta Gaming and Liquor Commission requirements, guidelines, rules, and regulations for Charitable Organizations giving to other Charitable Organizations.

2. **Excess Unrestricted General Funds:** At the discretion of the Board of Directors and in the event of a surplus in the Society's General Fund in any budget year (August 1 to July 31 of the following calendar year), a portion of any excess unrestricted General Funds may be designated for charitable giving. This charitable giving from unrestricted General Funds will follow current CRA requirements, guidelines, rules, and regulations for Charitable Organizations giving to other Charitable Organizations.

PART V MISCELLANEOUS POLICIES

Audition Process (Bylaw reference 3.1.1)

Auditions are conducted by the Artistic Director with the assistance of a member of the Board of Directors.

There are five elements to a One Voice Chorus audition:

1. Interview with the auditionee, to find out about their history as a singer and musician;
2. Vocal exercises, to determine the auditionee's range;
3. Performance of a prepared piece;
4. Sight-reading exercise; and
5. Opportunity for the auditionee to ask questions about the choir.

Within a week of the audition, the Artistic Director will advise the auditionee by email whether the audition was successful and, if so, invite the auditionee to join the Chorus as a singer in a particular section. Section assignments are made based on identified vocal range and the needs of the Chorus.

Care of Sheet Music

Singing members receive original copies of the sheet music for the songs the Chorus will perform. This sheet music remains the property of OVC. Singing members are expected to maintain sheet music in good condition. Pencils only are to be used to mark sheet music and the copies are not to be hole-punched.

Members are expected to return all sheet music in good condition following each concert. Members are responsible for the replacement cost of any sheet music that is lost or damaged.

Section Leader

The members of each of the four sections of the Chorus will select their Section Leader at the beginning of each concert season.

The Section Leader has the following duties for their section:

1. Adopt a leadership role within their section;
2. Keep attendance records at all rehearsals and report absences to the Artistic Director;
3. Report to the Artistic Director when a member of their section has missed the designated number of rehearsals within a concert rehearsal period, as set out in this Manual;
4. Follow up with any member of their section who has missed a rehearsal to determine if help is needed to make up the work missed;
5. Actively encourage attendance by members of their section at the compulsory sectional rehearsals, and organize additional non-compulsory sectional rehearsals in consultation with the members of their section where the Section Leader determines (based on personal observation and feedback from other members of their section) that their section could benefit from additional sectional rehearsals;
6. Support the Snack Coordinator by encouraging members of their section to bring snacks to regular rehearsals in accordance with the schedule established by the Snack Coordinator, and ensure that the space is clean and food and dishes put away at the end of such rehearsals;
7. Bring questions or concerns from their section to the attention of the Artistic Director or the Board of Directors as appropriate; and
8. Where the Artistic Director has identified a significant musical issue exhibited by a member of the Section Leader's section, attend meetings with the Artistic Director and member in question as provided for in the Procedure for Involuntary Termination of Membership; Termination on Artistic Grounds in Part I above.

Ombudsperson

The Ombudsperson is the facilitator and advocate for the members. They are elected by the membership, typically at the AGM, to assist in resolving issues identified by members, clarifying the needs of the members and those of the OVC leadership including the Artistic Director and the Board of Directors, and helping with interpersonal conflict, as applicable.

The procedure for the election of the Ombudsperson is the same as that for the Board of Directors set out in Part II above, with necessary modifications applicable to the role of the Ombudsperson.

Membership in Professional Organizations

The Chorus pursues membership in relevant professional organizations, including Choir Alberta and GALA Choruses.

Outside Performance Protocol

The Chorus is interested in performing for community groups within the LGBTQ2 community and the broader community, in addition to the two or three major concerts performed each concert season. These performances often assist other worthwhile groups in raising funds, maintain the Chorus' visibility in the community, and allow the Chorus to commemorate special events.

Members are encouraged to be aware of possibilities for these kinds of performances and to bring them to the attention of the Artistic Director or the Board of Directors.

In order to protect the OVC brand and its reputation, to ensure top quality performances, and to enable all members in good standing to perform with the Chorus, the Board of Directors has established the following protocol for outside performances:

1. All invitations or suggestions for extra performances must be brought to the Board of Directors for their review and sanction;
2. The Board of Directors will confer with the Artistic Director and will consider their advice regarding the timing of the performance, the readiness of the choir, the quantity and type of music to be performed, and the nature of the group issuing the invitation to perform;
3. Once the Board has sanctioned the event, an open call will be made to all chorus members to determine members' interest in and availability for the performance;
4. The Artistic Director will gauge the interest and availability of the members and will assess the viability of the performance based on the music to be performed and the number of members willing to perform, as well as the availability of an appropriate conductor and accompanist. The Artistic Director will then accept or decline the opportunity on that basis.
5. All communication, including emails, relating to any outside performances must come from the Artistic Director or the Board of Directors, and not from individual members.