

TIMPANOGOS CHORALE - RULES OF OPERATION

SECTION 1 – MEMBERSHIP

A – General Membership Policy

Each member will be asked to complete a skills and interests inventory survey for each performance year to help the Executive Committee, Program Managers, staff and committee chairs in finding volunteers who are willing and able to serve on committees and/or perform a task or tasks related to Chorale concerts or service performances. If possible, each member should participate on at least one committee or “chorale task” each year. Members should keep track and report their volunteer hours for the purposes of volunteer recognition and for use in grant applications.

Members will be surveyed periodically by the Program Managers so that they can obtain member feedback for use in improving committee and Chorale membership experience.

B – Term of Membership and Membership Dues

The membership term follows the election term, i.e., one year (September 1 through the following August 31), divided into two semesters corresponding with winter holiday performances and spring or summer performances. Membership dues for each year shall be set by the Program Managers. Dues are discounted 30% for each member of a multiple family membership. Dues shall be payable in one of two ways:

- the first month of a performance year, i.e., September,
- OR-
- two separate payments, 50% of the dues in September for the fall semester and 50% of the dues in January for the spring and summer semester.

It is totally up to the member to choose which of these two ways of paying dues works best for their situation.

Dues are used for the operating expenses of the Chorale. Donations made by members to the Chorale in excess of the annual dues are tax deductible and shall become part of the Chorale donation income.

C – Scholarships in Lieu of Dues

Scholarships are offered in lieu of dues for the following reasons:

1. to anyone for any perceived or actual financial hardship,
2. to first-year members, because of all the other first-year expenses for apparel, jewelry, binders, etc, and
3. to those members who live a more significant distance from American Fork and incur excessive travel for rehearsals and performances (outside the central area: American Fork, Lehi, Highland, Alpine, Cedar Hills, Pleasant Grove, Lindon).

Those qualifying for scholarships in lieu of dues must notify the Treasurer for proper credit to continue as a member in good standing.

D – Attendance

Attendance shall be taken at each rehearsal and concert or performance by section leaders. A vocalist who misses more than three rehearsals may be required to attend and pass a proficiency review to be administered by the Music Director. Tardiness is defined as being more than ten minutes late and shall be noted by the section leader. Excessive tardiness may be considered when deciding if a proficiency review is advised.

Attendance at the final two regularly-scheduled rehearsals before a concert and at the dress rehearsal shall be mandatory. Section leaders must approve any exceptions.

E – Termination of Membership

Membership in good standing requires paying dues or qualifying for a scholarship, attending most if not all rehearsals and concerts or performances and being proficient in vocalization demands. Absent these requirements automatically makes one a member not in good standing and such a member may be asked to no longer participate as a vocalist member of the Chorale. However, the Music Director shall have the final decision-making authority on whether or not members may be excused from performances or may perform after missing an excessive number of rehearsals.

F – Concert Attire

Members shall purchase and maintain their own official Chorale concert attire, normally consisting of tuxedos for men and custom skirts and blouses for women. The Chorale apparel coordinator will assist in where purchases can be made and/or coordinate group orders for concert apparel.

A rent-to-own option may be available only in the case of financial hardship and subject to approval by Treasurer and/or Executive Committee..

G – Sheet Music

All music purchased by Timpanogos Chorale is the property of the Chorale library and may be borrowed by the members. Members shall have the option to purchase their music for themselves, through the Chorale, or on their own.

Members shall return all music borrowed from the Chorale Library immediately following the final season concert or performance. Fees consisting of the cost to replace the music shall be assessed for non-returned music or music damaged in any way.

SECTION 2 – ELECTED OFFICERS & EXECUTIVE COMMITTEE

A – Composition

The Executive Committee consists of four elected officers, including the President, Vice President, Secretary, and Treasurer. As stated in the charter, these officers shall report to the membership at the Annual Election Meeting and shall serve for a term of one year or until their respective successors are elected as herein provided. Officers may succeed themselves without limitation.

B – Basic Responsibilities of the Executive Committee

1. The Executive Committee meets monthly with the Program Managers and more frequently on their own and with one or more Chorale Standing Committee Managers to plan and execute the tasks required in each group to operate the chorale and to make assignments and receive reports as needed.
2. The Executive Committee may ask committees or paid staff (Music Director, Assistants, Accompanists) to meet and review plans for concerts, service performances and other outreach performances as the opportunities may arise; the Music Director (or representative) should attend the Managers Meetings for coordination of all efforts leading to any concert or performance.
3. The Executive Committee regularly meets with the Funding Committee and the Chorale's agent, Harrington Center for the Arts, to fulfill grant requirements and report on other funding efforts by the Chorale membership.
4. When needed, the Executive Committee with Program Managers approval, shall conduct a personnel search for a Music Director, including resume reviews, private interviews, reference research and a directing test period.
5. The Executive Committee shall arrange an appropriate contract with the Music Director and any other paid staff that may be required (Assistant Director, Accompanists). Paid personnel report to and serve at the behest and pleasure of the Executive Committee via Program Managers authorization.
6. The outgoing members of the Executive Committee agree to train their respective incoming officers and pass on all materials, records, keys, etc., to achieve a smooth transition for the upcoming Chorale leadership.

