



THE CANNON BEACH
CHORUS

Member Handbook

2016 - 2018



Cannon Beach Chorus Member Handbook

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Thank you for choosing to join the Cannon Beach Chorus. We are eager for you to have a wonderful and successful time with us. This Handbook outlines the expectations for all members.

1. Mission Statement

The Cannon Beach Chorus, a North Oregon Coast Community Chorus, offers the gift of vocal music to delight our audiences, provides joy and challenge for participants, and expands awareness and appreciation of the choral arts.

2. History of the Chorus

The Cannon Beach Chorus was founded in 1988. The first conductor was Danny Lawson who was followed in 1992 by Dorene Dunlap. In 2010 Dr. John Buehler was named the third conductor of the Chorus. Pianists accompanying the chorus have been BJ Phillips, Adriene Lorraine, David Carlson, Paula Kliewer, and Dr. Susan Buehler.

In 2000 the Chorus traveled to New York City to perform at Carnegie Hall. Significant choral classics such as Vivaldi's *Gloria*, Rutter's *Requiem* and *Magnificat*, Handel's *Messiah*, Puccini's *Messa di Gloria*, Saint Saën's *Christmas Oratorio*, and Faure's *Requiem* are among our repertoire, in addition to a wide variety of classical choral masterpieces and choral arrangements of popular, folk and show tunes.

In 2003, the Chorus established and began awarding the Carol Homme Memorial Scholarship, named after a deceased longtime member. It is offered to promising young voice students for advanced choral study. Since its founding, the Cannon Beach Chorus has shared a love of music and a commitment to excellence in choral singing.

3. Membership

A vocal audition for membership in the Chorus is not required. What IS required is the willingness to work to the best of your ability, to regularly attend rehearsals and be at all performances. Attendance exceptions may be made at the Board's and Conductor's discretion. After the first month of rehearsal, singers may join the Chorus with the approval of the Conductor. All members will complete an information sheet which includes address and contact information, and musical background information.

a. Concert Seasons and Dues

Cannon Beach Chorus' year includes two concert seasons. The **Fall Season** begins just after Labor Day and usually culminates in early December performances. The **Spring Season** begins just after the New Year and concludes with performances in early May.

Concerts are usually scheduled at least six months in advance, so that members can save the dates. Special events such as vocal/choral clinics or other special events may also be scheduled.

Currently the dues are \$35.00 per season. Dues are not refundable.

b. Musicianship Growth and Vocal Development

In addition to learning and singing great choral music, every rehearsal will incorporate the elements of physical stretching, vocal and physical warmup, sight-singing training, vocal and choral diction work, and, when appropriate, music history study. All members are encouraged to augment their training with individual vocal and musicianship growth.

c. Roster Information

The Vice President of the Board of Directors maintains contact information for members. Each season a list of all members, including mailing addresses, phone numbers and e-mail addresses, is distributed to members. All are obliged to keep this information current.

d. Rehearsals and Performances

It is the goal of the Cannon Beach Chorus to foster and to enjoy an enriching musical experience with like-minded, enthusiastic choral singers each week. Our rehearsals are challenging, fun, entertaining, educational, productive, and gratifying work. It is important to make the most of all aspects of each rehearsal. CBC members may expect rehearsals to start and end on time, and may expect a welcoming atmosphere from the conductor, the accompanist, and the other members of the chorus.

CBC members may expect occasional section rehearsals during our regular rehearsal time, as well as a bit of variation in the rehearsal schedule to ensure that everyone gets equal and focused time in learning/preparing their part of the music.

Members are provided with name tags and are expected to wear them during rehearsals. Members are encouraged to help with set-up and putting away of rehearsal hall furniture, as directed by the

Conductor and Board.

The CBC provides all printed music materials. Please purchase a black three-ring binder or music folder and bring a pencil to every rehearsal. Please keep a pencil in your music binder/folder. Details such as breath marks, dynamics, articulations, and other important details are provided during rehearsals, and may be marked in pencil on the music. It is the singer's responsibility to obtain these markings after a missed rehearsal. All pencil marks are to be erased before returning the music to the librarian. Music must be returned to the music librarian at the end of the season. Members will replace lost music.

