



In Honor of
Mr. & Mrs.
Terry McGrath II

Executive Director
Gary McGrath

Associate Director
Deborah Buffington

Conductor
Alan Buratto

Board of Directors
Deborah Buffington
Alan Buratto
Sue Buratto
Gordon Kelly
Nathan Krieger
Gary McGrath
Kent Schmedel
Julia Webb

MEMBER'S HANDBOOK

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01/02/2017

Code of Conduct

ALL RULES LISTED HERE APPLY TO ALL MEN AND BOYS WHO ARE MEMBERS OF THE TEXAS STATE MEN & BOYS CHOIR. PARENTS WITH BOYS IN THE CHOIR ARE OBLIGATED TO INSURE THAT YOUR CHILD FULLY UNDERSTANDS THESE GUIDELINES AND AGREES TO THEM.

— —“Choir Time” consists of any time you are at a rehearsal, concert, while traveling, during camp, recording session, church service, The Littlest Wiseman, or any other event involving the choir. — —

REHEARSALS

1. **SHOW UP ON TIME.** This means if a rehearsal is scheduled for 2:00pm, the rehearsal will start AT 2:00pm. Not 2:05, or 2:15. IF YOU ARRIVE AT THE SCHEDULED TIME, YOU ARE LATE. The proper time to arrive is at least 15 minutes prior to the scheduled time. This is to give you 5 to make sure your music is in order and use the restroom, 5 minutes to look over your music in preparation for the rehearsal, and 5 minutes to use the restroom if need be. Coming in late distracts everyone from the rehearsal and causes valuable time to be wasted while waiting for you to find your seat and prepare to sing.
2. **MEMBERS SHOULD TAKE CARE OF THEIR PERSONAL BUSINESS (RESTROOM, TELEPHONE, ETC.) BEFORE REHEARSAL.** Do not get up during rehearsal for such matters, unless it is an emergency and a staff member is informed. Total attention is a rule, and should be focused on the director and the music. Members should develop absolute concentration, ignoring any distractions. This is a skill members must learn to be able to perform.
3. **CORRECT POSTURE IS A RULE.** If members sit or stand sloppily, they will also sing sloppily. When standing, weight should be evenly distributed between both feet with feet apart in line with width of hips. One foot should be slightly forward of the other to prevent members from locking their knees. Eyes and attention should be directed forward. When sitting, members will have assigned rehearsal seating. Members should always be in their assigned seat unless moved by a director.
4. **NO TALKING.** Unless you are directly addressed by a director you should not be speaking. We have very limited time to get a lot accomplished. Making comments or remarks to your neighbors next to you is distracting and rude to the directors and other choir members who are there to rehearse. Rehearsal time is rehearsal time, your time to visit with other members is after you have been dismissed and you have completed your assigned tasks to clean up the area (putting chairs away, etc.). Rehearsals are planned and all work has been organized in advance. When guests enter the rehearsal room, members should ignore them until they are given the director's attention. Always stand when being introduced. Applause is appropriate but whistling or yelling is not.
5. **IF THERE IS AN ARGUMENT OR ISSUE WITH ANOTHER MEMBER, LET THE DIRECTORS HANDLE IT.** This is especially important for the rehearsals when the men and boys are together. In the case of a father/son who are both members of the choir, when you are on rehearsal time, you must focus on yourself, NOT your son/father. If you, a father, see that your son is misbehaving, DO NOT TRY TO DISCIPLINE HIM. The directors will handle the matter with your son, that is their job. When a father tries to discipline his son during a rehearsal, it does not solve the problem, it takes the authority away from the directors and causes a larger disruption than necessary and only ends up embarrassing and lowering the self esteem of the boy. Rehearsal should be a pleasant experience where you can focus on your own music and having “dad” always looking over your shoulder isn't a feeling anyone would want.
6. **BE THE GOOD EXAMPLE FOR YOUR FELLOW CHOIR MEMBERS.** The use of cell phones, tablets, gaming devices, or any other personal electronic device is prohibited for all rehearsals, performances, and events. Your phone should always be on silent until you are not on choir time. This is especially important for the men to follow. If a man picks up his phone during rehearsal, it immediately makes the boys feel like they can play with tablets and phones during rehearsal too. Do not make inappropriate jokes or remarks, including talk of drugs, alcohol, sexual content, weapons, legal actions, ex wives, mental conditions, disorders, or other personal matters.

7. **ALWAYS TREAT THE DIRECTORS, OTHER CHOIR MEMBERS, AND THE PUBLIC WITH THE UTMOST RESPECT.** Always address the directors with a Mr., Ms., or Mrs. before their first or last name as preferred by that individual. This is a form of respect not just for directors but others you meet in public as well. When asked to do something by a director, never talk back or snark at the request, respond with a “yes, sir” or “yes, ma’am” and do what was asked in a timely manner.
8. **MEMBERS ARE ALWAYS EXPECTED TO BRING A COMPLETE AND ORGANIZED NOTEBOOK.** To all rehearsals and performances. Notebooks must include all of the music needed for that semester which is provided at the beginning of the semester. All of this music should be in alphabetical order and placed in sheet protectors in a plain white 2” three ring binder.

PUBLIC

ANYTIME YOU ARE IN PUBLIC, YOU ARE A REPRESENTATIVE OF THE TEXAS STATE MEN & BOYS CHOIR AND SHOULD ALWAYS BE ON YOUR BEST BEHAVIOR, EXERCISING POLITENESS AND BEHAVIOR THAT’S BECOMING OF A GENTLEMAN.