7. The Executive Committee appoints one or two Past Presidents to serve as at-large voting members of the Program Managers at the beginning of each year or in July, following the Annual Election Meeting. If the current president did not succeed to another term then that person is the preferred candidate for one of the Past President appointments to the Program Managers.

C – Duties of the President

1. Preside at all business meetings of Timpanogos Chorale, Executive Committee and Program Managers Meetings.
2. Make a full report of the year's work to the membership at the Annual Election Meeting.
3. With the advice and consent of Program Managers, extend and appoint chairpersons and/or managers of committees and any other auxiliary or special committees and / or tasks as needed.
4. Serve as an ex-officio member (by virtue of office) of all such committees, meeting regularly with them between Program Managers meetings.
5. Be responsible for carrying out decisions made by the Program Managers.
6. Share responsibilities with the Chorale Vice President.
7. Coordinate regularly with Harrington Center for the Arts, reporting as requested and as needed and assist in submitting the annual PARC Tax application grant to American Fork City, the Chorale's major grantor.
8. Consult with the appointed Past President(s) to assure smooth transitions and be willing to serve as an appointed Past President when no longer serving as an officer, transferring all important files and materials to the incoming president.
9. Coordinate with and support Program Managers and committee members as needed.
10. See that necessary informational email is regularly sent out and/or texted out to all chorale members and see that similar informational announcements are made during Chorale rehearsals to keep members informed.

D – Duties of the Vice President

1. Preside in the absence or vacancy of the President, assuming all duties of the President if he or she is unable to complete their term of office or until such time that a replacement in the Executive Committee is appointed or elected.
2. Assist the President in his or her duties as assigned and / or shared.
3. Serve as an ex-officio member (by virtue of officer position) of any and all committees, meeting with them regularly with the President between Program Managers' meetings.

E – Duties of the Secretary

1. Maintain all membership records and receive and record all attendance records from section leaders.
2. Work closely with the Historian, ensuring that such informational history is properly documented and archived.
3. Coordinate information to and from section leaders and membership to the Program Managers.
4. Maintain minutes of all Executive Committee meetings and Program Managers meetings, recording and archiving them for reference and assignment review.
5. Create and maintain other operational documents as needed for Chorale operation (lists, directory, surveys, charter, operational rules, current staff and organization bios, etc.)

F – Duties of the Treasurer

1. Be responsible to the membership and Program Managers for all Chorale funds.
2. Maintain all financial records and chair the budget process, developing an annual budget broken down by quarters. At the end of the year, report to the Program Managers and the membership all issues relative to actual financial records against the budget and the use of funds throughout the year.
3. Prepare a financial report of income, expenses, and balances for the Program Managers monthly meeting.
4. Coordinate with the Executive Committee and Harrington Center for the Arts, submitting all necessary financial records and documents as needed for information and/or review as well as for any grant applications.
5. Collect money for dues, music, sponsorships, donations and fund raising.
6. Direct all moneys received to the appropriate account (multiple income accounts and some expense reimbursement accounts).
7. Perform bank account reconciliations.
8. Follow up with Harrington Center for the Arts to ensure that receipts are prepared for donors and sponsors requiring 501C3 numbers.
9. Coordinate with Executive Committee, Program Managers and any committee for necessary and approved purchases.
10. Pay approved invoices submitted by all paid staff according to negotiated contracts, approved budgets, and Executive Committee approval.
11. Execute one-time payments and reimbursements according to approved budgets.
12. Coordinate closely with all standing committees, particularly Funding, Concert Logistics and Marketing for donations, venue expenses, ticket sales and promotions, donation jars, and other concert-related revenue and expenses as well as equipment used to administrate concerts (e.g. Square device).

13. Follow up with members regarding payment of dues, keeping a record of who is in good standing through full payment of dues or an award of scholarship in lieu of dues.

SECTION 3 – PROGRAM MANAGERS

A – General Powers

1. The Chorale governing body, Program Managers (the Managers), includes the Executive Committee (four elected officers: President, Vice President, Secretary, and Treasurer), four Standing Committee managers (Membership Manager, Concert Logistics Manager, Marketing Manager and Funding Manager), and up to two at-large annually appointed “Past Presidents”. The Music Director (or representative) is expected to frequently attend Program Managers meetings for the purpose of review and coordination.
2. The Program Managers shall oversee Chorale administration and are responsible for the Chorale’s assets, operations and reputation.

