

REGULATIONS
of
THE NEW ZEALAND MALE CHOIR



1. Application

- 1.1 These Regulations are additional to the Constitution of the Choir, and the Constitution shall take precedence when there is any dispute as to the content or interpretation of the Regulations.
- 1.2 The Regulations are set by the Management Committee and may be amended at any time by the Management Committee.

2. Organisation

- 2.1 The organisation of the Choir is determined by the Constitution.
- 2.2 While the official name of the Choir is The National Male Choir of New Zealand Incorporated, for day to day business the Choir shall be known as the "New Zealand Male Choir".
- 2.3 Section Leaders may be appointed by the Musical Director, and Choir members are expected to work through their Section Leader on all matters concerning both administration and music. Section Leaders are also responsible for discipline within their sections.
- 2.4 A Choir Sergeant may be appointed for each year, by the Management Committee, and will be responsible for coordinating the Choir's assembly and movement at rehearsals and performances, at administrative events, and when travelling.
- 2.5 Bus Officers may be appointed as required when on tour.

3. Zone Administration

- 3.1 Active members whose usual place of residence is in the North Island of New Zealand ("Northmen") will be deemed to be members of the Northern Zone.
- 3.2 Active members whose usual place of residence is in the South Island or Stewart Island of New Zealand ("Southmen") will be deemed to be members of the Southern Zone.
- 3.3 Each Zone shall have a Zone Committee comprising a minimum of five (5) and a maximum of seven (7) members, five of whom shall be elected by the members of that Zone. One of the elected members shall be elected as Zone Secretary.
- 3.4 Each Zone Committee shall appoint one of its Committee members (other than the Secretary) as Zone Chairman.
- 3.5 If a Zone Committee thinks fit, it may at any time, and for any period, appoint not more than two (2) other persons (who may be members of the Choir or non-members) to serve as members of the Zone Committee.
- 3.6 A Zone Committee shall meet from time to time as determined by the Zone Chairman. The Zone Chairman will promptly arrange a meeting of the Zone Committee if so requested by 3 members of the Zone Committee in writing or by electronic means.
- 3.7 The principal purpose of a Zone Committee is to facilitate the arrangements for holding rehearsals and concerts by members of the Choir within its Zone.

4. New Membership

- 4.1 Any member being approached by, or making an approach to, a potential new member, shall advise the name, address and telephone number of the potential member to the President and the Choir Secretary.
- 4.2 At the direction of the President, the Choir Secretary will arrange for an existing member to contact the potential member. The existing member will invite him to attend an appropriate rehearsal, help to arrange transport and accommodation, and meet him on arrival at the rehearsal.
- 4.3 The Choir Secretary will arrange for the potential member to receive:
 - 4.3.1 The relevant Introductory Letter.
 - 4.3.2 A copy of the music to be sung at the rehearsal.
 - 4.3.3 A copy of the current Rehearsal Schedule.
- 4.4 The potential member should be made welcome at the first rehearsal and be introduced to the members. The rehearsal provides the opportunity for him to be preliminarily assessed by the Musical Director, President and Zone Chairman, and to determine his own intention to proceed with membership.
- 4.5 If he decides to pursue membership and attend an audition, the Choir Secretary shall provide the potential member with a letter from the President giving details of the audition process.
- 4.6 Upon approval by the Musical Director and the President, the Choir Secretary will initiate and monitor the induction process and issue to the new member:
 - 4.6.1 A formal letter of provisional acceptance from the President.
 - 4.6.2 A password for the 'Members' section of the Choir website.
 - 4.6.3 Information on the Provisional Membership period.
 - 4.6.4 Information on the issue/purchase of uniform and music.
 - 4.6.5 Advice from the Music Team concerning rehearsal and concert requirements.
- 4.7 The Treasurer shall issue an invoice for the subscription payable, which shall be a pro rata calculation of the annual subscription between the date of approval of admission to membership, and the end of the current financial year.
- 4.8 The duration of the Provisional Period and final acceptance of new members will be at the discretion of the Musical Director, in consultation with the President, and will be dependent on:
 - 4.8.1 The provisional member confirming his commitment to joining the Choir
 - 4.8.2 The Music team's assessment of the provisional member's suitability and readiness to perform with the Choir
- 4.9 On completion of the Provisional Period, the Choir Secretary will arrange for the issue of such Choir items as are relevant and available.

