



MEMBER HANDBOOK

(Revised 8-17)

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Preamble

This Handbook is the Member Handbook specified by the Bylaws of the Orpheus Male Chorus of Phoenix (the “Chorus”). Its purpose is to outline members’ responsibilities and the particulars of the organization and operation of the Chorus, as mandated by the Bylaws.

Section 1. Mission of the Chorus

- A. The mission of the Chorus is to present choral music that entertains and adds cultural value to Arizona communities by delivering quality performances and engaging in outreach activities while providing a rewarding experience for members.
- B. As such, we have identified five critical success factors necessary for achieving this mission. They are:
 - 1. PROFESSIONAL QUALITY
 - 2. RECRUITMENT/MEMBER RETENTION
 - 3. FUND RAISING
 - 4. COMMUNITY SERVICE
 - 5. PROMOTION & PUBLICITY

Section 2. Recruiting and Attendance

- A. All Chorus members are encouraged to recruit prospective new singers for membership in the Chorus.
- B. All Chorus members are expected to attend all rehearsals and performances. Attendance at all rehearsals is necessary to achieve performance excellence.
- C. Each member is allowed up to four (4) rehearsal absences each fall or spring concert series. Members accumulating five (5) absences risk not being allowed to participate in any performances for that concert series. The nature of each absence is not relevant: there are no “excused” or “unexcused” absences. Extreme circumstances will be decided on an individual basis taking into account the member’s personal music preparation, including a part check.
- D. The attendance policy applies to participation at the retreat. Members must attend at least half of the day (i.e., morning or afternoon session) to earn rehearsal attendance credit. Non-attendance at the retreat will count as one of a member’s allotted absences. Food and drinks will be provided at no cost.
- E. If a member needs to be excused from a rehearsal or performance, he must notify his Section Leader in advance of his absence. Absences from rehearsals may result in a

member being disqualified from performing at the next concert, at the discretion of the Artistic Director.

Section 3. Auditions and Part Checks

A. New Members:

1. Singers interested in joining Orpheus must begin attending rehearsals by the second rehearsal of each concert series. Those who begin attending on the third or subsequent rehearsals will be encouraged to sit in on rehearsals to see if they would like to join the following concert series, but will only be allowed to participate in performances of the current concert series at the discretion of the Artistic Director.
2. New singers will be required to audition.
3. The audition will consist of singing a simple song (e.g., “Happy Birthday,” “My Country ‘Tis of Thee,” etc.), checking general music ability, and listening for vocal quality.
4. Anyone passing the audition will be accepted on a provisional basis to ensure a good fit with the existing chorus.
5. Re-evaluation and confirmation of acceptance will rest with the Artistic Director and occur following the sixth rehearsal of each concert series.

B. Current Members:

1. Members who have been away from Orpheus for more than two consecutive concert series will be required to re-audition.
2. The Artistic Director and Assistant Conductor (“directors”) reserve the right to re-audition any member where re-evaluation of section placement or singing skill is deemed necessary for the good of the Chorus.

C. Part Checks:

1. The directors will be responsible for devising a method to ensure that all members are prepared for performances. Methods may include checking singers individually, in groups, monitoring singers during full rehearsals, or any other method determined to ensure quality of performance.
2. Singers in need of additional preparation will be re-checked (potentially each week) to ensure adequate progress is being made.
3. Members who are not ready for a performance, for any reason, will be asked not to participate in performances until adequate preparation has been demonstrated.

Section 4. Rehearsal and Concert Etiquette

A. Rehearsal Etiquette:

1. During rehearsal, members are expected to respect the directors and their fellow Chorus members by paying attention and eliminating distractions (cell phones, etc.). If something is serious enough that a text or call needs to be addressed, a member should step outside rehearsal.
2. Please be respectful of others by minimizing non-essential conversations and focusing on the rehearsal.

B. Concert Etiquette:

1. Because Orpheus is a long-standing group recognized in the community, it is imperative we present ourselves in a professional manner. This shows respect for our audience, our sponsors, and ourselves.
2. Please observe the following:
 - a. Talking of any kind is inappropriate from the time the Chorus lines up to go on stage or enters the performance hall to until we have fully left the performance hall.
 - b. Observe proper concert attire as specified in **Section 9** below.
 - c. Please keep conversations appropriate to the venue. Remember you represent Orpheus, and whatever you are overheard saying reflects not only on you but on the Chorus as a whole.