B – Basic Responsibilities of the Program Managers

1. Determine the organization’s mission and purpose as declared in the charter; establish and execute the Chorale’s mission; monitor progress in achieving that mission; review the mission periodically and revise it when necessary.
2. Advise and support the Executive Committee in their annual review of the Music Director and staff (Assistant Director, Accompanists) to ensure fair compensation, nurture and evaluation of these important positions.
3. Attend Managers Meetings and also with the Executive Committee as invited.
4. Program Managers training: At the end of a Program Managers term (when successor is elected or appointed), agree to train incoming Program Managers and pass on all materials, records, keys, etc., to achieve a smooth transition.
5. Provide proper oversight of the Chorale’s finances; set policy for financial management; approve and monitor the budget; and act in good faith and with due care and loyalty to Timpanogos Chorale and Harrington Center for the Arts.
6. Ensure adequate resources for the Chorale to carry out its mission; approve the strategic fund development plan (grants) and participate in other funding and/or sponsorship activities in accordance with the Fiscal Sponsorship Agreement between the Chorale and Harrington Center for the Arts.

7. Maintain accountability. Ensure legal and ethical integrity, as well.
8. Ensure effective organizational planning, create a strategic vision for the future of the Chorale, and develop a plan for achieving that vision.
9. Enhance the Chorale's public standing and ensure that the Chorale communicates effectively with the public it serves in its advocacy, funding, marketing and public relations.
10. Determine, monitor, support, and strengthen the Chorale's programs and services, including service performances and other outreach performances and/or collaborations with other organizations. Ensure that the programs and services further the Chorale's mission, meet the needs of the public and members, and are evaluated for their effectiveness.
11. Develop sound risk management policies for the Chorale. See that risks are identified and action taken to prevent or minimize the impact from such risks.

C – Procedural Responsibilities of the Program Managers

The Program Managers body is also responsible for the following procedural activities of Timpanogos Chorale:

1. Follow the Chorale Charter and Rules of Operation and revise them, if necessary. All revisions shall be voted and approved by the entire Chorale membership.
2. Develop governance structures and procedures.
3. Develop job descriptions for staff, managers and committees.
4. Ensure that Chorale policies are communicated to the staff and carried out.
5. Empower and supporting the professional staff to carry out their responsibilities.
6. Assist the Executive Committee in identifying and developing committee chairmen, new Program Managers, and committee memberships.
7. Using ad hoc committees as appropriate.

8. Educate new Program Managers.
9. Nurture the partnership between Program Managers and Chorale Staff.
10. Address problems that arise within the Chorale.

D – Program Managers’ Code of Conduct

Each member of the governing body (Program Managers) is expected to:

1. Prepare for Managers Meetings by studying any written materials provided.
2. Commit to attend all Managers Meetings and participate in discussions and decision making, although it is understood that there may be rare meetings where Managers may not be unable to attend because of unavoidable conflicts.
3. Understand that each member of the Program Managers is responsible for all decisions and approvals made by the group, whether or not the individual member is present or agrees, and each commits to sustain such decisions and approvals so that the group effectively “speaks with one voice” on decisions.
4. Become knowledgeable about Program Managers’ roles and responsibilities.
5. Participate, either directly or by providing active support, in organizational funding.
6. Represent the Chorale to the community and the community to the Chorale.
7. Ask good questions, expect good answers, and serve as resources in areas of personal and professional expertise.
8. Take charge of at least one area of the Chorale’s business and/or lead at least one committee, subcommittee, or appointed position.
9. Commit to support the Chorale's fund-raising activities and events by attending and supporting them.
10. Promote each concert, service and outreach performance, including performances in which the Program Manager may not perform. Support at least one concert or performance through volunteering and/or raising funds.

E – Tenure

According to the Chorale Charter, Article IV, Section 1, officers may re-stand for elections every year and may succeed themselves without limitation. This means that the Chorale membership determines Executive Committee leadership on an annual basis. Since committees are appointed by the Executive Committee (with the Managers' advice), this also means that Program Managers and committee membership may change annually as well or also succeed indefinitely. In addition, the Managers may, with majority vote, remove any officer or committee member at any time and appoint a replacement for the remaining term until such individual is succeeded.

