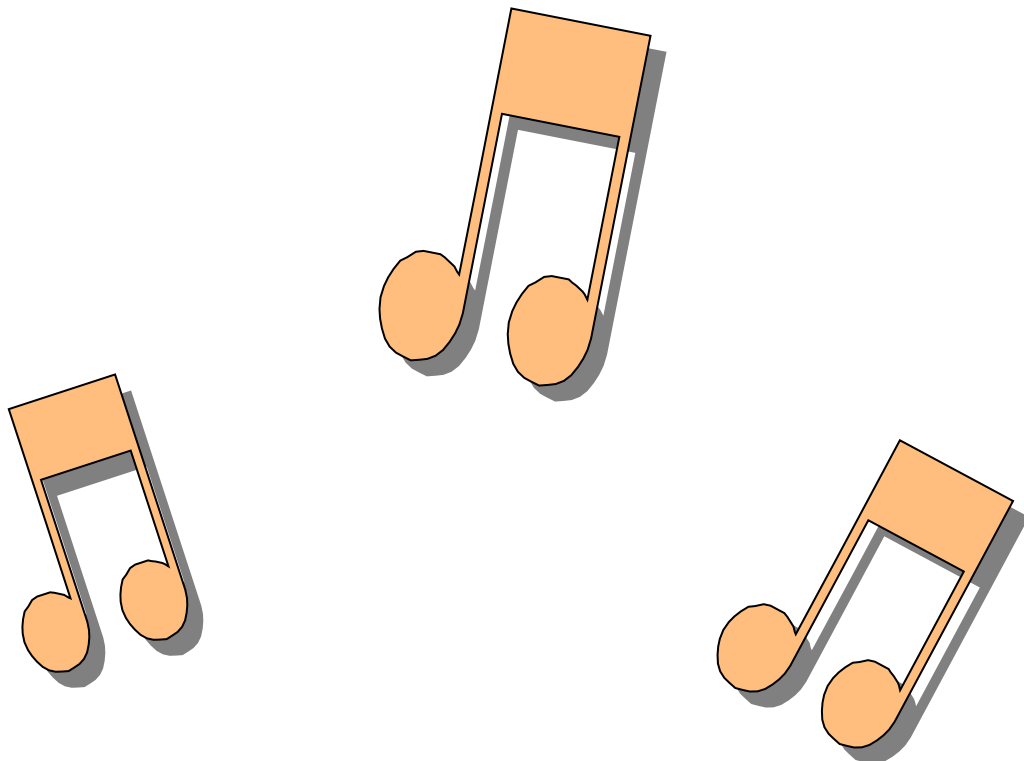


The FREMONT CIVIC CHOIR

MEMBER REFERENCE

HANDBOOK

www.fremontcivicchoir.org



WELCOME FROM YOUR BOARD OF DIRECTORS

We are so glad to have you join us for the new concert season! Joining the choir is both a joy and a responsibility. We depend on your regular weekly attendance. With the commitment of each member, FCC builds a solid foundation on which to learn new music.

Your commitment to regularly review the music between rehearsals is essential to the collective progress of the choir. If available, please use the practice CD's to improve your musical skills.

The concert season consists of a fall or Christmas program and a spring program. Either season may also include one or more additional performances for other purposes including fund-raising, publicity, community service, and invitational performances with other choral or musical groups.

The Board of Directors thanks you for your time, talents, and energy and for the financial support you bring to the group. We appreciate your dedication and commitment to excellence as we strive to create beautiful music together!

