



Pueblo Choral Society, Inc.

P.O. Box 3780, Pueblo, CO 81005 / 719-544-4455

www.pueblochoralsociety.org

Member Handbook

Pueblo Choral Society, Inc.

Member Handbook

Table of Contents

Welcome	2
Mission	2
Auditions, Rehearsals & Attendance	2
Auditions.....	2
Attendance.....	2
Rehearsals.....	3
Final Rehearsals.....	3
Section Leaders.....	3
Leaves of Absence.....	3
Music.....	3
Concert Attire.....	3,4
Stage Etiquette.....	4
Membership Dues Schedule.....	5
Members of the Board	5
Committees	6
Finance.....	6
Membership.....	6
Artistic.....	6
Public Relations.....	6
Hospitality.....	6
Operations.....	6
Audit.....	7
Nominating.....	7

Welcome!

It is our pleasure to welcome you as a new member of the Pueblo Choral Society (PCS)! We hope that your experience with us will be an uplifting and enjoyable one. PCS is a volunteer, non-profit 501(c)(3) corporation. This handbook has been prepared to assist you in being a fully participating member of PCS.

Mission:

The Pueblo Choral Society is dedicated to enhancing the quality of cultural life in Pueblo by performing, promoting and supporting choral music and by fostering choral and music education in our community.

General Information

The PCS season runs from the second Monday in September through the final concert in the spring. PCS generally performs three major concerts per season in the fall, winter and spring. In addition to these concerts, PCS traditionally gives back to the community by producing a free Christmas concert and performs in the annual Posada event. A schedule of rehearsals, concert dates, quarterly meetings and PCS Board meetings will be provided at the beginning of the season, along with a membership roster.

Auditions, Rehearsals & Attendance

Auditions:

Anyone may become a member of the Chorale after auditioning for, and upon the approval of, the Artistic Director. If space is unavailable, potential members may still audition and be placed on a wait list until such time when a space becomes open.

Attendance:

Members are REQUIRED to attend all scheduled and special rehearsals, workshops, performances, membership meetings, special meetings, fundraisers and activities in support of PCS. Members who must consistently arrive late or depart early from rehearsal must receive express permission from the Artistic Director.

If a member misses 25% (1/4) of the rehearsals (missing one-half rehearsal will be one-half of an absence) for any concert, he or she will sing that particular concert at the discretion of the Artistic Director. Members will automatically be dropped from the membership after four consecutive absences for which his or her section leader has not been notified prior to the absence.

Rehearsals:

Rehearsals are held on Monday nights from 7:00 p.m. to 10:00 p.m., with a 15 minute break, starting on the second Monday in September through the final concert of the season. Final rehearsals will be held at the concert site the day before a concert unless otherwise notified by the Artistic Director or President.

Final Rehearsals:

Final Rehearsals are mandatory for performance in any concert UNLESS the Artistic Director has specifically excused a member. In such case, it is the responsibility of the excused member to notify his or her Section Leader of such excused absence prior to Final Rehearsal. Final rehearsals and performance- day warm ups/rehearsal are NOT open to the public. Only those persons given permission by the Artistic Director or President of the Board may attend these rehearsals.

Section Leaders:

Each section will have a Section Leader who will act as a liaison between the members and the Membership Committee and will keep section attendance records. The Section Leaders will record attendance at the beginning of each rehearsal and at the mid-point of each rehearsal. Except in emergencies, it is the responsibility of each member to inform his or her Section Leader beforehand of any anticipated absence from a rehearsal. It is also the responsibility of the member to check with the Section Leader to find out what was missed during the singer's absence.

It is the responsibility of each member to notify his or her section leader immediately of any change of name, address, and phone number to ensure an accurate member mailing/phone list.

Leaves of Absence:

Leaves of absence will be granted upon written notification to the Board of Directors. Members who do not participate in rehearsals or performances may be placed on leave by the Executive Committee (the elected officers).

Music:

Music is currently being provided by PCS to members; however, the PCS Librarian may provide information to those members interested in purchasing their own scores. All music not purchased by individual members MUST be returned to PCS at the end of each concert. Fines will be assessed for any unreturned or damaged music and must be paid prior to any new music being issued.

Concert Attire:

It is important for the Chorale to present a uniform and professional appearance. The formality of attire can vary depending on the type of concert we are presenting, with more casual concerts warranting a less formal look.

For **formal concerts**, men will wear tuxedos with a white shirt, blue bow tie and cummerbund, black shoes and black socks. Women will wear the dress approved by the Ensemble Committee, tan or taupe colored stockings and black closed-toed dress shoes. Women are asked to wear only that jewelry which is approved by the Ensemble Committee, namely earrings, rings, and watch.