F – Program Managers Meetings

The Program Managers will meet the first Thursday of each month, except for December and August, when optional meetings may be held. Committee chairs and staff members will submit reports at least 48 hours before each Managers Meeting, consisting of two parts: an information section describing the committee's or staff member's activities since the last Managers Meeting and an itemization of issues for which discussion and/or action by the Managers is requested. Program Managers are expected to review all reports and come to the Managers Meeting prepared with questions or comments. Oral reports may or may not be given at the meeting, and discussion may be limited to questions, comments and discussion or action items of submitted reports and pending business.

Any member of the Chorale may attend any Program Managers Meeting at any time for any reason except when such attendance might create a conflict of interest or might jeopardize private personal matters.

SECTION 4 - CHORALE STAFF

A – The Chorale’s paid and volunteer staff

1. Music Director

The Music Director is contracted with the Executive Committee for achieving musical and artistic excellence in the presentation of choral concerts and other musical performances sponsored by Timpanogos Chorale. The Music Director works closely and collaboratively with the Executive Committee and the Program Managers to help establish leadership throughout the business and artistic aspects of the Chorale. The Music Director reports directly to the Executive Committee as a contractor and also meets frequently with the Program Managers for review and coordination (inviting staff as appropriate).

2. Music Director Assistants and Accompanists

Subject to approval by the Program Managers and the Chorale Budget, the Music Director may create and fill assistant positions (such as a Production Assistant, Assistant Director, Accompanist and Assistant Accompanist, Instrumentalist Coordinator) and delegate such tasks as the Music Director deems appropriate. The Managers and the Music Director shall determine which positions shall be paid and which shall be volunteer. The music staff report directly to the Executive Committee as contractors or volunteers and at the request of the Music Director also meets with the Managers for review and coordination.

B – Paid Job Descriptions

Job descriptions for all paid positions approved by the Program Managers will be kept on file by the Executive Committee and by the person holding each described position. Upon approval by the Managers, assistant positions reporting to the Music Director may be combined and filled by one person, who will be hired and supervised by both the Music Director and Executive Committee (i.e., all paid personnel report to the Executive Committee, the same as the Music Director).

SECTION 5 – COMMITTEES & POSITIONS

The Chorale's committees shall be composed of a Chair or Manager and members appointed by the Executive Committee as described in the committee description. Membership in the Chorale implies serving on at least one Chorale committee or assist in at least one Chorale task each year. Committee members shall be recommended by the respective Program Manager and appointed by the Executive Committee. Each committee shall serve at the pleasure of the Program Managers.

Each committee, through its Chair or Program Manager liaison, shall provide a report to the Program Managers (at its next regular meeting) on any committee meeting, activities, recommendations, and business conducted at any committee meetings held since the last meeting of the Program Managers. No committee shall have any independent capacity or power to bind the Program Managers to any contract, policy or financial obligation, unless and until ratification and/or consent of the Program Managers to such action is obtained.

In addition to the standing committees, identified by an asterisk(*), the Program Managers may create such other ad hoc committees as may be needed. The committees are as follows:

A – *Funding & Sponsorship Committee

The Funding & Sponsorship committee is a standing committee, whose chair serves as a Program Manager. The committee members are volunteers (members and/or non-members of the Chorale), responsible for working with the Executive Committee in securing the Chorale's financial support, and will:

1. Work with the Executive Committee in researching potential grant opportunities. Apply for and manage such grant opportunities via the Fiscal Sponsorship Agreement between the Chorale and Harrington Center for the Arts.
2. With clearance from Harrington Center for the Arts, solicit donations and sponsorships from individuals and businesses. Arrange for recognition of and thank you communications to those who become donors. Make sure donating businesses get a copy of printed materials with their logos and are shown their recognition on our website.
3. Keep an up-to-date list of donors, donations (including date and amount of donation). Oversee maintenance of this donor database with Harrington

Center for the Arts. Also maintain a permanent contact list for all donors and patrons desiring to be on notification of concerts and performances.

4. Plan and organize special fundraising events.
5. Work with the Treasurer, the Executive Committee and Harrington Center for the Arts in properly managing the financial assets that arise from all donations, sponsorships and funds that result from special fundraising efforts.
6. Engage in other funding activities as may be approved by the Managers and Harrington Center for the Arts.

B – *Marketing & Publicity Committee

The Marketing & Publicity Committee is a standing committee, whose chair serves as a Program Manager. The Marketing & Publicity Manager will lead at least one of the subcommittees described below. The members of this committee will be volunteers who may be members and/or non-members of the Chorale. The Executive Committee will be contributing members to this committee and will provide administrative support. The Music Director and those who report to him will also provide support with respect to concerts and other performances. The committee is responsible for publicizing and promoting the Chorale's products—concerts, service and outreach performances, asset rentals, and products the Chorale may offer for sale (e.g., apparel, mugs, recordings). The subcommittees include:

Marketing Team

1. Develop and maintain media contacts for the Chorale and its productions. Write Chorale articles and advertisements for publication.
2. Prepare and distribute news releases for each production for the media, social media and for email distribution or text notification to those who are on a permanent contact notification list.
3. Assist in maintaining promotional content (in addition to news releases) on the Chorale's website and for social media and local scene publicity.
4. Assist the Funding committee in designing materials for sponsorship promotions and development of unique fundraising opportunities.