Brief History

The Fremont Civic Choir began in 1998 under the direction of a local dance instructor, Zetta Alderman, who soon broadened the scope of her performing arts studio to include choral music. The first performance consisted of 32 members, some of whom were students in the original dance studio. Encouraged by its initial success under their first director, Tom Graham, the group soon registered with the State of Colorado as a non-profit entity. In January 2005, after struggling under several successive directors, the choir engaged Dana Ihm, a professor in the Music Department at CSU–Pueblo. Dr. Ihm encouraged and supported a much-needed and successful reorganization of the choir's structure and vision. She continued as Music Director until the fall of 2008, when Charles Rann, a music educator and performer from the St. Louis area, assumed the baton. Under his innovative leadership, the choir achieved new heights in musicality and performance and increased its membership to 50 plus singers. Mr. Rann retired at the end of the Spring 2011 Concert Season and Tom Smith was chosen as Artistic Director. He served from the Fall of 2011 through the Spring of 2013. Mr. Smith had held several teaching and leadership positions in music education in Ohio, before moving to Colorado. Following Mr. Smith's resignation in the Spring of 2013, Lori Judkins was selected as Artistic Director. Ms. Judkins holds a Bachelors of Arts degree in Music Education from CSU (Pueblo). She has been the Music Director for Christ the King Church in Pueblo, Colorado since 2008, where she directs an adult choir and a bell choir. She is very active in several other choirs including the Pueblo Children's Chorale.

Rehearsal Etiquette

Rehearsals are the heart and soul of the choir. Rehearsals are more enjoyable, productive and efficient if all members try to follow the following guidelines:

1. If physically able, please assist in the set up and take down of chairs.
2. Refrain from smoking on the premises of rehearsal and concert sites.
3. Turn off all electronic devices.
4. Keep conversations and side discussions to a minimum.
5. **Keep your eyes and music up to give the Director your full attention.**
6. **Use a pencil to mark your music with the Director's instructions. Repeated mistakes are a waste of time.**
7. Pay attention to questions/concerns from other sections; often the same issues may apply to your own score.
8. Do not hum your part when the Director is helping another section.
9. If you feel ill, but still wish to attend rehearsal, please sit behind the choir to avoid infecting others.
10. Scented personal care products should be avoided at all times.

Rehearsal Cancellations

In case of inclement weather or an unforeseen event for which a rehearsal is cancelled, an e-mail will be sent to all addresses provided. For those without e-mail, a phone call will be placed. You will be notified in a timely manner of any rehearsal cancellation. If you suspect that rehearsal may be cancelled, particularly for inclement weather, please check e-mail and telephone messages. If weather conditions in your particular area become too hazardous for travel, please notify your Section Leader as soon as possible prior to rehearsal. Your Section Leader should be contacted with any questions about possible cancellations and/or rescheduling.

Concert Attire

Members must wear the required concert attire, which will be ordered for you by the Costume Chairperson by the end of the third rehearsal. At that time, measurements will be taken to ensure the appropriate size tux for the men and long skirt and top for the ladies. The cost for both items will be at the current catalog price. You may write a check for the total, or half of the total, until your purchase arrives, at which time the full amount is due. The Costume Chairperson may also have a list of available apparel for loan and/or sale by former members. Please see the Costume Chairperson for questions or concerns.

EVERYONE:

No scented deodorant or hairspray.

No perfume, cologne, scented lotions or aftershave lotions. Fragrances trigger allergies for some of the singers.

No gum or tobacco chewing during performances.

MEN:

Tuxedo: Solid black tuxedo pants and jacket without tails, ordered through the Choir or your own tux if approved by the Costume Chairperson. Jackets should be buttoned during performances, entrances and exits. Solid black cummerbunds are optional, but jackets must still be buttoned. Pants should be hemmed to proper length for your performance shoes.

Shirt: White tuxedo shirt with studs.

Tie: Solid black bow tie is available through the Choir. For Christmas performances, a red bow tie may be substituted by the Director.

Shoes: Solid black dress shoes that are comfortable for one to two hours of standing and walking. Shoes should be clean and shined. Nice black western boots are acceptable. No work boots, sneakers, sandals or open-toed shoes.

Socks: Solid black with no design; high enough to cover the leg and meet the pants hem when seated.

LADIES:

Dress: Beaded black top (specially ordered through the choir) and long black skirt with the hemline 2" from floor with performance shoes. A long black slip, or commercial static spray is recommended to help control static cling.

Pants: Black palazzo pants from Dress Barn may be used instead of the skirt.

Shoes: Solid black with enclosed toes. The shoes should be comfortable for one to two hours of standing and walking.