5. Rehearsals

- 5.1 Rehearsals are held in both the North and South Islands and Choir members are expected to attend a minimum of 75% of the rehearsals in their Zone, and all rehearsals which are designated as 'Full Choir' rehearsals
- 5.2 A list of rehearsal dates will be provided by the Management Committee a minimum of 12 months in advance.
- 5.3 When unable to attend a rehearsal, an apology must be submitted to the Musical Director and Zone Chairman.
- 5.4 The appropriate Zone Chairman is responsible for organising and managing rehearsals held in the geographic area of the Zone.
- 5.5 The Zone Chairman will appoint a person to maintain a roll of members and record attendances at rehearsals.
- 5.6 Any members failing to attend three consecutive rehearsals, without having prior approval for leave of absence, will be requested to provide an explanation for their absence, and may have their membership of the Choir reviewed by the Management Committee.
- 5.7 Members should be seated, ready to sing, by the time notified for the rehearsal. When the Musical Director is working with one or more sections of the Choir, those not involved must refrain from talking or singing their part audibly.

6. Performances

- 6.1 Members are required to attend a minimum of two of the last three rehearsals held immediately prior to any public performance or tour. The Musical Director may preclude from any performance any member not meeting this condition.
- 6.2 Members are expected to exercise discretion concerning the consumption of alcohol prior to any performance.

7. Members' Expenses

- 7.1 It is a condition of membership that each member is personally responsible for any expenses he incurs in connection with his membership, which includes (but is not restricted to) the following:
 - 7.1.1 Travelling to and participation in practices and tours.
 - 7.1.2 Accommodation and meals.
 - 7.1.3 Uniform.
 - 7.1.4 Purchased Music.

8. Financial Obligations

- 8.1 Each Active Member of the Choir is required to pay an annual subscription, which will be invoiced by the Treasurer.
- 8.2 From time to time there may be other financial liabilities incurred by members for items such as the purchase of uniforms, contributions to tour costs, purchase of merchandise, etc. Notice of these liabilities will always be advised in writing or by the issue of an invoice.

- 8.3 Failure to pay the subscription or any other financial liability by the notified due date may result in membership of the Choir being reviewed in accordance with the rules of the Constitution.
- 8.4 Any member unable to meet a financial commitment should approach either the President or Secretary, in confidence, to discuss terms for payment.

9. Uniform

- 9.1 The following orders of dress have been established for the Choir:

Number 1

Black Suit (Bracks 421 suit comprising jacket and trousers)
White shirt (long sleeved, plain collar and non-patterned)
Choir tie (Black or Green as directed)
Black socks (plain except for the NMC initials)
Black shoes (non-patterned, lace up)

Number 2

Black (suit) trousers
White, or black and white check shirt as directed
Choir tie (if directed)
Black socks
Black shoes

Number 3

Black polo shirt
Taupe trousers
Black socks
Black shoes

Number 4

Black polo shirt
Any other apparel

- 9.2 The black sweatshirt may be worn with order of dress Numbers 3 and 4.
- 9.3 Orders of dress Numbers 1 and 2 may be worn only when engaged in approved Choir activities. Other orders may be worn casually as desired.
- 9.4 Order of dress Number 2 may be worn for performances by either the Northmen or Southern Men groups.
- 9.5 Choir members may be issued with additional clothing items from time to time, and the rules for wearing these will be advised when they are issued.
- 9.6 Members are expected to take pride in their uniforms and ensure that all items are clean, well presented and worn appropriately, e.g. polo shirt tucked in to the trousers.
- 9.7 Any uniform items paid for by the Choir will remain the property of the Choir. From time to time the Choir may issue additional items and these will also remain the property of the Choir. All items owned by the Choir will be required to be returned when leaving the Choir for any reason.
- 9.8 Individual members will be responsible for the purchase of uniform items not provided by the Choir.
- 9.9 Members will be responsible for meeting the costs of maintenance, cleaning, repair and replacement of uniforms.

- 9.10 The Management Committee will determine when uniform, and which order of dress, is to, or may be, worn for any event.