5. Represent the Chorale at community events and with community organizations, providing promotional content as needed or as the opportunity for Chorale promotion arises.

Publicity Team

1. Design, have printed and distribute concert programs, newsletters, flyers and other advertising graphics. Obtain necessary files from the Graphic Designer(s) and facilitate printing and pickup. Coordinate with treasurer for payments due and ensure copies are provided to the Historian for archives.
2. Maintain A-frame signs and/or coordinate physical sign distribution and placement (neighborhoods, businesses, schools, etc.) no later than three weeks before a given concert performance.
3. Coordinate any electronic signage opportunities within Chorale budget.
4. Assist the Funding Committee in publicizing sponsorships, donations and all other fundraising efforts.
5. A member or two on the team will post general content on Facebook and Instagram social media outlets regularly and in a timely manner for all auditions, concerts, service and outreach performances as well as utilizing photographs from photographer for posting ad hoc pictures and documenting social activities of the Chorale.
6. Keep a list of businesses and schools (contacts) who allow promotional sign placement and include them in advertising distribution.
7. Help create concert day marquees and concert tickets for sale or distribution at retail outlets and at concerts.
8. Collect ticket stubs and execute cash prize drawings or other promotional donor drawings during concert intermissions.

Technology & Website Team

1. At least one member of the Executive Committee will be a member of the Technology Team for direct contribution to Chorale promotion, website design and function.

2. Develop, maintain, and provide continuing improvement of the Chorale's website and on-line ticketing, assisting with technical issues as needed.
3. Assess and develop ways in which technology can be used to facilitate the activities and communications of the Chorale and its membership.
4. Work closely with the Marketing & Publicity committee to utilize technology where reasonable and effective to promote the Chorale and its products.
5. A team of 2-3 individuals will be specifically trained to update and maintain the Chorale website with current, timely Chorale information and website functionality.

Graphic and Photography Team

1. One or more graphic designers and non-member photographers shall be appointed to this team, if the skill is available within the Chorale. In the event such skills are not found in the Chorale, the Graphic Designer(s) and/or photographer(s) may be paid staff position(s) in order to ensure the proficiency required for website graphic designs and other graphic designs required for marketing and publicity.
2. This team shall most often report to the Marketing & Publicity Manager, but may at times be required to also coordinate with the Concert Logistics Manager and committee for the required graphics used in printed concert programs, concert marquee displays and admittance tickets for distribution and concert use.
3. Graphic Designer(s) will work with the Executive Committee and the Music Director to generate graphic ideas corresponding to concert or performance themes and then create poster(s), flyer(s) and printed program cover art. All graphics will be submitted to the Program Managers via the Marketing & Publicity Manager in a timely manner for approval and use in marketing, website, printing and social media posts.
4. All graphics shall be resized and formatted as needed for different uses (e.g., printed materials, A-frame displays, website incorporation, social media posts, etc.). At least three versions of the primary program graphic are envisioned: 1) A version for advertising posters and fliers, promoting all concerts, with the main concert highlighted; 2) A separate version for email promotion of main concert; 3) A version for the cover of printed programs.

5. Photographer(s) will be available for all concerts and other performances as requested.
6. Photographer(s) shall take high resolution photos before and during concerts, including: the entire chorale, closeups, candid shots from wings, etc., for social media and website use.
7. Photographers shall submit photographs and graphics in digital form to the Executive Secretary for archival use and to graphics designer(s), social media coordinators, marketing and website teams as needed. All photographic images and graphics will be archived in digital form by the Secretary and shall be deemed to be owned in full by the Chorale by virtue of the appointment or hire for these positions.

C – *Membership Committee

The Membership Committee is a standing committee, whose chair serves as a Program Manager. The members of this committee will include the section leaders of each Chorale vocal section, the Music Director and Assistant Music Director, and the Executive Committee Secretary. The committee serves as liaison between the Chorale membership and the Chorale leadership. The committee will assist in planning the Chorale calendar and planning, including social events for Chorale members; recruit committee volunteers as needed; maintain records of all volunteer service (all officer, manager and committee hours); maintain accurate chorale attendance; recognize and express appreciation to volunteers; and provide member services such as rosters, name badges, birthday greetings and other membership acknowledgment as appropriate.