Nylons/stockings: Black or opaque, at least knee height.

Accessories and jewelry: No visible necklaces. Small earrings are allowed, if small pearl (only), buttons (dime-sized or smaller) or studs. No hoops, dangles, flashy or glittery earrings.

No bracelets. Small watch that stays in place is acceptable.

No large sparkling cocktail or dinner rings.

Hair clips or hair bands must be inconspicuous or match your hair color.

Make-up: Simple stage make-up; foundation, red lipstick, eye shadow, eye liner, black mascara, and heavier blush to enhance eyes and smiling faces. Stage makeup is worn darker than every day.

Guidelines for Concert Performance

1. Wear comfortable clothing to all rehearsals, including “dress” rehearsals.
2. Use a black choral music folder or a plain, non-shiny black binder to hold concert music, arranged in correct order for the performance.
3. When entering and exiting, carry folders down by your side that is away from the audience. Wait for the signal from the Music Director to raise folders and to open folders.
4. **Focus on the Director at all times! Keep your eyes and music up!**
5. If given pitches by the piano, ‘think’ your note—**do not hum it.**
6. Use an inconspicuous way to count the beat or rhythm.
7. Turn pages quietly, preferably during accompaniment. Think ahead and turn pages in advance of reaching the end of the page to be prepared for the music coming up.
8. At the end of each piece, do not move or turn to next selection until after the Director turns to the audience.
9. Mark your section entrances between solo sections and clip intervening pages. Avoid following the music as the soloist sings and be prepared for the next entrance by turning to that part of the music. Focus on the Director for your entry cue.
10. After the final piece, wait for the Director’s signal to move, talk or lower music folders.

Smile for the audience!!

Committees and Functions

The choir relies on its committees to organize and execute various projects throughout the year. We hope that you will consider participating on at least one committee.

- Music Librarian: Works with Music Director to maintain music library. Oversees distribution and retrieval of all music for fall, spring, and other concerts to which choir is invited to participate. Orders new music as needed and approved by the Board.
- Membership and Recruitment: Oversees and coordinates with Orientation Sub-committee and Section Leaders to process registration of new and returning members, respectively. Documents all data to compile choir rosters for fall and spring sessions. Works with Program Committee to ensure accurate listing of choir personnel in official concert programs. Maintains updates of emergency phone contact list.
Initiates, plans and coordinates with Advertising & Publicity and Hospitality Committees to recruit prospective new members and welcome returning singers at the SummerSingSocial, as well as other occasional social functions. Initiates and oversees arrangements for setup and staffing of a choir hospitality table at various local community events.
 - Orientation: Welcomes and oversees registration of all new members. Coordinates with Costume Committee Chairman and Music Director for concert attire measurements and scheduled vocal hearings, respectively. Reviews highlights of Member Reference Handbook.
- Advertising & Publicity: Plans both generic and pre-concert advertising within the limits of established budget. Drafts text materials and prepares computer-designed graphic layouts as needed for advertising flyers, posters and print media. Works with professional printer to produce final printed materials. Coordinates event announcements and advertising with various media. Oversees any credit accounts maintained with media and informs Treasurer of forthcoming bills.
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- Program: Prepares a computer-designed program for each major concert. Works with a professional print outlet to produce a finished program within the cost limits of official budget. Requires a moderate degree of computer literacy and some familiarity with one or more graphics software programs.

- Fund-raising: Oversees receipt of all monies for transmittal to Treasurer. Maintains database of all donors and coordinates with Program Committee to ensure accurate listing in concert programs. Sends letters of appreciation to all contributors, acknowledging tax-deductible donations. Provides interim and final reports for the Board.
- Ticket Sales: Supervises printing of tickets. Maintains database for distribution of all tickets, including outlets, receives all monies and submits final accounting to Treasurer.
- Costumes: Reviews guidelines for Concert Attire with all new members. Measures, orders and coordinates alterations of concert apparel for new members and others, as needed. Maintains a record of 'slightly used' attire available for resale and/or loan to others by former members. Announces timely pre-concert reminders to all singers to review and observe the guidelines for Concert Attire listed in the Member Handbook.
- Hospitality: Coordinates refreshments for post-concert socials with food services at Florence HS and hosts at other venues as appropriate. Plans and oversees preparation and/or purchase of food and beverages for other occasional socials.
- Historian: Collects official concert programs and news articles of all choir functions and personnel from local print media. Occasionally purchases materials (reimbursed by choir) used to decorate and maintain the official Scrapbook, which is made available for display purposes.
- Risers: Coordinates setup and takedown of our risers for concert performances with personnel at Florence High School, where equipment is stored.
- Rehearsal Seating: Supervises arrangement for setup and takedown of chairs for all sections as directed by Music Director.

