

Audition Guidelines for NTVC Membership

1. Purpose

These guidelines ensure a fair, consistent, and transparent audition process for all prospective and current members.

2. Quorum Requirement

A quorum of Board members must be present for all auditions.

- Quorum is defined as 4 or more Board members
 - Auditions may not proceed without quorum.
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3. Standardized Audition Process

All auditions are conducted:

- **Privately**, without an audience.
 - **In the same manner for every auditionee**, ensuring equal opportunity and fairness.
 - **Without on-the-spot decisions**. No immediate acceptances, rejections, or feedback indicating acceptance may be given verbally.
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4. Communication of Results

All auditionees will be contacted **after the auditions** by email.

4.1 Acceptance Email

The acceptance email will include:

- Confirmation of acceptance
- A welcome message
- Information on membership fees
- Payment methods (e.g., e-transfer, online portal, cheque)
- Link to the **Membership Registration Form** (demographics + fee commitment)

4.2 Rejection Email (Standard Wording)

A standard rejection message will be used, including the following language or similar :

“Thank you for auditioning. We are unable to offer you a position at this time, but we encourage you to continue singing and to audition again at a later date.”

5. Membership Registration Form

Individuals accepted into the organization must complete a form which includes:

- Contact information
 - Demographic information (optional; for internal reporting/planning only)
 - Agreement to membership expectations
 - Confirmation of membership fee commitment and payment arrangements
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6. Annual Auditions for All Members

- All active members must audition **annually**.
 - This ensures performance quality, ensemble consistency, and fair evaluation.
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7. Director's Discretion

7.1 Waiving an Audition

The Director may recommend waiving an annual audition **only** for members who are or have been the Director's private students.

- Such waivers must be **approved by the Board** before becoming valid.

7.2 Interim Re-Auditions

The Director reserves the right to request an interim re-audition at any time if:

- A member appears to require additional vocal work
 - A member is not meeting ensemble needs
 - A member seems to be struggling with blend, pitch, attendance, or other performance requirements
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8. Removal of a Member

The Director, with the support and approval of the Board, may ask a member to leave if:

- The member is not meeting performance standards
- Behaviour, attendance, or commitment concerns arise
- The member does not meet expectations after an interim re-audition

All decisions will be handled respectfully and confidentially.