

# TEMA CHOIR USA, INC. STANDING RULES

## ARTICLE III. MEMBERSHIP

- A. Membership in the Tema Choir USA, Inc. shall be open to any non-auditioned volunteer singer with music skills and talents living in the Woodbridge, Virginia vicinity and beyond. Membership shall be without race, color, sex, religion, age, disability or national origin. Additionally, members will not be discriminated against by their marital status, gender identity, or sexual orientation. Requirement for membership shall be any non-auditioned volunteer singer with music skills and talents ready to abide by rules set forth herein published as Policies by the Board of Directors.

## MEMBERSHIP

1. Membership is open to all through the second rehearsal of each season. After this deadline, membership will be determined by the Artistic Director on a case by case basis.
2. Every member shall provide for the cost of any approved attire that is prescribed for the choir.
3. All music scores and sheet music remain the property of the Tema Choir USA, Inc. and may not be taken home. However, if any member wishes to take a copy, it should be properly signed out from the Membership Management Chair and returned accordingly. Any member who defaults will be charged a fee for the copy/copies.

## Regular Rehearsals

Thursday Nights

6: 45 PM – Fellowship

7: 00 PM – Rehearsal warm-up begins

9: 00 PM – Dismissal

## Attendance

1. All members must check in with the Membership Management Chair upon arrival each week. The Membership Management Chair will be on duty until 7: 15 PM after which time a sign- in sheet will be provided.
2. Attendance is expected at every rehearsal. Excessive absences (more than 3) by any member, must be discussed with the Artistic Director.

3. A minimum of one (1) on-site rehearsal per performance will be held preceding each concert. The times may vary from the regular rehearsal schedule. Attendance is required for all rehearsals in order to participate in a performance.
4. The Artistic Director may terminate a member's participation in the choir due to poor attendance at rehearsals and performances, and lack of adherence to uniform standards, decorum, and stated requirements
5. No rehearsal will be held if Prince William County Government is closed due to inclement weather or other emergencies.

## **ARTICLE VII. ELIGIBILITY, DUTIES AND TERMS OF ELECTED OFFICERS**

### Summary Reports:

The Summary Report covers the fiscal year July 1 – June 30. This report is a timeline of activities performed and/or anticipated, with contact information. The report may also include recommendations.

Committee Reports: All committee chairs shall report at Board Meetings, to include the following:

1. Vice Chair:

Responsible for orientation of newly elected Board members and Musical Directors, to include presentation and review of governing documents, within 30 days of election.

Serves all functions of the Chair in the absence of the Board Chair at all meetings and performances.

2. Secretary:

Distributes minutes to Board members prior to regularly scheduled meetings.

Maintains documents as identified in the Records Retention Policy. (See Attachment C, Records Retention Policy).

Removes members from database if inactive more than a year.

### 3. Treasurer:

Collects and deposits all Tema Choir USA, Inc. revenue.

Maintains financial documents as identified in the Records Retention Policy. See Attachment C, Records Retention Policy.

Notifies the insurance company each concert season of the time and location of all rehearsals, performances, and meetings of the Tema Choir USA, Inc. Provides the insurance company with an inventory of current Tema Choir USA, Inc. assets on a regular basis.

### 4. Grants Coordinator:

Represents Tema Choir USA, Inc. on the Prince William Arts Council.

Attends any meetings associated with grant applications.

Forms a committee to prepare and submit applications for funding as prescribed by the fiscal entity.

Implements the on-going reporting requirements of the funding agency.

Develops and implements a system to determine residency of concert attendees and reports results to the Board.

Provides complete copy of grant applications electronically to the Board.

Prepares and mails appropriate thank-you notes in a timely manner.

### 5. Fund Raising Chair:

Develops and implements plan to acquire corporate sponsors, patrons, and advertising revenue.

Recommends fund raising projects for Board approval.

Arranges Board-approved fundraising projects.

Arranges the sale and distribution of recordings, photographs, etc.

Recruits individuals to usher, to staff sales tables, and to participate in fundraising.

Provides financial summary report to the Board following each fundraising event.

Collects donations and purchases cards and gifts as appropriate.

Prepares and mails appropriate thank-you notes in a timely manner.

6. Production Chair:

Arranges and manages logistics, rehearsal, and concert facilities.

Secures and maintains facilities for rehearsals and concerts.

Has responsibility for keys for rehearsal facility, storage facilities, and trailer.

Coordinates with Artistic Director all aspects of actual production.

Selects committee chairs, stage manager, and others as needed.

Coordinates duties of stage manager to include the following:

- Riser transportation and set-up

- Lighting and sound

- Set-up at rehearsals and concerts

- Coordination of concert format with lighting/sound technicians

- Stage set-up, props, flowers, etc.

- Equipment requests (keyboard and bench, piano lamp, extension cords, gaffing tape, music stands, chairs, etc.)