September 2014

Bylaws of the Fremont Civic Choir

I. Purpose

The purpose of the Fremont Civic Choir is to provide the residents of Fremont County and surrounding communities an opportunity to perform and promote choral music for the benefit of the community and region. The Fremont Civic Choir is organized for purposes which are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501 (c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue law.

The Fremont Civic Choir is dedicated to the following principles:

1. Nurturing choral music and its appreciation
2. Cultivating public interest in choral music
3. Instilling in its members a spirit of dedication and a desire to excel

II. Membership

A. Eligibility

The Fremont Civic Choir shall be open to singers who subscribe to the purpose and principles of the organization. A vocal interview with the Music Director shall be required of all prospective new members. New members are encouraged to consider the artistic standards of the choir and the relative level of musical experience among other choir members. Any new member who doubts his/her relative musical ability or experience is encouraged to consult with the Music Director during the first three (3) weeks of membership.

Membership in the choir is open to all singers who are at least sixteen years old. The Music Director may make exceptions to this guideline on an individual basis. The Board of Directors may terminate any membership in the case of disruptive conduct or conduct that is detrimental to the choir.

B. Requirements to Maintain Membership Status

1. Attend rehearsals as required;
2. Comply with musical instructions and decisions rendered by the Music Director;
3. Pay dues in accordance with the provisions of these bylaws.

Members not conforming to all of these membership requirements are subject to losing their membership status at the discretion of the Board of Directors.

III. Fiscal Year and Corporate Status

The fiscal year of the Fremont Civic Choir will be January 1 to December 31. The Fremont Civic Choir is a not-for-profit corporation. Upon the liquidation, dissolution, or winding up of the affairs of the organization, whether voluntary or involuntary or whether by operation of law, all of the assets of the organization shall be transferred to an organization exempt from tax under Section 501 (c)(3) of the Internal Revenue code. None of the property of the organization or any proceeds thereof shall be distributed or divided among any of the members of the organization.

IV. Concert Season

A year shall consist of two concert seasons: a Fall or Christmas Season and a Spring Season, with each season to include an appropriate number of scheduled rehearsals in advance of the concert. Each season may also include one or more additional performances to meet such needs as fund-raising, publicity, or community service.

V. Dues

Membership dues shall be established for each season and set by the Board of Directors. The amount will be announced at the first regular rehearsal of each season. Dues for any individual may be waived by a majority of the Board of Directors.

VI. Performance Participation Requirements

To participate in any Fremont Civic Choir performance an individual must:

1. Be a member in good standing.
2. Attend all regular rehearsals with no more than three (3) absences per season.
3. Be punctual for all rehearsals. Arrival at rehearsal more than 30 minutes after the time rehearsal begins will be considered an absence.
4. Attend at least two (2) of the three rehearsals immediately preceding a dress rehearsal.
5. Attend the dress rehearsals for the performance.
6. Wear the required concert attire.
7. Behave in a manner that is not detrimental or distracting to other performers at rehearsals and performances.
8. Make a musical and artistic contribution to the choir.

Items 1, 2, 3, 4, and 5 shall be determined from the attendance records of the chorus. Items 6 and 7 shall be determined by the Music Director, the President, and two other voting members of the Board of Directors. The Music Director shall determine item 8. Any person who does not fulfill all 8 requirements will be allowed to perform only at the discretion of the Music Director.