Rehearsals begin promptly at 6:30 pm each Monday evening and end promptly at 8:30 pm. Rehearsals are held at The Community Church (132 E. Washington St.) in Cannon Beach. Any planned absence or tardiness should be communicated to the Vice President. Please be seated and ready to sing by 6:30 pm sharp. If rehearsals are held at an alternate site, please allow ample time to arrive and get organized.

Please give your full attention to the Conductor, and remain attentively engaged in the rehearsal/performance. When the Conductor is working with a section other than your own, please listen to the instruction the Conductor is giving and follow your own part in the score.

The Cannon Beach Chorus is committed to obeying copyright law.

e. Rehearsal Routine and Reminders

Cell phones should be silenced. Smoking is not permitted in or outside the rehearsal hall. When you arrive, please sign-in on the roster sheets, pick up the monthly BEACH BEAT newsletter, and be in your seat ready to begin at 6:30 pm. Please give any change of name, address, contact information, etc. to the Vice President of the Board. Respect the Conductor and other members by keeping conversation to a minimum.

f. Rehearsal Absences

Rehearsals provide members the opportunity to learn the music of a concert in ways that cannot be effectively accomplished in any other manner. It is imperative the Cannon Beach Chorus practice as an ensemble. Merely learning the notes is not enough; learning the music in the company of those with whom you will be singing in a concert is critical to a satisfying concert performance and to the building of the choral community known as the Cannon Beach Chorus.

g. Unavoidable Absences

The musical quality of our rehearsals and performances, the development of ensemble artistry, and the morale of the chorus depend on **regular and prompt attendance** at rehearsals and performances. All members are expected to attend all rehearsals and performances. If a situation should arise when you know in advance that you will miss a concert or rehearsal due to illness, family or work obligations, please notify the Vice President of the Board as soon as possible.

h. Choral Singing and Illness

There may be times when members of the Cannon Beach Chorus are not well enough to attend rehearsal or performance. Please alert the Vice President as soon as you know you will miss the event. It is not advisable to attend rehearsals when you are contagious (*in the case of a common cold, the first 2 or 3 days*) and it is to be expected that a cold or allergies may diminish vocal range, breath management, or vocal and/or physical stamina. It is also possible that attendance at rehearsal while ill will still allow some learning. Members are encouraged to attend rehearsals/performances when

physically able.

i. Concert Routine and Reminders

As in rehearsal, in performance stand or sit tall! Hold the music so that you can see the Conductor at all times. Look happy to be singing! Do not rustle pages or talk when in performance position. Do not wear fragrances when performing. Bottled water and cough drops may be used discretely as needed during performance.

j. Concert Dress

Cannon Beach Chorus **WOMEN** wear floor-length black dresses and jackets with long sleeves, chosen by and provided by the Chorus. They provide their own comfortable black dress shoes and stockings. Dresses are to be hemmed 2” from the floor. It is acceptable to wear a conservative necklace such as a single strand of pearls, and earrings with no more than a 1” drop; members provide their own jewelry. Bracelets are not allowed. When a woman leaves the Chorus, the outfit is to be returned for others to use, or she may purchase the outfit to keep.

MEN wear black dress slacks (*not jeans*), black long-sleeved dress shirt, black belt, black dress shoes (*not athletic shoes or boots*) and socks, along with a necktie provided by the Chorus.

4. Music

Music for choral performance is selected by the Conductor, who also serves as Artistic Director for the chorus. Suggestions regarding the selection of music are encouraged and welcomed by the Conductor.

5. Governance / Board of Directors

An elected Board of Directors serves the members of the Cannon Beach Chorus in achieving the Chorus’ goals. Officers of the Board include President, Vice President, Secretary, Treasurer, four Members-At-Large, and the Music Librarian. Meetings are usually the third Thursday of each month. The Board follows the BYLAWS, a legal document that confirms our status as a 501(c)(3) non-profit Oregon organization. The BYLAWS are included at the end of this Handbook.

An Annual Meeting is held in April to vote on revised bylaws, elect new Board members, and accomplish other legal business of the Chorus.

6. The Beach Beat Newsletter

Our monthly Cannon Beach Chorus newsletter is distributed at rehearsals and via email. The editor is a member of the Board of Directors. Suggestions for the newsletter are always welcome.

7. Artistic Staff

Artistic Staff are contracted by the Board of Directors. This includes the conductor, pianist, and guest artists.

