

THE SAINSBURY SINGERS

Code of Conduct

This Code forms part of the Constitution of the Society and is prepared to explain the responsibilities of membership.

Types of Membership

1. Full-Acting (18 years and above)

For those who have passed an audition, participated in at least one show, and been accepted by the Executive Committee. Full members must:

- a) Be prepared to re-audition en masse at any time in the light of musical or production demands.
- b) Be prepared to re-audition if more than one consecutive production is missed.
- c) Be prepared to step down if so requested by a member of the casting committee.

Subscriptions: An annual membership fee payable during January each year, plus a show fee which is payable:

- If auditioning for a show, in full before auditions take place
- OR
- Spring show: 1st December - Full show fee (or half if paying by instalments)
1st March - 2nd instalment
 - Autumn show: 1st June - Full show fee (or half if paying by instalments)
1st September - 2nd instalment

Voting rights: Full.

2. Full-Junior (Minimum age 16 years)

See Full-Acting Membership but Junior Members have reduced membership and show fees, have no voting rights and cannot be elected to the Executive Committee.

3. Full-Non-Acting

An invited membership for those who assist the Society on a regular basis, e.g. wardrobe, make-up, props, etc. but do not wish to become acting members. Also for acting members unable to perform in the current production.

Subscriptions: Annual membership fee as Full-Acting members but no show fees.

Voting rights: Full.

4. Provisional

For those having passed their membership audition. Depending on vocal requirements, provisional members may be asked to join a waiting list. Subsequent acceptance for participation in a show may be influenced by the extent of commitment shown. The Executive Committee will review membership after one show in the light of ability, suitability and attitude.

Subscriptions: As Full Acting Members – half the annual membership will be due if joining on or after 1st June in any year.

Voting Rights: Full.

5. Associate

For those who wish to be more involved with the Society on a regular basis, attending meetings, auditions, etc. but do not wish to become acting members.

Subscriptions: Annual membership fee as Full-Acting members but no show fees.

Voting rights: None.

6. Life

For those so elected.

Subscriptions: None

Voting Rights: Full.

7. Patron

Not strictly a form of membership but a voluntary and honorary position. Patrons are friends of the Society who make regular, unspecified donations. They receive Society literature and are welcome at social events.

Voting Rights: None.

Auditions

1. By individuals on joining the Society.
2. By members who have missed more than one consecutive show.
3. By members at any time if so requested by the Musical Director or Producer/Director.
4. By members as a means of selecting parts for each show. Normally held on one or two rehearsal evenings, with not less than 14 days notice, about 4 weeks after rehearsals start. These auditions are conducted in front of other members.

Eligibility: All full members having:

- a) passed initial membership audition
- b) been granted full membership after completing their first show
- c) paid the show fee - not refundable
- d) previously indicated their wish to audition for a particular part or parts by entering their names on a published list which is closed at the end of the rehearsal immediately preceding audition night. Unsuccessful members must be prepared to understudy and/or participate in the chorus. Members are encouraged to audition without the aid of scores or libretti. No part is pre-cast

and no member is promised a part. However, a member may be encouraged to enter for a part before auditions take place. This does not constitute a promise of a part. In exceptional circumstances a member may be invited to take a part, after auditions have taken place, even though he/she had not entered for it. A named understudy will be used in the production if the principal is indisposed. If no understudy is named a 'stand in' may be nominated on a week by week basis. Stand-ins will not be expected to perform the part in the production. The responsibilities of an understudy are to attend all relevant principal rehearsals and to learn the music, libretto and stage movements of the principal role, without necessarily receiving individual attention. Where possible an understudy will be used during rehearsal and special rehearsal time may be allocated, but this cannot be guaranteed.

Costs

Members are responsible for paying or providing:

1. Their subscription, if applicable, and show fee on the due date.
2. Costs of libretti and scores.
3. Costume accessories such as tights, shoes, gloves, etc., when these are not available from the costumiers. Expensive items will be notified as early as possible.
4. The cost of all social events.

