

# THE COLUMBINE CHORALE

## HANDBOOK FOR MEMBERS

### 2023-2024

We are pleased to welcome you to the Columbine Chorale. In order to make certain that you are familiar with the rules and regulations of the Chorale, this handbook has been prepared for you. We encourage all members to read the handbook and to keep it with your music for use as a handy reference guide. We hope that you share our enthusiasm for this concert season!

**REHEARSALS:** Rehearsals are on Sundays from 6:30 to 9:00 p.m. at University Park United Methodist Church, 2180 S University Blvd

**PERFORMANCES:** The Chorale generally schedules three formal concert programs with two presentations each on Saturday evening and Sunday afternoon. Details of the concert season are available in the published schedule of rehearsals and performances found on the Chorale website.

Take a few moments to enter these most important dates into your calendars! And remember the requirement for attendance at the *two* rehearsals immediately preceding concerts. (See "Attendance" below.)

**ATTENDANCE:** Chorale members must commit to participating in all concerts of the current season – this includes joint rehearsals and concerts done in collaboration with other group plus two performances each of the Winter concert, the March concert and the June concert. The two rehearsals prior to each of the concerts are required as mentioned above.

The Chorale has made every reasonable attempt to avoid having concerts or required rehearsals on weekends that involve Thanksgiving, Super Bowl, Easter, Passover, the Chinese New Year, Mother's Day, Father's Day and April Fool's Day, but some conflict has always proven unavoidable. Please remember the Chorale's requirements when you schedule your celebration of these and other events.

A Future Absences sheet will be available at the first rehearsal. Members are required to record a future absence from any performance or rehearsal during September. Other absences from a rehearsal or concert must be recorded as soon as the necessity to be absent is known.

Members will be entitled to no more than one unnotified absence per year. An absence unreported by telephone or unrecorded on the Future Absence sheet is unacceptable unless a medical emergency has made the notification impossible. Upon the second such absence, a member may be asked not to sing with the Chorale at the discretion of the Director. This decision may be appealed to the Board, in which case the Board's decision will be final.

**CHORALE DUES:** The Chorale Board of Directors has established membership dues of \$100 per year.

You may elect to pay \$90 on or before October 1, 2019, which will satisfy your obligation for the year. Dues for members joining in January are \$50; joining in March are \$25. **You may pay by major credit card, cash or check or by using PayPal on the website**

**WAIVER OF DUES:** If any member is unable to meet the dues obligation detailed above, he or she should communicate privately with the Director or the treasurer, and this financial obligation will be waived. Confidentiality is absolutely assured and an explanation of the circumstances is not required. Financial need will not prevent your participation in the Chorale.

That having been said, members asking for a waiver of dues are encouraged to take the obligation to sell tickets to concerts very seriously. This is a way to contribute to the financial health of the Chorale without having to pay out-of-pocket expenses.

**TICKET SALES:** The Chorale depends heavily on ticket sales by members to generate audiences. This year we are once again offering an exciting and varied concert program, which should make it easy to attract audience members. In addition we are performing in two venues in the south metro area, which should help some members with ticket sales.

Individual tickets for the Chorale's concerts will be \$20 for adults, \$15 for seniors-60 and a reduced price of \$10 for students.

The specific ticket obligation for each member will again be \$75 for the year. This requirement can be satisfied by sales of any combination of individual and/or season tickets. There is no waiver available for this obligation!

