

# The Sacramento Valley Concert Choir (SVCC)

## Operating Procedures

### Rehearsals

1. Weekly rehearsals are normally held on Tuesdays from 7:00 - 9:00 p.m. Dress rehearsals and technical rehearsals often last until 9:30 p.m. Special rehearsals or sectionals may be called by the music director or a sectional leader.
2. Each member is strongly encouraged to attend weekly rehearsals and optional sectional rehearsals. Members should notify their section leader if they are unable to attend any rehearsal.
3. In the event of three (3) unexcused absences in a row or a total of five (5) absences, a member may be dropped from membership during that season. The music director shall make the final decision based on the reason for the absences and that member's knowledge of the music. Missing the final two rehearsals before a performance may result in a soloist being replaced in the performance.
4. The best use of time in the weekly rehearsals is focusing on blending voices and sections, rather than being occasions for members to learn their individual parts. Therefore, at or near the beginning of each season, each member is given a practice CD containing both a piano and vocal version highlighting their voice part for each of the songs to be learned that season. Each member should learn these songs thoroughly by listening to and singing along with the CD. Memorizing those parts is not normally mandatory; however, the director may require that a song be memorized. Nevertheless, members are strongly encouraged to commit to memory as much as they are comfortable with. This will allow them to spend most of their time at rehearsals and performances looking up at the director and out at the audience, rather than having their attention focused exclusively on the music in their binder.
5. Members should refrain from chatter during rehearsal, especially when the music director is talking or another section is singing.
6. Scents may be harmful to your neighbors and even impair their health and performance. Therefore, members should refrain from wearing cologne, perfume, after shave, hairspray, gel, mousse, lotions, or any other strongly-scented products during rehearsals and performances.
7. Members should mark their music only in pencil—**no pen or highlighter!** Music remains the property of the SVCC and not the individual member. (See below.)

### Parking

In accordance with SVCC's agreement with Arden Christian Church, for rehearsals please park only in the parking lots, not on the street. On nights when we are performing for family and friends, choir members must park in the larger back lot ("West"), leaving the side lot ("East") and smaller back lot ("South") for our guests.

### Music Deposit

1. Upon joining the choir, each new member pays a one-time \$25 music deposit. The member receives an envelope with sheet music for each of the season's repertoire.
2. The envelope and each piece of music in it has a unique number assigned to a member. The music and envelope remain the property of the choir and must be returned in good condition at the end of the

season. Loss of music during the season or failure to return it at the end of the season will result in the forfeiture of all or a portion of that deposit. If the entire \$25 deposit becomes depleted through forfeitures, the member must pay another \$25 before being given new music or being admitted to a subsequent season.

3. Making notes on the music in an erasable pencil will not normally result in forfeiture, but marking it in ink or a highlighter will.
4. A member who leaves the choir and makes a written request to the librarian is entitled to a refund of that portion of the deposit which has not been so forfeited.

### Membership Fees

Each season's membership fee is at collected the first rehearsal and is delinquent at the second rehearsal. Please see the treasurer to work out an appropriate payment plan if this is a hardship.

### Performances

1. Regularly-scheduled performance seasons are:
  - a. Fall: September through December (holiday theme)
  - b. Spring: January through May (various themes)
2. Programs are performed approximately five to seven times a season. Most performances are scheduled for Tuesday and Friday nights. There are sometimes one or two weekend concerts. Members will be given a calendar of all performances as soon as they are scheduled.
3. Unless announced otherwise, members should arrive at least 30 minutes prior to away performances and one hour prior to the at-home performance.
4. For performances, music must be placed in a black binder. When entering a performance venue, music shall be carried in the hand away from the audience. (This is usually the left hand.) Music shall be raised, opened, closed, and lowered only upon the music director's signal.

### Performance Attire

#### **Women:**

##### Fall

Black top or blouse  
(elbow-length sleeve or long)  
Full length black skirt or slacks  
Black stockings  
Black shoes  
Red accent

##### Spring

Black top or blouse  
(elbow-length sleeve or long)  
Full length black skirt or slacks  
Black stockings  
Black shoes  
Theme costume or accent as decided by committee

#### **Men:**

##### Fall

Black dress shirt  
(long sleeved)  
Black trousers  
Black socks

##### Spring

Black dress shirt  
(long- or short-sleeved)  
Black trousers  
Black socks

Black shoes  
Red necktie or bow tie

Black shoes  
Theme costume or accent as decided by committee

### Choir Size

1. Because some of our venues can accommodate a limited number of singers, efforts are made to strike a balance between admitting as many people who want to join as possible and not overcrowding a venue. There are at least two options for achieving this goal: one is to establish a membership cap. The other is to allow and encourage members to “opt out” of certain performance venues. In the past, a membership cap has been difficult to administer and maintain.
2. Currently, we admit all persons who apply for membership and later both allow and encourage members to “opt out” of performing when the entire membership cannot be accommodated in a particular venue. If voluntary “opting out” does not provide the desired result, section leaders are encouraged to work with section members to reach a safer number of members and to ensure a balanced sound.

### Annual Meeting

The annual meeting will be held within the last two weeks in April. The start time will be at the discretion of the board. Business conducted will be officer and committee reports, approval of the next year’s budget, and election of officers.