10. Music

- 10.1 On joining the Choir, members will be issued with a selection of music and may be required to meet the purchase price of some or all of that music. The music so purchased will remain the property of the individual member but members are expected to ensure that it is available when required.
- 10.2 Any photocopying must be for personal use only, e.g. taking a single copy for personal use at rehearsals to allow notations to be made on the music. Such a copy should be destroyed once the song has been memorized. No photocopying should be done on behalf of the Choir or any other person, and individuals will be responsible for any breaches of the relevant legislation concerning copyright.
- 10.3 The Librarian will maintain a master copy and additional copies of all music. Members may be required to purchase music as required by the Musical Director.
- 10.4 Music sheets will be used for rehearsal only, and, at the discretion of the Musical Director, all performances will be performed without music "on stage".
- 10.5 From time to time, practice tapes or CDs may be issued. Members will be responsible for their safekeeping and return, if requested.
- 10.6 On resignation from the Choir, members may offer to sell their purchased music to the Choir at a price to be negotiated, taking account of the condition and age of the music. All other music given to the member must be returned to the Choir.

11. Recruitment

- 11.1 The following initiatives will be undertaken in an endeavour to raise the strength of the Choir.
- 11.1.1 Each existing member will be encouraged to recruit one new potential chorister per year
- 11.1.2 Advertisements for potential members may be placed with the New Zealand Choral Federation, and in the public notices section of all newspapers in towns where there is a male choir or choral society.
- 11.1.3 Information will be produced by the Management Committee to assist with the promotion of the Choir to potential members.
- 11.1.4 Written concert programmes will contain material to encourage new memberships.
- 11.2 Regardless of which initiative they come from, all potential new members will require to be auditioned by the Musical Director, or his delegate.
- 11.3 All approved applicants will be auditioned and if accepted for the Choir, and their section is full, will be placed on a concert waiting list until a vacancy exists in their section.

12. Responsibilities

12.1 Secretary

- Management, publication, dispersal, distribution, recording, and archiving of inward and outward correspondence as necessary...
- Publication and distribution of the Choir's meeting minutes.
- Internal message and contact facilitation for the Choir. .
- Preparation of reports, as required, to the Management Committee.
- Contact person for public enquiries (website, mail, phone, facebook).
- Distribute rehearsal dates to Website Manager from President and Musical Director
- Support Zone Chairmen in provision of members and potential member's information.
- Communicate rehearsal programme/timetable through Website Manager.
- Assist Zone Chairmen in promulgating rehearsal details to members and request attendance details.
- Assist Zone Chairmen in communicating plans for the Choir's activities such as tours, rehearsals etc.
- Assist Grants Coordinator in the collation of supporting information, and submit Grant applications.
- Support President and Musical Director in administrative tasks.

12.2 Treasurer

- Process, record, balance and file all financial data such as creditors, debtors etc.
- Prepare and process all statutory tax obligations as may be required, such as GST and PAYE.
- Prepare budgets.
- Obtain quotes for services and goods as required.
- Assist with the submission of applications for grants, donations and sponsorship.
- Process remittances as required.
- Prepare all accounts requiring payment on a monthly basis, forward to the Management Committee a schedule of cheques required for release, and upon receiving such cheques forward payments as approved.

- Collate and provide reports on all required financial information as requested by the Management Committee on a monthly basis.
- Year-end budgeting and financial reporting as required.
- Arrange for payment of Music Team's expenses.
- Arrange for payment of venue hire charges.
- Arrange payment of catering costs when an external provider is contracted.

12.3 Musical Director

12.3.1 Artistic Direction

- Conduct all North Island and South Island rehearsals. In the event of the Music Director's unavailability, this responsibility may be delegated to another member(s) of the Music Team.
- Rehearse the Choir, conduct all performances and arrange, in conjunction with the Music Committee, programmes for all engagements.
- Assist in the selection of any Accompanists or Deputy Musical Director.
- Oversee the performance preparation of instrumental accompanists and soloists for any Choir engagements.
- Provide musical leadership for associated orchestras or other artists engaged by the Choir.
- Conduct regular auditions of current and prospective Choir members and make recommendations to the Management Committee regarding active membership.
- Provide direction in the selection of repertoire, in conjunction with the Music Committee.
- Liaise regularly with the other members of the Music Team to ensure the Choir maintains a standard of excellence in practice and performance.
- Promote the performance of New Zealand music and encourage, where appropriate, the engagement of New Zealand soloists.
- Motivate the choir to attain and maintain a standard and reputation that will continue to attract suitable new members.
- Work in partnership with the Management Committee to support and encourage choral singing in NZ schools and communities.