8. Volunteer Opportunities

The Cannon Beach Chorus could not function without a willing and dedicated *cadre* of members and friends who unselfishly do a variety of different jobs. These include: serving on the Board, providing food for intermission, helping with set-up and take down, selling concert tickets, and a variety of other functions too numerous to mention. If you would like to help the Chorus, just ask a Board member or

the Conductor how you can do that.

9. Donor Program

Without donations, the Cannon Beach Chorus would cease to exist. The Cannon Beach Chorus is an Oregon 501(c)(3) organization, meaning all donations are tax deductible.

10. Fund Raising / Friend Raising

The CBC Donor Program is designed to encourage and recognize contributions to our organization. From June through October the Board Member in charge of Fund Raising contacts area businesses for donations. The donors are recognized in our concert programs, on our web site, and in our Beach Beat newsletter.

Chorus members are encouraged to donate as they are able, and are also encouraged to forward names of possible donors to any one of our Board Members. Donations are a way to offset the cost of music, provide funds for our Carol Homme Memorial Scholarship Program, and pay for concert attire. They also help keep our dues at \$35 per concert season.

11. Memorial Scholarship Program

Since 2000, the Chorus has awarded the Carol Homme Memorial Scholarship to promising vocal students, usually high school seniors, who will be continuing choral study at an institution of higher education. Frequently the recipients have joined the chorus or performed a solo in a chorus concert. Applications are available at area high schools in the spring.

Scholarship winners may apply to renew their scholarship each March by writing a letter to the Chorus.

12. Web Site and Facebook Page

www.cannonbeachchorus.org is the web site of the Chorus and is maintained by an outside vendor. It provides information on our concerts, history, how to join or support the Chorus, and our contact information.

Our Cannon Beach Chorus Facebook page is currently managed by the Beach Beat editor and is another way to spread the word about our concerts and activities.

13. Bylaws

Section 1. Introduction

The Cannon Beach Chorus is a non-profit community chorus offering a wide range of choral music to local audiences as well as through occasional tours outside the area. The members of the Chorus have adopted the following mission statement to remind us of our intentions as a chorus:

*The Cannon Beach Chorus,
A North Oregon Coast Community Chorus,
Offers the gift of vocal music to delight our audiences,
Provides joy and challenge for participants,
Expands awareness and appreciation of the choral arts.*

Section 2. Membership

Cannon Beach Chorus is a non-audition organization and membership is open to singers sixteen years of age and older. Singers under 16 years of age may be admitted at the discretion of the Board and Conductor. After the first month of rehearsal, singers may join the chorus with the approval of the Conductor. Membership responsibilities include: attend rehearsals regularly, perform in concerts, pay dues, acquire concert attire, and sell concert tickets.

Section 3. Governance

The Chorus is governed by a Board of Directors consisting of nine members elected from and by the membership of the chorus.

a. The Board of Directors: Term and Election

The term of service is two years, beginning June 1 of the year elected. In even-numbered years, FOUR (4) Board members are up for re-election or replacement. In odd-numbered years, FIVE (5) Board members are up for re-election or replacement.

The election of Board members is chaired by the highest ranking member of the Board, who appoints a Nominating Committee to prepare a slate of candidates from the membership of the Chorus. The slate of candidates is presented to the membership, who may also make nominations from the floor (with the consent of the nominee). Election is by a majority of members present.

In the event a Board member is unable to compete his or her term, the President appoints a replacement to serve until the next election.

b. Members of the Board: Description and Responsibilities

Officers are elected by the Board members at the June Board meeting, and these positions include: President, Vice President, Secretary, and Treasurer. The remaining five members include the music librarian and four members-at-large.

PRESIDENT: As Chief Executive Officer of the Chorus, the President presides over meeting of the membership and the Board, is a member of all committees (except the Nominating Committee), and provides leadership and guidance in all aspects of Chorus planning and activities.

VICE PRESIDENT: The Vice President is responsible for membership administration. In the President's absence, the Vice President performs duties of the President. If the President steps down for any reason, the Vice President completes the President's current term.

SECRETARY: The Secretary keeps all business records (other than financial) for the Chorus, handles Chorus correspondence, and keeps minutes of the meetings.