VII. Music Director

The Music Director shall be employed by the Board of Directors and shall be appointed or re-appointed annually by the Board of Directors. The Music Director will have the following responsibilities:

1. Select music for each performance in consultation with and subject to approval by the Board of Directors;
2. Interpret music;
3. Schedule rehearsals;
4. Select soloists;
5. Select accompanying musicians for concerts as necessary;
6. Serve as an ex-officio (non-voting) member of the Board of Directors.

VIII. Accompanist

The Accompanist shall be appointed by the Music Director with the approval of the Board of Directors. The Accompanist shall be under the supervision of the Music Director.

IX. Board of Directors

A. The Board of Directors shall be responsible for the management and operation of the Fremont Civic Choir. The Board of Directors shall have the authority to make and enforce rules and policies provided such rules and policies are not in direct conflict with any provision of these bylaws. Each Director shall discharge his or her duties with the care that an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner he or she reasonably believes to be in the best interests of the Fremont Civic Choir.

B. The Board of Directors shall have a minimum of five (5) members excluding the Music Director and the Past President.

C. Board Directors, excluding Officers, shall serve a term of three (3) years.

D. The Board of Directors shall have the following additional responsibilities:

1. Hold regular meetings.
2. Promote the financial health of the Fremont Civic Choir.
3. Act as goodwill ambassadors for the Fremont Civic Choir.
4. Establish and determine the amount of members' dues for each concert season.
5. Hire, evaluate, compensate and, if it deems appropriate, dismiss the Music Director and Accompanist of the choir.

E. Election of Board Directors

The Fremont Civic Choir membership shall elect Board Directors for terms as indicated in these bylaws. All Board Directors may succeed themselves, except that there shall be a limit of two (2) consecutive terms. Regular elections may be held at any of the last four rehearsals of the Concert Year, but no later than April 30. The Nominating committee as defined herein will present a slate of proposed Board Directors to the general membership no later than the last regularly scheduled rehearsal in March. A simple majority of the general membership present at a meeting of the membership is required to elect Board Directors. Vacancies may be filled at the discretion of the Board of Directors by appointment or by special election.

F. Quorum

A simple majority of the voting Board Directors must be present at a meeting to constitute a quorum. Any meeting conducted without a quorum will not be an official meeting and the proceedings thereof will be considered discussion only.

G. Meetings

1. Regular meetings of the Board shall be held no less than quarterly.
2. Special meetings of the Board may be called by the President or the Music Director at his or her discretion. At the request of two or more Directors, a special meeting of the Board of Directors must be called by the President or Music Director.

H. Loss of Board Membership

An elected Board Director may be removed from office for good cause by a two-thirds vote of all of the other voting members of the Board of Directors.

I. Filling Board Vacancies

In the event a vacancy occurs on the Board during a Director's term, a successor shall be elected within thirty days by a majority vote of the remaining Board Directors. A Board Director so elected shall serve the remainder of the vacating Board Director's term.

J. Officers of the Board

1. Officers and Selection

The Board of Directors shall have the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

e. The Immediate Past President shall serve as a voting member.

The Officers shall be selected by a majority vote of the Board Members each year at the first meeting of the Board for the Fall/Christmas Season.

2. Term of Office

Officers shall serve a term of one (1) year. Appointed officers shall serve until their resignation or replacement.

3. Eligibility to Hold Office

A Board Officer shall be a member in good standing who has participated in at least one (1) previous concert season and shall have agreed to serve. The President shall be willing to serve as a member of the Board of Directors for at least one year following his or her term of office. To be eligible to serve as President, a person must have one year of prior service on the Board of Directors.

4. Duties and Responsibilities of Each Office

The President shall:

1. Preside at all Board meetings and meetings of the general membership;
2. Serve as an ex officio member of all committees;
3. Report to the general membership on a regular basis;
4. Be responsible for carrying out or designating members of the Board of Directors to carry out the duties and responsibilities assigned to the Immediate Past President, in the event the Immediate Past President is unable or unwilling to serve on the Board of Directors.