Section Leaders:

1. One or two section leaders shall be appointed by the Music Director and Membership Committee chair for each section and shall serve as members of the Membership Committee, primarily taking roll of their section in rehearsals and concerts.
2. Contact absent members in their section after each rehearsal or performance to let them know they were missed and to give them any music notes and / or announcements. Communicate important news and extend support to all section members.

3. Make certain all members of their section have all of the music they are to perform. See Music Librarian if music is needed.
4. Make certain there is an up-to-date list of names, physical addresses, phone numbers and e-mail addresses for each member of their section in coordination with chorale secretary.
5. Make certain each member in their section has the appropriate concert apparel.
6. With other section leaders organize the assignment of at least 3-4 members to assist in setting up chairs for rehearsals and returning them after rehearsal.
7. Assist the Music Director and Program Managers in dealing with issues which may arise concerning section members.

Socials Team

1. One member of the Membership Committee will be act as the Lead with a few other Chorale members to assist in planning and arranging social events for Chorale members.
2. This team shall provide appropriate recognition and communications to members for birthdays and other significant events in members' lives.
3. This team shall keep a rotating list of volunteers for treats during breaks in our Thursday night rehearsals.

Apparel Coordinator

1. Report to Membership Committee Manager.
2. Oversee concert apparel for Chorale members, including: dress code, accounting, distribution and inventory, as needed.
3. Facilitate member purchases of required apparel pieces such as skirts, blouses, tuxedos, jewelry, bow ties, etc.
4. Coordinate via Section Leaders and the Managers regarding chosen Chorale concert attire and other performance attire, as well as staff apparel items.

5. Coordinate with the Treasurer for the collection of payments for all apparel orders paid for by the Chorale and to be reimbursed back by the Chorale membership.

Hospitality Team

1. Shall consist of a Hospitality Leader and other team members as needed, reporting to the Membership Committee Manager.
2. Coordinate all hospitality efforts (e.g., notes, flowers, and/or gifts for bereavement or serious illness of Chorale members.
3. Arrange for boutonnieres, corsages, etc, as needed for performances.
4. Coordinate with Treasurer for payment or reimbursement of expenses.
5. Assist the Membership Committee in welcoming new members and making sure they have the Member Guide as well as necessary information on the Chorale Charter, Rules of Operation, rehearsal guidelines, calendar, etc.

D – *Concert Logistics Committee

The Concert Logistics committee is a standing committee, whose chair serves as a Program Manager. The Concert Logistics Manager may also be a Team Leader of one or more of the subcommittees below. Team leaders and other members of this committee are responsible for all of the tasks related to obtaining a performance venue as well as setting up and taking down of any sound equipment, risers, decorations, programs, etc. The Concert Logistics subcommittees include:

Venue Coordinator

1. Schedule and coordinate all performance related activities.
2. Reserve concert venues with all necessary documents and coordinate with the Treasurer for payments as needed to secure such venues.
3. Coordinate with the Sound Team and the House Box Office manager for lighting and the delivery and placement of sound equipment (microphones, speakers, piano, instruments, recording equipment, etc.) under advice of the Music Director.

4. Maintain a logistics crew to coordinate and assign in the setup of risers, decorations, and any props that may need to be created and set up for the concert or performance.
5. Arrange for support personnel at concerts, i.e., ushers, box office staff, clean-up staff, and tech crews, as needed.
6. Train any new incoming Venue Coordinator when needed.

Sound Team

1. Acquire the necessary equipment for assisting the Chorale in the production of concerts and other performances, including microphones, music stands, speakers, electronic piano, recording equipment, etc.
2. Properly store all such sound equipment in an appropriate location where it will be safe from the elements (heat, cold, moisture). Remove such equipment as needed for any performance and set it up by advice of the Music Director ahead of the performance. After the performance collect all such sound equipment and return it to the proper storage location.
3. Arrange for recording of concerts and performances as required. Assist with any outside technical group or person that may be required to properly record and reproduce recordings for sample clips on the website and CDs of the concerts for membership use.
4. The Concert Logistics Manager shall coordinate with the Music Director and the Treasurer for payment of services in the recording efforts. Distribute recordings to Website Team and Chorale membership, accordingly.
5. Seek crew help from the Chorale membership for all duties and activities related to the movement, placement, and storage of sound equipment.

House Box Office Manager

1. Non-choir member preferred; only attends concert prep discussions as a member of the Concert Logistics Committee.
2. Maintains a list of people to usher and to manage the Box Office at concerts.
3. Contact and coordinate with ushers and box office personnel for all concerts.