TREASURER: The Treasurer keeps financial records for the Chorus, receives and disburses funds, reconciles accounts, collects dues and provides receipts for member dues, gets a counter signature on checks over \$100, and provides financial reports to the Board. At the end of the fiscal year (May 31), the Treasurer provides all financial records to the Finance Review Committee for review.

c. Committees

Three committees - *Nominating Committee, Financial Review Committee, and the Scholarship Committee* - are required to conduct Chorus business. In addition, other committees may be appointed as needed to perform special functions. All committees are appointed by the President and ratified by the Board.

THE NOMINATING COMMITTEE is appointed prior to the Annual Business Meeting and consists of at least three members. The committee prepares a slate of candidates for upcoming vacancies on the Board. The slate must consist of candidates who have indicated a willingness to serve on the Board.

THE FINANCIAL REVIEW COMMITTEE is appointed at the close of the fiscal year (MAY 31) and consists of at least three members. The committee reviews and validates all Chorus financial records. The Treasurer provides the records to the committee within thirty days of the end of the fiscal year.

THE SCHOLARSHIP COMMITTEE is appointed in September and consists of at least three members. The committee promotes and administers the scholarship fund. The Conductor serves as consultant to the committee.

d. Business Meetings

The Board meets at least once a month. Special meetings may be called as needed. An Annual Business Meeting of the full chorus is held in April. Other meetings of the full membership may be called as needed.

All meetings of the Chorus and Board are conducted, at least in spirit, according to Robert's Rules of Order.

e. Equipment

The Board is responsible for providing storage for all chorus-owned equipment: e.g. keyboard, risers,

concert attire, and music.

Section 4. Finances

The Chorus depends upon member dues, ticket sales, grants, and other donations to fund its programs and activities. The Chorus seeks to maintain sufficient financial stability to pay all its financial obligations.

Member dues are assessed on a concert season basis. Dues are payable at the first rehearsal of the concert season and are not refundable.

All Chorus expenditures not part of the approved annual budget require pre-approval by the Board.

An annual financial report is made available to all chorus members at the Annual Business Meeting.

Section 5. Conductor

The Chorus is under the musical direction of the Conductor, who is solely responsible for music selection and performance and venues, in consultation with the Board.

Selection, compensation and other terms of service of the Conductor are by recommendation of the Board.

The Conductor recommends the accompanist, arranges for other musicians, and may also appoint an Assistant Conductor. The Board is responsible for the hiring of all paid chorus staff.

To maintain a harmonious working relationship, the Conductor is invited to attend meetings of the Board.

Section 6. Chorus Rehearsals and Performances

The Chorus rehearses weekly during the concert season. Additional rehearsals may be scheduled at the discretion of the Conductor.

Chorus members notify the Vice President when they need to miss a rehearsal. More than three (3) absences from rehearsals prior to a performance will render a chorus member ineligible to participate in the performance, unless special arrangements have been made with the Conductor.

It is solely at the discretion of the Conductor to decide if an individual chorus member is insufficiently prepared to participate in a performance.

In addition to the regularly scheduled concert series, the Chorus occasionally gives additional performances and/or attends choral workshops.

Section 7. Amendments

These Bylaws may be amended by giving one week's notice of proposed changes to the members of the Chorus, followed by an affirmative vote of two-thirds (2/3) of the members present at a regular or special meeting of the membership.

Section 8. Document Retention

Documents should be retained for the period of time listed below. Documents may be retained for longer periods and those not listed may be retained for historical or other reasons.

PERMANENTLY: Articles of Incorporation and Bylaws; IRS and State of Oregon exemption and tax status documents; Board of Directors' documents such as policies and procedures, resolutions, board minutes and annual membership meeting minutes; board actions.

FINANCIAL RECORDS are maintained electronically.

TEN YEARS: Record of members, donors, programs and posters of concerts; scholarship history, including blank applications and form letters.

SEVEN YEARS: Paper copies of financial transactions, such as bank account statements, invoices, employment contracts and deposit statements.

THREE YEARS: Written communications required by Oregon laws, and newsletters and communications to members.

Key Reference: THE OREGON NONPROFIT HANDBOOK, Books and Records section.

Electronic filing (including backup) is preferred for ease of retrieval and minimizing storage space.

Bylaws Revised: April, 2017

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