

KEY POLICIES & EXPECTATIONS



MEMBERSHIP

Definition

Membership in the LVMC is determined by and conferred by the Board of Directors (BoD). All members must fulfill the following responsibilities to maintain their membership status:

1. Support and/or participate in organization activities;
2. Uphold and abide by the Code of Conduct; and
3. Support and uphold the mission of the organization; Voting members must fulfill the following additional obligations:
4. Maintain all financial obligations; and
5. Fulfill participation requirements

All candidates for membership must complete a Membership Agreement Form which includes acknowledging and abiding by all policies including the Member Handbook. All information provided to the Chorus is held in strict confidence.

Expectations

Members are expected to do the following:

- Act in a professional manner at rehearsals and performances
- Be punctual and attentive during rehearsal
- Pay attention to announcements
- Come to rehearsal prepared and learn the music (We sing off-book so memorization is very important.)
- Learn choreography as required
- Pay dues (or communicate need for alternative), contribute time, and/or money as able
- Help promote the mission of the chorus and help us grow our audience, concerts, and membership
- Participate in all official public performances
- Always represent the chorus in a positive manner

It is important for chorus members to understand that this is not a community chorus. Members are volunteers. The chorus is run as close to a professional organization as possible.

In return, members can expect the following from the chorus:

- An inclusive, judgment-free environment
- Clear, consistent expectations and communications
- Open, timely, and transparent communications
- Ability to provide feedback to the organization
- A professionally run organization, including fiduciary responsibilities
- Opportunities to volunteer within the organization, including becoming a part of the leadership team
- Learn many new music and vocal techniques
- Participate in social opportunities
- Participate in a high-quality artistic organization

CONFIDENTIALITY

Members of the LVMC are expected to respect each other's privacy, and the organization will make every reasonable effort to respect the confidentiality of Chorus members. While the LVMC is clear in its mission as a diverse organization, we must all remain cognizant of others' individual situations and the degree to which they are willing and/or able to be "out" at home, in the community or in the workplace.

Violating the privacy of another is looked upon very seriously and could result in BoD action regarding a member's status. If you feel that your privacy has been compromised, notify the Member-At-Large or BoD.

CODE OF CONDUCT

It is each member's responsibility to uphold the following code of conduct.

General

Leaders will behave in a responsible way and members are expected to treat each other with mutual respect. This includes all forms of Chorus communication. When representing the Chorus at public events, members are expected to conduct themselves in a professional manner.

Communications between members regarding Chorus business should be directly between the individuals involved unless they mutually agree otherwise. Any communication regarding Chorus business should be discreet and private. It is not appropriate to have Chorus business publicly discussed. Do not contact another Chorus member at their place of business unless you have received prior permission to do so.

Remember when wearing a LVMC logo'd article of clothing you are seen as a representative of the Chorus.

Social Media Policy

Social Media is an important avenue for communicating with the public about the LVMC. The LVMC uses Facebook, Instagram, Twitter, YouTube, email, and more to promote events, increase public awareness of what we do, and, ultimately, fulfill our mission. When we post, we are aware that journalists, donors, and supporters will see them, and our goal is to present a positive public image.

The LVMC encourages members to employ social media to share their enthusiasm and support of the organization. Given that any post you make as a member of the LVMC reflects on the organization, we ask that you keep the following guidelines in mind:

- Please do not share any information about the LVMC unless that information has already been made public by the LVMC. If you are unsure about whether something is publicly known, please consult with the BoD.
- Do not post derogatory or offensive comments about the LVMC, other members of the LVMC; anyone affiliated with the LVMC; or other choral or art groups.
- Please do not give the impression when you post about the LVMC that you are an official spokesperson for the organization.
- Tag responsibly! Please be mindful and respectful when posting photos of other Chorus members. Ask for permission before you post!

Members are prohibited from creating any social media group with the name or acronym of the organization or with the purpose of having a gathering of LVMC members. Violation of the Social Media Policy may result in membership being revoked.

Criminal Record

In order to present at all times a positive public image, members may have their participation restricted or membership terminated if they have certain criminal records. Those who have their movements restricted by court order may also be subject to limits on their participation. Members falling under these categories should inform the BoD. All cases will then be reviewed by the BoD on an individual basis for proper action. Confidentiality will be maintained in all cases.

Substance Use

Members may be asked to leave rehearsals or performances if the influence of alcohol or other drugs (whether prescribed or otherwise) interferes with their ability to perform satisfactorily with the Chorus. The Chorus is an ensemble, and erratic behavior by individuals distracts from the performance. In addition, substance use by members can expose the Chorus to liability in terms of insurance coverage, the ability to utilize venues, etc.

Issues of apparent inability to perform due to substance use will be handled by the BoD and the Artistic Director. Confidentiality will be maintained in all cases.

Rehearsals

In order to preserve an atmosphere of mutual respect, each member is expected to conduct themselves in a professional and considerate manner whenever rehearsals are in progress. Talking not only distracts the person at the podium (e.g., Artistic Director, President or person making an announcement), but also interferes with other members' learning process and concentration. Disruptive or otherwise rude behavior is unacceptable. Members are encouraged to talk about disruptive behavior directly with members who are being disruptive. If this proves ineffective or if you are not comfortable doing this, you should talk to your Section Representative, Member-At-Large, or the BoD.

HARASSMENT & RETALIATION POLICY

The LVMC is committed to an environment that is free from all forms of harassment, including sexual harassment, as well as harassment on the basis of race, color, religion, national origin, ancestry, sex, gender identity, gender expression, age, disability, marital status, sexual orientation, genetics, active military or veteran status, or any other sensitive or protected characteristics. The LVMC will not condone or tolerate any such harassment, nor will it condone or tolerate retaliation against individuals who complain about such harassment or cooperate in an investigation relating to allegations of harassment.

Harassment can take many forms, but at its core, harassing behavior is conduct that is unwelcome and has the effect (whether intended or not) of creating an environment that is hostile, offensive, intimidating or humiliating to other Chorus members, volunteers, contracted staff members and performers, and/or members of the public who interact with the Chorus. The following are just a few examples of the many possible types of potentially harassing behavior:

- Verbal – racial, sexual, gender identity-related or ethnic jokes and insults; name calling; questions about a person's sexual practices; derogatory remarks or questions about a person's gender identity or gender expression; graphic verbal comments about the body.
- Physical – sexually suggestive or unwelcome touching or obscene gestures; leering or staring at a person's anatomy.
- Visual – insulting cartoons, sexually suggestive or lewd pictures or objects; repeated love letters or notes sent with the knowledge that they are unwanted.
- Requests for Sexual Favors – repeated unwanted sexual advances or requests for dates; threats of reprisal if sexual favors are not given; graphically propositioning an individual.

Members should use care in all interactions and communications with and about other Chorus participants (including on social media) to avoid saying or doing things that could reasonably be interpreted as harassment.

Members must not engage in any type of retaliation against individuals who have made a complaint concerning harassment, including sexual harassment, or against individuals cooperating with an investigation of a harassment complaint.