4. Count, with one other unrelated person, funds received for concerts including ticket sales, collections, and donations.
5. Turn over ticket stubs to Concert Logistics Manager for any door prize or drawings during intermission.
6. Submit all funds and ticket materials to the Treasurer at the close of each concert.
7. Train the incoming House Box Office Manager when needed.
8. Arrive at set up time for the concert to ensure that the house opens 30 minutes before concert time.
9. Work with Event Venue Coordinator to arrange for and support ushers and box office helper(s) for concerts (e.g., volunteers from choir families).
10. Coordinate with the venue regarding their provisions (e.g. table and chairs for box office as well as any other items requested by the venue coordinator).
11. Obtain cash from the Treasurer to start the donation jar (provided by the Concert Logistics Manager).
12. Work with box office volunteers to set up payment methods (e.g, point of sale devices, QR codes, etc.) provided by the Concert Logistics Manager.
13. Respectfully direct noisy audience members to move to the foyer

Printed Programs and Tickets

1. Coordinate with Music Director, Executive Committee, and Marketing Committee for appropriate graphics and content for printed programs as well as attractive admittance tickets.
2. Submit program for printing and review at least one month prior to concert to allow time for necessary approvals and edits.
3. Following final approval, send program file to printer in time for programs to be ready on the concert performance day (one week plus or minus).
4. Pick up printed programs and deliver to the concert for distribution to attendees, reserving one for the Historian.

E – Music Committee

The members of the Music Committee are volunteers and / or paid music staff appointed by the Executive Committee upon the recommendation of the Music Director. This committee assists the Music Director in considering and selecting concert music and themes for all performances.

Librarian & Library Subcommittee

1. The Music Librarian is appointed by the Executive Committee upon the recommendation of the Music Director. The Librarian shall choose one or more members to assist in all library duties, as needed.
2. Oversee and maintain the Chorale's music library; dispense music and maintain accurate records of music provided to members; collect music from members following concerts; maintain the index to the library; assist in the purchase, rental or borrowing of music for concerts and other performances.
3. Maintain a reference book, mostly for Music Director's use, containing a copy of each piece of music owned by the Chorale.
4. Coordinate with the Music Director to procure new pieces of music when needed.
5. Maintain a list of any who have borrowed music from the Chorale library and those who have purchased music from the library. Coordinate this list with the Treasurer for collection of moneys owed.

Instrumentalist Coordinator

1. Work with the Music Director to determine which instrumentalists are needed for upcoming concerts or performances.
2. Locate instrumentalists for upcoming concerts or performances, ideally from members of the Chorale or their families.
3. Maintain a list of instrumentalists willing to assist, more particularly for specific upcoming concerts or performances, including contact information.

4. Distribute sheet music to the instrumentalists.
5. Provide the instrumentalists with information that is needed for rehearsals and upcoming performances, including, but not limited to dates, times, directions to venues, a contact, concert attire requirement, and required music stands for instrumentalists.
6. Make arrangements for instrumentalists to be paid as required through the Chorale Treasurer.

F – Historian

1. Maintain the past and present history of the Chorale, including, but not limited to, newspaper articles, reviews and pictures.
2. Create an annual synopsis of Chorale activities and notable events or changes each year (for possible use on the website).
3. Include updated biographies of the Music Director, Assistant Director(s), and Accompanists in each annual archive.
4. Collect archival copies of programs, advertising, tickets, CDs, and recordings – archiving them with the Secretary. Historian shall report all activity to and through the Executive Committee Secretary.
5. Report to the Executive Committee at least on an annual basis as part of end of year archiving and reporting. Materials shall be made available to the membership via the archival process.

G – Long-Term Planning Committee

The executive committee and Program Managers, including representatives from the Music Committee shall be contributing member(s). With Program Managers and Chorale approval, this committee shall solicit, consider, suggest and implement plans for the long term future of the organization (five years and more) in such areas as performance opportunities, membership, facilities, capital improvements, staff, and any other areas where long term planning is necessary and/or appropriate. Committee members will be appointed by the Program Managers and will report at the Annual Meeting.

H – Nominating Committee

This committee shall convene prior to the Annual Election Meeting of the Chorale membership held near the end of the spring semester of concerts and performances. Their duty is to prepare a list of candidates for each elective office for the upcoming season. No potential candidate or member of the current Executive Committee shall be a member of this committee. (Refer to Chorale Charter, Article VII – Elections.)

The Nominating Committee shall be chaired by the appointed at-large Past President members of the Program Managers. In the event there are no Past President members, the Program Managers shall appoint one or two Program Managers to chair the Nominating Committee. Members of the Nominating Committee shall include the chair(s), all appointed section leaders, the four standing committee managers, and the Music Director.