### Officer Responsibilities

#### **President**

##### Pre-Season

- Send email announcement to choir members 2-3 weeks ahead of the start date
- Schedule and conduct a board meeting the week prior to the choir start date

##### Season

- Develop an agenda, schedule, and conduct monthly board meetings
- Send periodic communications to members
- Help organize setup and teardown at each rehearsal
- Provide any timely announcements during the break
- Work with hospitality in planning socials
- Help with arrangements at each performance site
- Work with the music director to achieve SVCC’s purpose

#### **Vice President**

- Act on behalf of the president in the president’s absence
- Support and assist the president in setting and meeting organizational goals for SVCC
- Assist the president with pre- and post-rehearsal duties
- Support the president and the music director in meeting SVCC’s purpose
- For each rehearsal:
  - Encourage and enlist volunteers to set up chairs beforehand
  - Encourage and enlist volunteers to set up and make coffee and bring snacks
  - Unlock and open parking lot gates
  - Close and lock parking lot gates

## **Secretary**

- Take minutes at all meetings
- Provide an annual report at the annual meeting
- Create and maintain a sign-in sheet for rehearsal attendance
- Create and maintain a membership roster, to include a photo of each member
- Create and maintain an emergency contact list for each member
- Chair the Sunshine Committee to deal with get well and condolence cards for our members

## **Treasurer**

- Receive, deposit, and account for all monies collected
- Disburse accounts payable
- Keep proper accounts, which shall be available for inspection or audit by the Board
- Use and maintain the Treasurer's Handbook, which contains
  - Month-by-month detailed description of the activities to be completed each month
  - Examples of the forms or other materials needed
    - Sign-up sheets for the beginning of each season
    - IRS forms for the director and the accompanist, etc.
- Submit a written summary of the SVCC finances at each board meeting
- As chair of the budget committee, prepare a budget for review by the board prior to submitting to the membership for approval at the annual meeting
- Notify the secretary of all paid members

## **Librarian**

- Prior to each season, visit storage unit and pull repertoire music (earlier for those that record the practice CD's)
- Organize music in number-assigned envelopes for members
- Arrive early for first rehearsal each season to distribute and track music envelopes
- At season's end, gather music from members and re-file it
- Follow up on any missing or damaged music
- Order new and replacement music

## **Program Chair**

- Maintain regular contact with activity directors at venues
- Explore and preview possible new venues
- Arrange and book performance dates for winter and spring seasons
- Keep the Board and membership informed of dates and locations
- Coordinate with the treasurer regarding venue donations
- Provide a performance schedule to members

## **Member Liaison**

- Represent the interests of the choir members by conveying members' concerns to the Board. Members are encouraged to state their ideas, concerns, complaints, and praises to the Member Liaison via the "Suggestion Bacs," email, or personal conversations
- Provide information to members:

- Greet returning members each season and introduce her/himself to new members
- Introduce new members to their section leaders
- Produce name tags for new members
- When possible, recruit new members by submitting SVCC information to websites and publications

### Committee Responsibilities

#### 1. New Member

- The Member Liaison is the chair of the New Member committee
- Prepare an information sheet to be distributed to members at the beginning of each season
- Prepare name tags for new members

#### 2. Hospitality

- Arrive at least fifteen minutes early on potluck nights
- Set up three or more tables with a table covering
- Ensure there are enough paper plates (large and small), cups, and plastic spoons and forks
- Maintain an adequate supply of water bottles (the smaller ones are the best)
- Provide coffee and several bowls of punch with ice on the final concert night
- On the final concert night, arrive early for set up and stay after for cleanup

#### 3. Budget

- The Treasurer is the Chair of the Budget Committee
- Receive and review budget estimates
- Prepare the annual budget for presentation to the SVCC for approval at the annual meeting
- Provide context for budget decisions by supplying historical data
- Give suggestions for budget modifications in accordance with SVCC's Purpose

#### 4. Publicity

- Prepare announcements and fliers for performances:
  - Customized flier for each venue
  - Evening program to be distributed at each venue
- Promote and supervise the advertising activities of the SVCC

#### 5. Attire Oversight

- Ensure members follow standards for performance attire and conduct during performances
- If an instance of inappropriate dress arises, give advice, warning, and if necessary move member to a less visible performance position.
- Act discreetly, professionally and stay in close coordination with the Board regarding decisions, approaches, and performance themes.

#### 6. Sunshine

- The Secretary is the Chair of the Sunshine Committee
- Send get well or sympathy cards to members in their time of need

#### 7. Historian/photographer

- Maintain albums, records, etc. concerning events involving the choir.
- Take photographs of choir rehearsals and performances for the scrapbook and website
- Maintain files of photographs and fliers from every performance in a season
- Provide photos to the Webmaster

#### 8. Bylaws

- Review bylaws and operating procedures every odd-numbered year
  - Present recommended amendments to the Board
9. Riser set-up
- There are two sets of directions for the two types of arrangements (“V” and straight line) contained in a binder attached to the riser cart.
  - Take the cart with the risers on it out of the storage area, push them to the sanctuary, set them up
  - After the rehearsal or performance, dismantle them, put them back on the cart (in a specific order, see binder), and push them back to the storage area.
  - On performance nights, the riser crew will miss some mingling with family and guests in the social hall

## Appointments

### Section Leaders

- Send a start-of-season email to section members and welcome new section members when they first come to practice
- Listen during choir rehearsals, taking note of parts of songs that need extra work
- Plan additional sectionals
- Relay any information from the director to section members
- If several people are absent from one practice, note new info from the director and/or the Board. In the next day or two, provide the info to everybody
- If several people will miss a performance, let director know so he can plan accordingly.

### Webmaster

- Ensure the SVCC website is current and user friendly