

Downtown Singers Chorus Policies and Procedures

(Adopted by DTS Board of Directors 6/26/18)

1) Attendance

- a) It is the personal responsibility of each member of the DTS to be adequately prepared to perform any concert s/he participates in. Depending on the ability of the member, preparation could include, but not be limited to, attending all schedule practices; using websites or other means to rehearse parts independently; and listening to recordings of the entire work.

2) Participation donations

- a) It is the responsibility of each member to demonstrate commitment to the DTS through Participation donations
 - i) Participation donations are set by the Board of Directors and are collected separately for each performance
 - ii) If payment of a Participation donation presents a hardship to any member, that member is encouraged to discuss the situation privately with either the Treasurer or Assistant Treasurer so that other arrangements can be made.

3) Supporting the success of DTS performances

- a) For the DTS to accomplish its mission to provide performances of classical master choral works to our community, the members must be active in promoting our performances to the community. This should be done through at least one of these methods:
 - i) Selling tickets to family, friends and other members of the community.
 - ii) Selling advertising to local businesses
 - iii) Procuring sponsorship and donations

4) Conduct

- a) As with any organization, the DTS expects each member to conduct themselves in a respectful and courteous manner during all activities associated with the DTS.
 - i) Examples of inappropriate behavior include bullying, inappropriate language, discrimination and harassment either directly, or indirectly via social media.
 - ii) The Board of Directors will address any of the issues reported to them.

5) Choir Member Information

- a) Members are responsible for providing current contact information such as phone number, email addresses, etc. so that they may be reached promptly when necessary
- b) Members will be responsible for providing singing section and voice range (e.g. Soprano I or II), height and special needs to facilitate performance seating