The Immediate Past President shall:

1. Serve as a member of the Board of Directors;
2. Serve as counsel and advisor to the President and Board of Directors;
3. Chair the Nominating Committee;
4. Serve as a member of the Past Presidents' Advisory Committee.

The Vice President shall:

1. Preside at Board meetings in the absence of the President;
2. Serve as an advisor to the President in cooperation with the Immediate Past President.

The Secretary shall:

1. Record and maintain the minutes of all meetings of the Board of Directors and the general membership;
2. Certify and maintain the current bylaws and all amendments thereto;
3. Be responsible for all correspondence of the Fremont Civic Choir;
4. Notify members of the Board of Directors of scheduled or special meetings;
5. Assist the Treasurer in the maintenance of records or sponsorships, to include all sponsorship-related correspondence and notifications.

The Treasurer shall:

1. Manage all financial activities of the Fremont Civic Choir;
2. Make deposits and write checks as appropriate;
3. Oversee compliance with the State of Colorado and Internal Revenue Service requirements concerning nonprofit corporation status, tax-exempt status, and solicitation of contributions;
4. Provide a written financial report to the Board of Directors on a quarterly basis or as requested by the President;
5. Maintain dues records on each member;
6. Maintain all music owned by or lent to the Fremont Civic Choir;
7. Oversee the distribution and collection of music;
8. Order music when requested by the Music Director or the President.

X. Finances

A. Expenditures under \$50.00 necessary for the ordinary operation of the Fremont Civic Choir may be made by or with the approval of any member of the Board of Directors or any committee Chairperson and shall be reimbursed, if required, by the Treasurer.

B. Expenditures of \$50.00 or more, but less than \$200.00, necessary for the ordinary operation of the Fremont Civic Choir may be made by or with the approval of the President or the Treasurer and shall be reimbursed, if required, by the Treasurer.

C. Expenditures of \$200.00 or more, and all other extraordinary expenditures, must be approved by the Board of Directors.

D. The Treasurer and any other officer may sign checks or contracts. Two such signatures shall be required.

XI. Standing Committees

A. Nominating Committee

The Nominating Committee shall be appointed and chaired by the Immediate Past President. If the Immediate Past President is unable or unwilling to perform this duty, the President or the President's designee shall perform this function. The committee shall develop a slate of proposed Directors to the Board in time to present it to the Board of Directors (for their information only) at the March meeting. The slate shall then be submitted to the general membership no later than the last rehearsal in March in accordance with Section IX of these Bylaws.

B. Past Presidents' Advisory Committee

All of the Past Presidents of the Fremont Civic Choir shall be members of the Past Presidents' Advisory Committee. The Chairperson shall be selected by and shall serve at the pleasure of the current President. The Committee's function shall be to act as an advisory council to the Board of Directors, and shall give advice to the Board either at the Board's request or of its own volition. The Committee shall meet when requested to do so by the Board, or on its own volition.

C. Ad Hoc Committees

The President may appoint, as necessary, additional committees needed for the orderly operation of the Fremont Civic Choir. The President shall appoint the Chairperson of any committee so established.

XII. Music Section Leaders

Music Section Leaders shall be appointed by the Music Director and shall have the following responsibilities:

1. Assist in keeping order within the section during rehearsals and performances;
2. Provide the Music Director's notations to section members in a timely fashion;
3. Maintain rehearsal attendance records of section members;
4. Assist with sectional rehearsals as may be required.

XIII. Bylaws Amendments

The bylaws may be amended at any general membership meeting provided the proposed amendment(s) has/have been reviewed and approved by the Board of Directors by a majority vote. Amendments approved by the Board of Directors must be approved by a majority vote of the general membership who is present to vote. The vote of the general membership must be taken at least one week after the proposed amendment(s) have been made available in writing to the general membership, unless such time restrictions is waived by a majority vote of the general membership.

XIV. Rules

All meetings shall be conducted or generally guided by Robert's Rules of Order, unless in conflict with the provisions of these bylaws.

Approved by the Board of Directors on April 15, 2014
and by the general membership on April 15, 2014

Secretary: Julie Wadleigh