

Protocols of the Fremantle Women's Choir

The following protocols are practices adopted by the FWC. They supplement the rules (constitution) but do not form part of the rules. They may be amended from time to time at the discretion of the committee and in consultation with members where necessary.

General

- 🎵 Members can consult the constitution in matters of choir governance. The constitution can be found on the FWC website
- 🎵 We are a non-auditioning choir and members are not expected to be able to 'read music'
- 🎵 We have at least 1 social event each term
- 🎵 Our AGM is held in Term 1

Rehearsals

- 🎵 We rehearse on Monday nights from 7.00 pm – 9.00 pm (most public holidays included) and operate for 4 terms annually in line with the school holidays. Each term comprises 9 - 11 weeks
- 🎵 We aim to run enjoyable and relaxed rehearsals balanced with a desire to challenge ourselves and sing at a performance standard
- 🎵 We respect each other and, while we encourage expression of opinions and suggestions, we don't talk when the musical director is giving instructions or teaching groups or individuals
- 🎵 We wear name badges and for insurance purposes we sign an attendance sheet
- 🎵 We have a break during rehearsals of about 15 minutes. Tea/coffee and eats are provided via membership fees. Notices are often given at the beginning of this break, members' birthdays are acknowledged and occasionally committee members meet briefly

Membership

- 🎵 A potential member may attend up to 3 rehearsals without payment before committing to membership
- 🎵 Payment of membership fees is due:
 - Annually – by week 4 rehearsal, term 1; or
 - Quarterly – by week 4 rehearsal of each term
- 🎵 Membership fees, together with funds raised through concerts etc, pay for the musical director's and accompanist's fees, hire of venues, cost of music and printing, insurances, association fees and contingencies

Performances

- 🎵 Performance Dress Code usually comprises:
 - Black trousers or skirt
 - Black shirt or blouse
 - Black footwear
 - FWC purple scarf which members can buy / borrow
- There are variations on this code depending on the season and type of performance. Changes are made by the committee in consultation with the musical director
- 🎵 We give concerts at least twice a year and charge admission. Funds raised through concerts and raffles supplement the choir's finances
- 🎵 We usually arrange an afternoon tea / supper at concerts and each member provides a plate of 'home-made' food and contributes at least one item to the raffle
- 🎵 We give to charitable organisations when possible
- 🎵 Occasionally we sing gratis at a residential care facility, retirement home, City of Fremantle function or similar
- 🎵 During performances we do not sing with photocopied music that contravenes copyright laws
- 🎵 We display FWC banners when we sing in public

Sheet Music and Folders

- 🎵 Sheet music remains the property of the FWC. We return all sheet music, including copies, when no longer required (e.g., after performances, concerts and when a member leaves the choir permanently or for an extended duration)
- 🎵 Potential members and visitors may borrow music in rehearsals but must return it at the end of each rehearsal
- 🎵 We mark sheet music in pencil only and arm ourselves with a pencil at each rehearsal. We are expected to look after our sheet music and protect it from damage
- 🎵 We may be asked to pay for music we have lost or damaged
- 🎵 We keep music in FWC folders which are used in performances and are available for purchase

Committee

- 🎵 We have an active committee that strives to manage the affairs of the choir fairly and diligently.
- 🎵 Committee positions:

President	}	Roles described in rule 7.3 of the constitution
Vice President		
Treasurer		
Secretary		

Section Leaders – one each for soprano, mezzo and alto sections

Other committee positions are created as the need arises. For example:

Publicity Officer
Grants Officer
Concert Co-ordinator
Music Librarian

- 🎵 We encourage all members to become involved in the FWC by giving their time or assistance where possible and/or nominating for a position on the committee