Costuming for **casual concerts** will be recommended by the Costuming Chair and the Artistic Committee and will be approved by the Board of Directors.

Members will NOT be allowed to perform if their attire does not meet these standards or if the member's appearance – as determined by the Ensemble Committee, Artistic Director or President of the Board – is in any manner unprofessional.

Stage Etiquette:

To present a professional appearance and to make the concert a pleasant experience for all, please observe the following guidelines for stage etiquette.

- Wear only **unscented** products such as deodorant, hair spray and lotions during rehearsals and concerts. Some members of the Chorale are highly allergic to scents, and fragrances can make breathing difficult.
- Refrain from conversations while on stage.
- Refrain from excessive gazing around at the audience.
- Wear stage makeup. Faces need to be visible from the audience, so wear more makeup than would ordinarily be thought of as reasonable.
- No water bottles on stage. Drink water before the performance and during intermission, not during the concert. Exceptions may be made by the Artistic Director.
- Do not chew gum during performances.
- Chorale members are asked not to applaud on stage, even for guest performers.
- Music must be in black binders or folders.
- Cell phones must be turned off or silenced if brought on stage.

Membership Dues, Funding, and Ticket Sales

The major sources of funding to PCS are ***membership dues, proceeds from sales of program ads, donations, concert sponsorships, and ticket sales.***

Not only are members expected to contribute musically to PCS they are expected to do their share of fundraising. Members are asked to sell tickets (usually 6) to each concert, sell program ads, and obtain donations for the **Tradition of Support**.

Membership Dues Schedule

New Members*	Current Members*	Students Aged 22 and under*
\$50.00	\$100.00	\$50.00 or by Scholarship
Dues are reduced for new members because they must purchase costuming.	Dues are waived for members who make a donation of at least \$125 to the Tradition of Support.	PCS fosters choral music and music education in our community by encouraging student membership. A scholarship fund is available to aid those singers who may need financial assistance.

*A payment plan may be arranged with the PCS Treasurer.

The PCS Working Structure

PCS is governed by a **Board of Directors** (Board) which manages the general operation of PCS including, but not limited to setting an annual budget, planning, approval of all contractual matters, and general oversight of PCS activities. The Board will also recruit and retain both an Artistic Director and an Accompanist. Members of the PCS Board will receive no compensation for their services.

Members of the Board

The Board is made up of 12 members.

- President
- President-Elect
- Vice President of Finance (Finance Committee Chair)
- Secretary
- Treasurer
- Immediate Past-President
- Membership Committee Chair
- Artistic Committee Chair
- Public Relations Committee Chair
- Hospitality Committee Chair
- Operations Committee Chair
- Community Representative

Board Committees

Volunteers are an essential and invaluable part of the working structure of PCS and make up 100% of our PCS committees.

For complete descriptions of Committee duties and responsibilities refer to PCS Bylaws.

Finance:

The Finance Committee consists of five members who oversee PCS finances and fund raising to ensure adequate income. It also makes recommendations to the Board as to suitable banking facilities and ensures PCS records are correctly prepared for audit.

Membership:

The Membership Committee consists of five members and is generally responsible for the recruitment and retention of new members. Their duties include, but are not limited to coordinating auditions, introducing new members to current members, creating and maintaining an accurate membership list, and enforcing attendance rules.

Artistic:

The Artistic Committee consists of nine members whose primary responsibilities are to assist the Board in recruiting and retention of an Artistic Director, Accompanist, and musicians as needed, as well as to work with the Artistic Director to plan music programming and performance schedules to recommend to the Board for final approval.

Public Relations:

The Public Relations Committee consists of five members and is responsible for media releases, publicity for meetings and events, and promoting the positive image of PCS as directed by the Board.

Hospitality:

The Hospitality Committee consists of five members whose major responsibilities include, but are not limited to coordinating the Annual Dinner and other PCS social activities, handling catering arrangements for select PCS events, and serving refreshments at rehearsal breaks.

Operations:

The Operations Committee consists of 5 members whose major responsibilities include, but are not limited to locating and securing rehearsal facilities, concert venues, meeting facilities, and production equipment. Other responsibilities are the distribution and sale of concert tickets and PCS merchandise.

Non-Board Committees

Audit:

The Audit Committee consists of three members appointed by the Board whose only responsibility is to review PCS books annually. This review will be made during the time between the Annual Meeting and the first Quarterly Meeting of the membership in September.

Nominating:

The Nominating Committee, formed annually in March, consists of five members whose primary responsibility is to consider and seek potential candidates for elected office in order to provide the membership with a slate of qualified nominees. The Nominating Committee conducts the election of PCS officers at the Annual Meeting.

Created: April 23, 2013

Updated: September 4, 2013

Updated: August 24, 2016