12.3.2 National Profile

- Ensure the Choir represents New Zealand in an exemplary manner, both nationally and internationally.
- Promote the Choir, including its forthcoming performances, by participation in media interviews and other publicity campaigns.

- Participate in other Choir marketing initiatives as agreed with the Management Committee or Marketing sub-committee.

12.3.3 Administration

- Work in partnership with the Choir Committee to ensure the effective operation of the Choir.
- Attend Management Committee meetings and report regularly to the Management Committee.
- Assume an active and supporting role as a member of the Music Committee.
- Prepare and present an annual Musical Director's report at the AGM.
- Establish and maintain appropriate linkages with other choirs, including participation in worthwhile civic or charitable causes.

12.4 Accompanists

- Work collaboratively within the music team in the development of repertoire suitable to both the Choir's musical development and its needs.
- Assist in the development and/or editing of works/arrangements as required by the Choir.
- Assist the Musical Director in all matters on performance and music so that the Choir is well supported.
- Provide accompaniment(s) as required for rehearsal and performance work.

12.5 Zone Chairmen

Rehearsals

- Organise rehearsal venues and determine costs.
- Arrange access to the venue.
- Ensure piano availability.
- Organise podium/music stand for the Musical Director.
- Arrange morning and afternoon teas at the venue.
- Arrange airport pickup for music team.
- Arrange local transport for the music team.
- Arrange accommodation - billets whenever possible.
- Keep nominal role of attendees and submit to Secretary.
- Arrange for collection of members' payment for morning and afternoon teas.
- Arrange payment for morning and afternoon teas when supplied by an internal provider.

12.6 Librarians

- Determine any new music requirements from the Musical Director.
- Arrange delivery of music to members.
- Organise collection of payments from members for new music.
- Forward payments to the Treasurer.

12.7 Website Administrator

- Monitor the website to ensure that it is current and topical.
- Determine new or updated material to be placed on the website.
- Seek draft material from the Choir member having responsibility for that area of the website.
- Make amendments to the website from copy provided by the Management Committee.
- Maintain liaison with the website consultant on technical matters and improvements to the site.

13. Concert Organisation

13.1 The following are the procedures to be adhered to when organizing concerts for the New Zealand Male Choir.

13.1.1 The Management Committee, in consultation with the Musical Director, approves the tour and determines:

- 13.1.1.1 Dates and Itinerary.
- 13.1.1.2 Concerts to be performed.
- 13.1.1.3 Compering requirements and appointments for each concert.
- 13.1.1.4 Uniform to be worn.

13.1.2 The Musical Director:

- 13.1.2.1 Determines the music repertoire for the tour.
- 13.1.2.2 Determines soloist requirements.
- 13.1.2.3 Determines accompanist requirements.
- 13.1.2.4 Determines recording requirements.
- 13.1.2.5 Undertakes tour reconnaissance (where appropriate).

13.1.3 The appropriate Zone Chairman:

- 13.1.3.1 Appoints the Organising Committee.
- 13.1.3.2 Appoints the Tour Manager and Tour Sergeant.
- 13.1.3.3 Prepares a budget for the tour.
- 13.1.3.4 Determines funding applications to be submitted and passes information to the Choir Treasurer.
- 13.1.3.5 Submits funding resolutions to the Management Committee.
- 13.1.3.6 Determines and allocates responsibilities in accordance with a planning guide.
- 13.1.3.7 Organises reconnaissance (where appropriate) in conjunction with the Musical Director.
- 13.1.3.8 Monitors progress on a regular basis and reports to the Management Committee.

13.1.4 Treasurer:

- 13.1.4.1 Obtains quotes to support the funding resolutions.

13.1.4.2 Prepares and submits funding applications.

13.1.4.3 Liaises with the Chairman of the Organising Committee to action requests for support.

13.1.4.4 Undertakes financial management of the tour.

13.2 The financial proceeds from concerts conducted by the Southernmen and the Northmen will be paid to the Choir Treasurer.

14. Overseas Tour Organisation

The following are the procedures for the organisation of overseas tours by The National Male Choir of New Zealand.