**PAYMENT ENVELOPES:** All payments to the Chorale, whether by check or in cash, must be placed in one of the special payment envelopes provided at rehearsals. Simply fill out the front. This will simplify data entry for the treasurer and insure your payment is credited properly. Using a payment for credit card transactions is optional unless paying for two items as electronic records for these are automatic.

|   |                      |
|---|----------------------|
| NAME _____  | DATE _____           |
| Cash \$ _____   | Credit Card \$ _____ |
| Check \$ _____  |                      |
| Total \$ _____  | Amount               |
| <input type="checkbox"/> ANNUAL DUES _____  | _____                |
| <input type="checkbox"/> MONTHLY DUES: S O N D J F M A M                            | _____                |
| <input type="checkbox"/> TICKET SALES Individual tickets _____ Season tickets _____ | _____                |
| <input type="checkbox"/> TAPES/CDS _____  | _____                |
| <input type="checkbox"/> OTHER _____  | _____                |

**FINANCIAL STATEMENTS:** Periodically, financial statements will be prepared by the treasurer and distributed to members. The statement will show the member's total financial obligation, how much has been paid, and the balance due, if any. This is done as a courtesy to let you know exactly where you stand financially with the Chorale. Questions or concerns about the statement should be directed to the treasurer.

**INCOME TAX CONSIDERATIONS:** The Columbine Chorale is a tax-exempt, non-profit organization under IRS Code Section 501(c)(3). If you itemize deductions, please remember that most expenses incurred while on Chorale business are deductible. This would include dues, travel (mileage) to and from Chorale rehearsals and performances, the cost and cleaning of the Chorale uniform if it is used exclusively for Chorale performances, and for meals and housing when out of town on a Chorale function.

**WILL-CALL ENVELOPES:** If you are leaving concert tickets at the door for someone to pick up, they *must* be placed in a special will-call envelope if you want to receive credit for the ticket sale (see below). These envelopes will be available a few weeks prior to each concert. There is a one week amnesty following each concert for you to inform the treasurer about tickets sold at the door which should be credited to you.

The envelope will look something like this:

| <u>WILL CALL TICKETS</u>   |          |
|--|----------|
| TICKETS HELD FOR   |          |
| _____  | _____    |
| Last   | First    |
| # Tickets: <b>Single</b> adult (\$15) _____ Senior (\$12) _____ Student (\$5) _____    |          |
| <b>Season</b> adult (\$35) _____ Senior (\$30) _____                                   |          |
| <input type="checkbox"/> Pre-paid tickets. No payment enclosed.                        |          |
| <input type="checkbox"/> Payment enclosed. Please return this envelope to the cashier. |          |
| Payment credited to (name of Chorale member): _____                                    |          |
| CASH   | \$ _____ |
| CHECK  | \$ _____ |
| TOTAL  | \$ _____ |

**WEB SITE:** The Chorale's updated web site ([columbinechorale.org](http://columbinechorale.org)) has a wealth of information both for the general public and for members. Members who have access to the Internet should regularly check the "Members Only" page of the site for late-breaking news, membership rosters, the latest word on the rehearsal schedule, Chorale Board matters, copies of the by-laws and much, much more (and not all of it deadly serious, either!). The Members Only page is password protected and the user name is "columbine"

If you have any difficulty with this information or in accessing the "Members Only" page, the webmaster will be more than pleased to help. Please e-mail Margaret Stookesberry with any concerns. Please take some time to explore the new added features of the new website.

**KING SOOPERS LOYALTY PROGRAM:** A major fund-raising activity of the Chorale the linking of King Soopers loyalty cards to the chorale. Please contact Margaret Stookesberry for instructions for linking your account. The chorale receives a monthly check for a percentage of the amount spent on groceries.

**MEMBER DONATIONS:** After discussing all the financial matters above, it may seem ridiculous to discuss additional charitable donations to the Chorale by members. Not really. In fact every year Chorale members donate total amounts ranging from \$1,000 to \$1,500 above and beyond the dues and ticket obligations. Some donate with no stipulations attached, but the Chorale has a special program wherein a member can purchase a specific piece of music for the Cho-

rals' library and in return can have the piece marked with a dedication of the donor's choosing. Note is made in the concert program on the occasion of the first performance of the work. Approach the Director to make a suggestion or to see what music might be on the wish list or check the list on the web site.