The Nominating Committee shall:

1. Contact members of the current Executive Committee to determine their desire and willingness to stand at election for a succeeding term of office.
2. Nominate any other candidates who may desire to serve in any of the elected positions or that the committee ascertains may be valuable in such office. Candidates must be selected from the membership in good standing (dues paid, satisfactory attendance, and willingness to serve). Previous officers may step forward for election to any of the offices in the Executive Committee for any election period.
3. Interview candidates and make them aware of the duties of the offices for which they are being nominated.
4. Ensure that a quorum of at least 50% of the membership is present for the vote and then present the slate of prospective officers for the upcoming year to the Chorale membership at the Annual Election Meeting (in late spring semester). Additional nominations may be accepted from the floor at this meeting.
5. Prepare, distribute, collect and tally voting ballots from each voting member in good standing present at the Annual Election Meeting. It is suggested that election for President take place first, then those who were not elected President for the upcoming year can place themselves up for Vice President or

other office as desired. This single office voting can proceed for the Secretary and the Treasurer as well. If there are no opposing candidates for any elected position then the individual standing for election may be elected by acclamation. If there are no candidates for an elected position, the current Program Managers will be required to fill the office by appointing a replacement prior to the beginning of the upcoming year.

6. A majority vote is required to be duly elected to the office for which a person is nominated. No proxy votes shall be accepted. All votes made should be by only members in good standing (self regulated).
7. In the event more than two candidates are standing for one one office, it is suggested that rank voting be used to establish the person with the largest tally of vote preferences.

SECTION 6 – CONFLICTS OF INTEREST

The Program Managers have adopted the following Conflict of Interest policy:

A – Purpose

The purpose of this conflict of interest policy is to protect the Chorale's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, program manager, employee or member of the Chorale or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal law governing conflict of interest applicable to nonprofit and charitable organizations, and any existing Chorale provision regarding conflict of interest.

B – Definitions

INTERESTED PERSON. Any Chorale officer, program manager, employee or member who has a direct or indirect financial interest as defined below, is an interested person.

FINANCIAL INTEREST. A person has a financial interest if the person, directly or indirectly, through business, investment, or family, has:

1. An ownership or investment in any entity with which the Chorale has a transaction or arrangement.
2. A compensation arrangement with the Chorale or with any entity or individual with which the Chorale has a transaction or arrangement.
3. A potential ownership or investment interest in or compensation arrangement with any entity or individual with which the Chorale is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest has a conflict of interest only if the board determines that a conflict of interest exists.

C – Procedures

1. **DUTY TO DISCLOSE.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board.
2. **DETERMINING WHETHER A CONFLICT OF INTEREST EXISTS.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person(s) he or she shall leave the meeting while the determination of a conflict of interest is discussed and voted on. The remaining board members shall decide if a conflict of interest exists.
3. **PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST.**
 - a) An interested person may make a presentation at the Program Managers Meeting. He or she shall then leave the meeting during discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b) The Program Managers not involved shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c) After exercising due diligence, the Program Managers shall determine whether the Chorale can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Program Managers shall determine by a majority vote of the disinterested managers voting whether the transaction or arrangement is in the Chorale's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with that determination, the Program Managers shall make a decision as to whether to enter into the transaction or arrangement.
4. **VIOLATIONS OF THE CONFLICT OF INTEREST POLICY**
 - a) If the Program Managers have reasonable cause to believe that an officer, manager, member, or employee has failed to disclose actual or possible conflicts of interest, it shall inform that person of the basis for such belief and

afford that person an opportunity to explain the alleged failure to disclose.

b) If, after hearing that person's response and after making any further investigation warranted by the circumstances, the Program Managers determine that person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary or corrective action.

5. RECORDS OF PROCEEDINGS.

The Program Managers shall contain:

a) The names of persons who disclosed or otherwise were found to have a financial interest in something with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest existed, and the Program Managers' decision as to whether a conflict of interest in fact existed.

b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

D – Compensation

1. A voting member of the Program Managers who receives compensation, directly or indirectly, from the Chorale for services is precluded from voting on matters pertaining to that person's compensation.
2. No voting member of the Program Managers is prohibited from providing information to the Program Managers regarding compensation.

E – Annual Statements

Each Chorale officer, manager and paid position employee shall annually sign a statement which affirms that such person:

1. Has received a copy of this conflict of interest policy.
2. Has read and understands this policy.

3. Has agreed to comply with the policy, and
4. Understands that the Chorale is charitable and in order to maintain the federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

F – Periodic Reviews

To ensure the Chorale operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent information, and are the result of arms-length bargaining.
2. Whether partnerships, joint ventures and arrangements with other organizations and individuals conform to the Chorale's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

G – Use of Outside Experts

When conducting the periodic reviews as provided above, the Chorale may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the Program Managers of their responsibility for ensuring that periodic reviews are conducted.