14.1 The Management Committee

14.1.1 Undertakes the necessary research to determine the location and dates of proposed tours. The decision must ideally be made 3 years, and not less than 30 months prior to the proposed tour dates.

14.1.2 Appoints a Tour Committee to undertake organisation of the tour. The Committee will comprise:

- 14.1.2.1 Chairman
- 14.1.2.2 Manager
- 14.1.2.3 Secretary
- 14.1.2.4 Treasurer
- 14.1.2.5 Musical Director

14.2 Responsibilities

The Tour Committee will be responsible for:

14.2.1. Investigating possible tour locations based on research of existing festivals and events that will best be appropriate for the choir.

14.2.2 Determining dates of the options identified, taking account of:

- 14.2.2.1 Tour duration
- 14.2.2.2 MD and Accompanist availability

14.2.3 Canvassing the members to obtain opinion on the possible options and dates identified.

14.2.4 Establishing the number of members wishing to participate in the tour.

14.2.5 Make the final decision on proceeding with the tour and establishing the final cut-off date for members' participation

14.2.6 Making the following tour appointments

- 14.2.6.1 Sergeant
- 14.2.6.2 Compere
- 14.2.6.3 Photographer(s)

14.2 Seeking minimum of two quotes from travel agents for:

14.3.1.1 International and NZ internal air travel requirements, based on equalised internal travel

14.3.2.1 International land travel requirements

- 14.3.2.2 Accommodation requirements, taking account of:
 - i. Location
 - ii. Standards and facilities.
 - iii. Cost
 - iv. Rehearsal venue
 - v. Proximity to local travel stations and food outlets
 - vi. Payment and cancellation dates

14.4. Appointing the travel agent based on cost and experience, and appoint the committee member to undertake all communication with the agent

14.5 Determining the requirement for promotional material, assemble and distribute it prior to reconnaissance.

14.6 Determining reconnaissance details including:

- 14.6.1 Party composition
- 14.6.2 Travel dates (24 months prior to the tour)
- 14.6.3 Reconnaissance itinerary

14.7 Determining the tour budget, including:

- i. Reconnaissance costs
- ii. International and internal travel costs
- iii. Accommodation costs
- iv. Activity costs
- v. Music Team costs, to include:
 - i. Daily allowance
 - ii. Loss of income recompense
 - iii. Travel insurance
 - iv. Travel and accommodation costs
- 14.7.2 Promotional material costs
- 14.7.3 Contingency fund
- 14.7.4 Supporters additional cost

14.8 Advising members of payment arrangements, including

- 14.8.1 Due dates for deposits
- 14.8.2 Amounts
- 14.8.2 Cancellation penalties.

14.9 Obtaining specific details of events to be attended or hosting choirs, including:

- 14.9.1 Concert venues
- 14.9.2 Piano or other accompaniment requirement and availability
- 14.9.3 Festival fees to be paid
- 14.9.4 Financial arrangements for joint concerts
- 14.9.5 Application of concert proceeds

14.10 Establishing music details, including

- 14.10.1 The repertoire for the tour
- 14.10.2 Joint items where applicable
- 14.10.3 Accompanist requirements
- 14.10.4 Rehearsal requirements
- 14.10.5 Soloist requirements
- 14.10.6 Supporting artist requirements

14.11 Determining the tour itinerary, including:

- 14.11.1 Travel times
- 14.11.2 Accommodation
- 14.11.3 Concerts
- 14.11.4 Rehearsal requirements
- 14.11.5 Sightseeing activities, including those for wives, partners and supporters

14.11.6 Rest opportunities

14.12 Obtaining the following detail from tour participants:

14.12.1 Passport details & visa requirements

14.12.2 Travel insurance details

14.12.3 Special medical requirements

14.12.4 Next of Kin details.

14.13 Determining the uniform requirements for concerts and travel.

14.14 Compiling the rooming list for all accommodation venues and communicating this to the hotels

14.15 Compiling a Tour Booklet for issue to all participants

14.16 The Tour Chairman will be responsible for scheduling regular meetings of the Tour Committee and reporting progress to the Management Committee.

15. Use of the Choir Name

- 15.1 No member, or group of members, may use the name of The National Male Choir of New Zealand, or the New Zealand Male Choir or purport to represent the Choir, when performing at events other than those organised by the Management Committee, without the prior approval of the Management Committee.