1. No one is to leave the group at any time without permission from the staff.
2. You are not to run, yell, spit, chew gum, use inappropriate language, or have unwanted physical contact with other members such as pinching or hitting, etc.. The use of any illegal substance is strictly prohibited, as well as smoking or vaping of any kind, chewing tobacco, drinking, talk of weapons or use of weapons at any time when you are on choir premises or choir time. Prescription drugs for medical problems and conditions may be used so long as the staff is notified in advance of such use. This purpose of this organization is not only to share our music with the world but also to set a standard of respectful gentlemen in society.
3. At receptions members are there to mingle with the audience, not each other. Members should introduce themselves and circulate. Members should not bunch together. A high standard of behavior and manners is required.

UNIFORM/PERSONAL APPEARANCE

MEMBERS’ HAIR MUST ALWAYS BE CLEAN AND IN NEAT APPEARANCE OUT OF THE EYES. FACIAL HAIR MUST ALWAYS BE KEPT NEAT AND TRIMMED.

REHEARSAL CLOTHES: should be neat in appearance. No sweat suits, warm ups, or pajama bottoms - No jeans with major holes in them, frayed, or split bottoms - No oversized clothing.

ROBE CLOTHES: Everyone: solid black or white t-shirt/undershirt must be worn underneath dress shirts. Men: Black suit/sport coat (without monograms or designer insignia), solid black long sleeve dress shirt, solid black dress slacks, with solid black socks, black belt, and black loafer style dress shoes (no laces). Boys: White long sleeve dress shirt, solid black dress slacks, with solid black socks, black belt, and black loafer style dress shoes (no laces).

FORMAL CLOTHES: Any color dress shirt is acceptable, with dress slacks, and dress shoes. Suit/sport coat and tie is required for everyone.

THE LITTLEST WISEMAN

1. Members & Parents are not to park in the circular drive or staff parking lot of the Scott Theatre at any time.
2. Always use the Stage Door (Lancaster Street) for entrance for rehearsals and performances. Do not use the front doors.
3. Members are required to wear performance shoes for all rehearsals at the Scott Theatre.
4. Members must wear Robe Clothes to dress rehearsals and performances.

DISCIPLINARY POLICIES AND PROCEDURES

The Texas State Men & Boys Choir does not allow a permissive atmosphere. The amount of time and energy exerted by both members and staff makes it imperative that we not waste time by allowing this behavior. When offenses occur, the normal penalties are, in order of severity:

1. "VERBAL WARNINGS" are the first disciplinary step. They are cumulative and even minimum infractions can lead to further disciplinary steps.
2. "PROBATION" is the final warning and the last disciplinary action before suspension or expulsion. Probation is a three-month period of time when the staff expects an obvious change in attitude and behavior on the part of the probationer. If a probationer fails to improve in attitude or behavior or commits another infraction of Texas State Men & Boys Choir policy, he may be suspended or expelled. Probation will be reviewed after three months and may be extended only twice. The summer months that the choir does not meet do not count toward the probation period. Probation is only terminated by official notification from the staff.
3. "SUSPENSION" from choir activities may result when serious or repeated offenses have been committed. This is an optional step to be added only when the choir feels that the member has potential and a possibility of redeeming himself.
4. "EXPULSION" is the most drastic punishment a member can experience, and it is used only as a last resort. If a member continues to have behavior or attitude problems even after the above methods have been enforced, then he leaves the staff with no choice but to dismiss the member from the choir permanently.

TUITION

BOYS' CHOIR TUITION IS \$100.00 PER MONTH.

TRAINING MEN'S CHOIR TUITION IS \$50.00 PER MONTH.

EACH PAYMENT IS DUE BY NO LATER THE FIRST REHEARSAL OF THE MONTH. If payment is not received by that rehearsal, a \$10.00 fine will be charged for each passing week that tuition is not paid in full. After 3 weeks have passed and tuition has still not been paid, the member is suspended from all rehearsals and performances until the balance is paid in full.

FINES

All fines will be included in the following month's tuition.

- There will be a fine of \$0.25 per page for losing paperwork, (letters, lists, etc.), or for leaving paperwork at rehearsal.
- There will be a \$5.00 fine for members not turning in paperwork by a specified due date.
- There will be a \$5.00 fine for members failing to bring their notebooks to rehearsals, performances, or on trips.
- There will be a \$5.00 fine for members leaving their notebook at a rehearsal or a performance.
- There will be a \$25.00 fine for members losing their notebook.

ALL FINES MUST BE PAID AT LEAST ONE WEEK BEFORE THE SPRING CONCERT.

UPON RECEIPT OF THIS HANDBOOK, WE CONSIDER THE CHOIR'S RULES AND POLICIES TO BE COMMUNICATED.

THE RULES EXIST FOR THE MUTUAL BENEFIT OF THE MEMBERS AND THE CHOIR.

THEY WILL BE RIGIDLY ENFORCED.

01/02/2017

PLEASE SIGN AND RETURN THIS PAGE TO THE OFFICE AS SOON AS POSSIBLE!

I have read and understand the Member's Handbook of The Texas State Men & Boys Choir and agree to abide by all guidelines and regulations contained within. I understand that it is my responsibility to both read and understand amendments that are made to the Member's Handbook on a regular basis. I fully understand that my membership in The Texas State Men & Boys Choir is at the will of the choir and can be terminated at any time at the choir's discretion.

Member Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date