Member's Representatives

The Society Constitution calls for four member's representatives to serve on the committee. In order to spread the representation as far as possible within the Society, the following guidelines have been agreed:

- Members who know they will not be performing in either one or both of the two shows following the AGM should not put their name forward for election
- Where a household couple alternate shows, they are eligible to stand as a couple for a single post, with each of the couple holding the position during the rehearsals and show in which they are performing
- If a Member's Representative has to drop out of a show during their term (for unforeseen circumstances), their position will be refilled by the next most popular choice from the AGM vote (or a revote if no eligible members available from the original vote)
- If more than one member of a single household is voted in the top four at the AGM vote, only the highest vote earner will be elected, the other position(s) will be filled by the next most popular choice(s) in the vote

Rehearsals

Usual nights: Mondays and Wednesdays weekly. Occasional additional rehearsals may be called by the Production Team.

Usual time: 7.30pm to 10pm

Control of Rehearsals: The Musical Director or Assistant shall conduct all music rehearsals and the Director, Assistant or Choreographer shall direct all stage rehearsals.

Attendance: Members are expected to attend every rehearsal for which they are called. If they are unable to attend, the rehearsal director or membership secretary should be informed with reasonable advance notice. Unacceptable and/or unexplained absences will not be tolerated. A rehearsal attendance record is kept and a member who has missed an unacceptable number of rehearsals or whose punctuality is unreliable may be brought to the attention of the Executive Committee. Members not directly involved with a part of a rehearsal are expected to be sympathetic to others. Talking and other interruptive activities should be kept to a minimum. There is usually a tea break during rehearsals. It is the member's responsibility to ensure that he/she is fully prepared for rehearsals in respect of props, music, dialogue, movement and dancing as directed at previous rehearsals.

Dress Rehearsals

Usually: Friday before the show and the following Sunday and Monday in the Hexagon. Members are expected to stay at all rehearsals until released by the rehearsal director. This particularly applies to the notes given after dress rehearsals.

Show Week

Production: in the Hexagon. Curtain up at 7.30pm.

Make up: base pancake make up should be provided by each member under the direction of the artists comprising the make up team. Members are encouraged to use their services, but should individuals wish to do their own make up this must be approved by them.

Costumes: these are normally available on the Friday before each show, and once accepted are the responsibility of the member. Alterations should only be made under the direction of the wardrobe department. Damage to, or loss of costumes must be paid for by the member concerned unless covered by the Society's Insurance Policy.

Props: a list of props not supplied with the scenery is published about 2 months before each show. Members are expected to supply these items. Hand props, such as baskets, ribbons, lanterns etc, should be provided by members as needed.

Hexagon rules: members are expected to observe the theatre rules regarding car parking, drinking, smoking and noise, and to obey the reasonable requests of the Hexagon staff. Once made up, or in costume, members must never be seen front of house or leave the theatre.

Ticket Sales

Each member has his/her name entered on a rotating ticket priority list. All members on that list, after their first show, are expected to sell at least the value of 10 top price tickets, or be responsible for the difference. Ticket orders and publicity material are made available about 3 months before the production and ticket orders taken about a month after that. All tickets must be paid for at the latest by the last preferential booking night.

Social Activities

The Society has a social sub-committee which arranges several social functions throughout the year. All members and their guests are encouraged to attend as many of these activities as possible.

Resignations

Should a member need to drop out of a show or resign membership the Chairman should be so advised in writing. All costs incurred are non-refundable.

If a member drops out of a show after the auditions have taken place, the Executive Committee has the authority, taking individual circumstances into consideration, to refuse re-admission for future shows.

Disciplinary Procedure

Failure to abide by the Constitution of the Society will result in the individual's membership status being reviewed by the Executive Committee. If necessary this Committee has the authority to withdraw membership without notice. All costs incurred by the member concerned are non-refundable.