Have you thought about making the Chorale a beneficiary of a life insurance policy or your will? Both of these methods of leaving a lasting legacy to the Chorale would be easy to implement. Many of us have small life insurance policies issued through banks, professional organizations or other such entities and it would take only minutes to have the Chorale listed as a beneficiary. Bequeathing amounts less than the full value of policies is certainly a possibility. Think about it!

The Chorale is a tax-exempt, non-profit organization under IRS Code Section 501(c)(3) and all donations are potentially tax deductible. In addition the Chorale is registered with the Office of the Colorado Secretary of State, which can be reached at 303-894-2200 or [www.sos.state.co.us](http://www.sos.state.co.us) and which can provide copies of registration and financial documents. Refer to registration number 20021346525. REGISTRATION BY THE SECRETARY OF STATE IS NOT AN ENDORSEMENT OF THE ORGANIZATION. The Chorale's EIN is 84-1063962. In addition, for members financial reports are posted on the Members Only page of the Web site.

**PERFORMANCE ATTIRE:** Sopranos and altos in the Chorale are required to wear dress garments that are all black (no decoration of any other color permitted). In addition, women wear flesh-colored hose and comfortable black shoes (no high heels and no sandals, please), small non-dangling earrings, and a medium-length string of pearls.

Men wear a black tuxedo with a black bow tie and cummerbund, and black shoes and socks.

**REHEARSAL AND CONCERT ETIQUETTE:** It is very important that the following rules be observed:

- Please do not wear perfume, cologne or after-shave lotion to either a rehearsal or a performance. Some people are very sensitive or even allergic to it.
  - It is most inconsiderate of members to be late for a rehearsal or a concert call. Please be prompt. Heck, don't be afraid to arrive even a few minutes early. Who knows what might be going on!
  - The professional appearance of the Chorale in concert is very important. A concert begins with the first appearance of the Chorale on stage. Walk on stage in a dignified manner, take your place on the risers, and face the audience with a pleasant look on your face. No talking with your neighbor, please! No waving to friends or family in the audience! Even though you may feel invisible on stage as one of a fairly large group of singers, you aren't.
  - The music folder is carried in the left hand, cupped, not dangling, and is opened only after the director has turned to face the Chorale from the podium. The music folder is returned to your side in the left hand at the end of a music set when the director turns to bow.
  - When the group leaves the stage, remain facing forward until the person exiting immediately before you turns to leave. Then rotate and follow. Do not turn to leave before you actually start to move. If you are standing on the centerline of the group and the person on the "wrong" side of you exits, simply turn to follow that person. You can get back in line backstage.
  - During rehearsals, please refrain from unnecessary conversation when the director stops the singing and between numbers. Chatter in the ranks wastes a tremendous amount of rehearsal time, breaks concentration, and is most annoying. What is being addressed to a voice section other than your own just might have some relevance to you. And the unnecessary banter aggravates the heck out of the director!
  - One person coming with a cold to a rehearsal or a concert can potentially decimate a section. If you have a cold but are still ambulatory, we would love to see you at a rehearsal, but please sit off to the side or in the rear of the rehearsal hall. If a concert is involved, use your best judgment as to the potential for infecting others. Obvious if you have something contagious that is a step above a cold, like the flu, we don't really want to see your shining face at all. Get well first!
  - In the spirit of choral unity, singers are expected to happily acquiesce to the seemingly trivial, arbitrary and petty wishes of the Director. All musical considerations, such as part assignments, rehearsal and concert seating, solos, literature and concert programming are the right and responsibility of the Director. While comments, suggestions or requests are welcome, due to constraints on rehearsal time, written communication would be appreciated. Requests for solos should be made early and in writing. Serious concerns or requests should be communicated directly and privately to the conductor. Every effort will be made to make accommodations in an equitable manner, although group musical considerations will always take precedence.
- Matters of concern on other topics can be addressed to members of the Board.
- Have fun!