

# Village Voices Chorus

## Policies and Procedures Manual

**Policy Title:** Temporary and Extended Leaves of Absence

**Policy Number:** 2 - 2023/24

**History:** Adopted: August 4, 2023  
(Will be reviewed and revised if needed by the Board in November 2023,  
January 2024 and March 2024)

### 1.00 General Purpose

Membership in The Village Voices Chorus is defined by our Constitution and By-Laws (Adopted 12/12/2012, Revised 3/23/2018, Revised 3/20/2023). The Constitution and By-Laws specifies, in part, the membership requirements and expectations held for payment of annual dues, attendance at regular and special rehearsals, participation in the three concerts of each performance season, resignation of membership, and transitioning to the Associate Membership category. The purpose of this policy is to set and codify the requirements for temporary and extended leaves of absence.

### 2.00 Definitions

2.01 **Concert Session.** A concert session consists of the 10 rehearsals leading to a concert and the concert itself. The 10<sup>th</sup> rehearsal occurs on the day of a concert at a call time set by the Conductor.

2.02 **Performance Season.** A performance season consists of three concert sessions and begins on August 1 and ends on March 31.

### 3.00 Temporary Leave of Absence

3.01 If a member misses three rehearsals during a concert session, he/she is placed in Temporary Leave of Absence status and will not participate in any of the remaining rehearsals or the concert of the concert session.

3.02 If a member is placed in Temporary Leave of Absence status for a second concert session of a particular performance year, the member's temporary leave of absence status becomes an extended leave of absence status.

- 3.03 If a member makes application for a Temporary Leave of Absence as a result of personal or immediate family illness or disability, he/she must submit a Leave of Absence Request Form to the Section Leader who will forward the request to the Membership Chairperson and President. The President will notify the Board and the Conductor of the member's status, and if the request is approved, then the member will be able to return to active membership status at the beginning of one of the concert sessions of the particular performance season.

The Board of Directors will consider replacing paragraph 3.03 above with paragraph 3.03 below at its November 2, 2023 meeting,

- 3.03 If a member makes application for a Temporary Leave of Absence as a result of (1) death of a significant other, (2) medical necessity of self or significant other, or (3) physical disability of self or significant other, he/she must submit a Leave of Absence Request Form to the Section Leader who will forward the request to the President and Membership Chairperson. The President will advise the Board of Directors and the Conductor of the member's request. If the leave of absence for the above listed family and medical reasons is for the first and/or the second concert session(s) of a performance year, the member can return to active membership at the first rehearsal of the second or third concert session. If the request for leave is for an entire performance season, then at the discretion of the Conductor, the member may be required to complete a voicing range check with the Conductor before return to active membership. If the member's absence from active membership has extended beyond a single performance season, then at the discretion of the Conductor, the member may be required to re-audition with the Conductor before return to active membership.

- 3.04 For all temporary leaves, the member is required to make payment of the annual dues by the 2<sup>nd</sup> rehearsal of the performance season. The annual dues should be paid by check addressed to the Village Voices Chorus and handed to the Section Leader or Treasurer or mailed to:

Treasurer  
Village Voices Chorus  
P.O. Box 485  
Lady Lake, FL 32158

- 3.05 Members on Temporary Leave of Absence will not receive a refund of membership dues. Also, music must be returned to the Music Librarians.

#### **4.00 Extended Leave of Absence**

- 4.01 If a member misses two concerts of a performance season, the member is placed in Extended Leave of Absence status and will not participate in any remaining rehearsals of the performance season.

- 4.02 If a member misses two concert sessions of a performance season, the member is placed in Extended Leave of Absence status for the remainder of the performance season.
- 4.03 When a member is placed in Extended Leave of Absence status, he/she will not participate in any of the remaining rehearsals of the performance season, nor will he/she participate in the remaining concerts of the performance season.
- 4.04 In order to return to active membership from an Extended Leave of Absence status the member MUST AUDITION with the Conductor as arranged by the Membership Chairperson.
- 4.05 Members on Extended Leave of Absence will not receive a refund of membership dues. Also, music must be returned to the Music Librarians.