- Choir procession and recession from risers

- Piano tuning

Arranges for the following:

- Lighting and sound contracts

- Musical mechanical license

- Recording contract

Coordinates inventory of Tema Choir USA, Inc. assets annually and provides a copy to the Secretary and Treasurer.

Prepares and mails appropriate thank-you notes in a timely manner.

7. Publications Chair:

Creates all printed material in a consistent format to encourage “branding” of the Tema Choir USA, Inc. using established logo, color, and fonts. Coordinates with Artistic Director and Board of Directors to ensure accuracy of information presented in:

- Newsletter

- Calendar of events
- Program
- Brochures
- Stationery and business cards
- Flyers
- Order forms for recordings, etc.
- Concert order.

Ensures appropriate printed materials are available at all choir functions.

Prepares and mails appropriate thank-you notes in a timely manner.

#### 8. Marketing/Publicity Chair:

Develops and implements a public relations plan for all forms of advertisement and related publicity activities for all the needs of Tema Choir USA, Inc. (e.g., press and media releases, social media, website) for the following:

- Rehearsals
- Concerts
- Special events
- Tours
- Membership recruitment

Oversees maintenance and development of Tema Choir USA, Inc. website.

Coordinates with Artistic Director and Board of Directors in matters of publicity.

Notifies the Prince William County Arts Council each concert season of the time and location of all rehearsals and performances.

Prepares and mails appropriate thank-you notes in a timely manner.

#### 9. Membership Management Chair:

Coordinates purchase of music with Artistic Director.

Takes attendance or arranges for a representative to do so 15 minutes prior to start of rehearsal and provides a sign-in sheet for late arrivals.

Prepares and maintains rehearsal attendance records and provides a copy to the Artistic Director on a monthly basis.

Contacts members who have missed two consecutive rehearsals without prior notification.

Provides performance binders to new members.

Provides orientation to new members.

10. Special Events Chair:

Organizes and coordinates choir socials.

Organizes events to promote fellowship.

Facilitates special performances.

Prepares and mails appropriate thank-you notes in a timely manner.

**ARTICLE IX. ELIGIBILITY, DUTIES, AND TERMS OF NON-ELECTED OFFICERS**

Either the Artistic Director or the Guest Musical Director shall serve as the Director for the season.

A. Artistic Director

1. Presides at rehearsals and performances of the Tema Choir USA, Inc.
2. Selects music within approved budget with oversight by the Board of Directors.
3. Is responsible for musical selection and concert format following the guidelines stated in By-Laws Article II.
4. Coordinates concert details with Production Chair, Marketing/Publicity Chair, and Publications Chair.
5. Selects and coordinates with the accompanists, soloists, instrumentalists, and special groups for the enhancement of the musical program.
6. Presents concert order including soloists, instrumentalists, special groups, etc. to Publications Chair six (6) weeks before concert.
7. Shall be a member of the Budget and Grant Committees.

B. Guest Musical Director

1. Presides at rehearsals and performances of the Tema Choir USA, Inc.
2. Selects music within approved budget with oversight by the Board of Directors.

3. Is responsible for musical selection and concert format following the guidelines stated in By-Laws Article II.
4. Coordinates concert details with Production Chair, Marketing/Publicity Chair, and Publications Chair.
5. Selects and coordinates with the accompanists, soloists, instrumentalists, and special groups for the enhancement of the musical program.
6. Presents concert order including soloists, instrumentalists, special groups, etc. to Publications Chair six (6) weeks before concert.
7. May be a member of the Budget and Grant Committees.

C. Accompanist

1. Shall preside at rehearsals and performances in the absence of the Artistic Director/Guest Musical Director.
2. Shall be responsible for sectional rehearsals and other duties at the request of the Artistic Director.

## **ARTICLE XI. PERFORMANCES**

When a Board Member is contacted regarding other performances, he/she will follow the procedures as outlined in Attachment A.

## **ARTICLE XII. ELECTIONS**

A. Election of Officers:

1. The nominating committee will provide a slate of candidates by the June Board Meeting.
2. Additional nominations may be taken from the floor.
3. All offices shall be voted on a single ballot.

B. Nominating Committee

1. Members serve for a term of one year.
2. Election Responsibilities:
  - a. Identifies and recruits potential nominees for Board membership.
  - b. Reviews specific duties to include Tema Choir USA, Inc. By- Laws, Standing Rules, and Summary Reports with potential nominees for each office prior to the May Board Meeting.

- c. Requests potential nominees submit Attachment B of Tema Choir USA, Inc. Board Membership Application.
3. Evaluates the job performance of each Board member.
4. Recognizes outstanding service to the choir, including emeritus status.
5. Recruits Advisory Board members.

Adopted  
Monday, June 29, 2020.