

# Harmony Diversity Choir

## Operating Guidelines

02/28/2016

### Parent Organization:

Perceptions is the parent non-profit organization for the Harmony Diversity Choir. Perceptions (officially named "Saginaw Valley GLBT Group, Inc.) is a 501c3 non-profit Inclusion and diversity organization for the Great Lakes Bay Region. Perceptions' mission is *to provide inclusive education, advocacy, and networking for our diverse Gay, Lesbian, Bisexual and Transgender individuals, allies and organizations in the community.* Perceptions is a leadership organization providing monthly educational programs, scholarships, discussion groups, inclusive advocacy statements, and networking opportunities. Perceptions partners with a variety of other non-profit organizations, businesses, and corporations to provide programming and events for the Great Lakes Bay Region. Perceptions is also the parent non-profit organization for the Great Lakes Bay Pride Festival.

### Purpose:

This document describes the purposes and procedures agreed upon by Harmony Operating Team (HOT). It has been drafted to help HOT manage our choir in a timely and constructive manner. HOT will effectively create a diversity choir inclusive of the LGBT community and their allies. We are committed to providing a welcoming environment for all regardless of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

### Goals:

The goal of the Harmony Diversity Choir is to use the choir as a means to educate, network and advocate for diversity, inclusion and equality. The choir will set a goal of 2-4 concerts or appearances in 2016 and 4 concerts or appearances in 2017. Additional opportunities will be considered if presented.

### Membership:

The Choir will be the first inclusive and diverse regional choir in the Great Lakes Bay Region (the "Region"). It is open to persons who are 18 years of age or older and support diversity in the Region.

### Harmony Operations Team (HOT)

An Operations Team exists to help expedite logistics, finances, and management of the Harmony Choir. Composition of HOT:

- Chairperson ..... Kari Metiva
- Conductor/Artistic Director ..... Grace Marra
- Perceptions Board Liaison ..... Chris Lauckner
- Public Information Manager/ Media ..... Chris Lauckner
- Accompanist ..... Gregory Gwaltney
- Treasurer ..... Gregory Gwaltney
- Assistant Treasurer ..... Donna Herringshaw
- Secretary ..... Donna Herringshaw
- Membership Coordinator ..... Donna Herringshaw
- Librarian ..... Nancy Bramblett
- Librarian ..... Carol McPherson
- Business Manager – Serves as the contact person in matters pertaining to performances. Manages the schedules and conditions, and informs and coordinates choir members.
- Public Information Officer – handles calls and other interactions with the public; represents and speaks for Harmony as well as for Perceptions.

- Publicity – Handles advertisement, recruitment and promotion of Harmony; Reaches out to various groups in the area, i.e. press releases in Region newspapers.
- Social Media and Web Site Manager – A Harmony tab will be added to the Perceptions website. The content of tab will (likely) include links to Code of Conduct, Operation Guidelines, meeting minutes and agendas, and performance schedules. It will provide information on how to make a donation, and provide the ability to download recorded music by the choir members. The Harmony tab will provide contacts via [Harmonychoir@Perceptionsmi.org](mailto:Harmonychoir@Perceptionsmi.org), [Grace@Perceptionsmi.org](mailto:Grace@Perceptionsmi.org) and [Kari@Perceptionsmi.org](mailto:Kari@Perceptionsmi.org).
- Membership Coordinator – Collects dues and maintains the record of member status. May serve as a conduit to HOT contact, and as a representative for choir members. May be an option for members to bring concerns, ideas and other forms of input to the Team.
- Section Leaders - Section leaders will be appointed annually by the Conductor. Section leaders will be dedicated to and responsible for encouraging regular attendance at rehearsals and performances. They will take attendance at rehearsals and contact their section members by email for short-notice reasons (i.e. rehearsal cancelation due to weather events). The Chair will meet with Section leaders to address attendance and other member issues.

Other positions may be added or eliminated upon a majority vote of HOT at a meeting at which a quorum of HOT is present.

### **HOT Roles and Responsibilities:**

HOT will strive for diversity among the team and choir members. Team members will serve Harmony by planning meetings and performances, developing and posting agendas, maintaining the Harmony website, preparing and making available meeting minutes, securing choir practice sites and ensuring information is communicated to members of the Choir. All members are encouraged to discuss any problems and ideas with Team members or the Membership Coordinator before meetings. The Team will listen to members' input and develop recommendations, remain open to new ideas, and strive to reach consensus in decision making.

Team members commit to make their best effort to:

- Attend all scheduled meetings
- Stay for duration of meetings
- Be prepared to participate fully in meetings

Each Team member shall sign a HOT Commitment approved by the Team. That commitment shall include: the Code of Conduct; a prohibition on personal gain without full disclosure to the Board; and a prohibition on the use of Harmony assets or resources for person gain.

Choir members will select HOT members annually. Members shall be selected to three year terms, with the term of 1/3 of the team expiring each year. There shall be no term limits, consecutive or otherwise, for which an individual may be selected.

HOT may fill a vacant position by appointment for the remainder of the term.

Team members may be removed by a majority vote of HOT. Grounds for removal include but are not limited to: conflict of interest, criminal conduct, repeated unexcused absences from HOT meetings and violation of the Code of Conduct.

A change to policies and guidelines may be amended upon a majority vote at a meeting of HOT at which a quorum is present.

## **Harmony Choir Members**

New members may meet with the Conductor for voice placement. Individual donor members of Harmony can vote. Business/corporate donations are non-individual and cannot vote.

Choir members will receive rehearsal schedules at the beginning of each year.

Membership dues are \$25 donation to be paid annually to the Membership Coordinator by the third rehearsal. Checks should be made payable to Perceptions. If you are unable to pay the suggested donation please contact a HOT member to inquire about available assistance.

Members will be expected to purchase performance attire.

Distributed music must be returned or a fee of \$5 per piece of music is charged.

All members commit to make their best effort to:

- Be in their seats and ready to warm up by the scheduled time
- Remain at rehearsals for the scheduled time
- Refrain from the use of electronic devices during rehearsal; phoning and texting is prohibited during rehearsals
- Refrain from any disruptive behavior including cross-talking. Such behavior may be disciplined at the discretion of Conductor
- Membership is at the discretion of Conductor
- Participation in performances is at the discretion of Conductor
- Leave unsupervised children at home
- Wear name tags at rehearsals which will be color coded by section (soprano, alto, tenor, bass)
- Miss no more than 3 rehearsals.