Section 5. Payment of Dues and Participation in Fund-Raising Activities

- A. Each Chorus member will be required to pay dues for each concert series. These dues will be set by the Board of Directors. If a hardship exists in paying dues, arrangements may be made to address this issue.
- B. Dues for each concert series will be \$100 (\$200/year).
- C. Dues are to be paid in full by the sixth rehearsal of each concert series unless the member makes other arrangements with the treasurer by the sixth rehearsal.
- D. Dues are not refundable for any reason (e.g., decision to leave Orpheus, excessive absences, lack of preparation) after the sixth rehearsal of each concert series. Should a member choose to leave the group on or before the sixth rehearsal of each concert series, his dues will be reimbursed in full.

- E. Chorus members who are not current on their dues will not be considered in good standing and may not be allowed to participate in public performances. Members will be considered current if they have paid their dues or made arrangements to pay them (credit card payments, partial waivers, etc.).
- F. A percentage of operating expenses of the Chorus is met through member-involved fundraisers and concert ticket sales. While it is acknowledged that not all Chorus members can participate in this area at the same level, it is expected that all members will make an effort to assist the Chorus in fundraising.

Section 6. Care of and Responsibility for Learning Music

- A. Chorus members will be issued music for rehearsal and performance throughout the concert series. They are required to maintain the music, which remains property of the Chorus, and to return all music at the end of the concert series.
- B. Members must bring their music with them to every rehearsal and always have a pencil out during rehearsal. Members are required to mark scores according to the directors' instructions. Marks are to be made **ONLY** in pencil.
- C. It is expected that each singer will spend time outside rehearsal in preparation for rehearsals and performances.
- D. It is expected that each singer will come ready to participate in rehearsal. Be prepared: bringing a pencil, marking scores, focused attention, etc.
- E. Singers who would like to invest more time in improving their voices and skills are encouraged to do so, including pursuing study with a private voice instructor.
- F. MP3s and CDs will be made available for most, if not all, of the pieces Orpheus will sing in any given series. These recordings remain the property of the Chorus and are not to be distributed, copied, or posted on public websites such as YouTube either in whole or in part.

Section 7. Membership Roster

- A. Chorus members may view and/or download the membership roster from the website.
- B. This roster is for the sole purpose of contacting other members of the Chorus on Chorus-related business. The roster is not be used to supply information to any mailing, calling, e-mail or any other similar list except those maintained expressly for Chorus business or non-commercial communication. Anyone wishing to use roster information of a member for commercial purposes must obtain the member's express consent before using such information.
- C. *Security of the information on the roster is everybody's concern.*

- D. The roster and all copies thereof shall at all times remain the property of the Chorus.

Section 8. Website

- A. The Chorus maintains a website for communicating with the public and with members of the Chorus.
- B. The Board shall appoint a Webmaster, who shall maintain the website as directed by the Board.
- C. The Webmaster shall provide all members with a login and password to the Members Only section of the website.
- D. Files containing records of Chorus business and members' personal information shall be accessible only from the Members Only section, for which login and password are required.
- E. In consultation with the Board, the Webmaster may make some other files not containing proprietary information available for download from the website without the need for a login and password. The Webmaster shall inform all Chorus members of the procedure for accessing these documents.
- F. All Chorus members are expected to check the website regularly in order to keep themselves apprised of the materials listed above and other pertinent matters.

Section 9. Concert Dress

- A. There are two styles of dress:
 - 1. The "A" dress consists of black tuxedo jacket (no tails) and trousers; white dress shirt with French cuffs, under which is worn a plain white t-shirt (sleeved or sleeveless); cufflinks; black dress tie; black vest; black full-length socks; and black dress shoes (formal patent leather shoes are not required but athletic shoes are not permitted). Additionally, white dress gloves are worn when performing some numbers.
 - (a) Orpheus has arranged with a local haberdasher, Nick's Menswear of Chandler, to make the shirt, tie and vest and, if desired, the tux and trousers, available at a special price.
 - (b) Once a prospective Chorus member has successfully passed audition and has accepted the Chorus' offer of membership, he must contact Nick's Menswear to arrange to be fitted for the "A" uniform. Their address is: 3111 W. Chandler Blvd., Chandler, AZ, inside Chandler Fashion Center, on the ground floor two doors down from Dillard's.

- (c) The cost for the shirt, tie and vest is \$45.00.
 - (d) As an alternative, you may obtain the tux and trousers (but not the shirt, tie and vest) from whatever source you choose (Burlington Coat Factory, Men's Wearhouse, etc).
 - (e) The Chorus will supply the white dress gloves for a nominal charge when required.
2. The "B" dress consists of a black golf shirt with the Orpheus logo, under which may be worn a plain white t-shirt (sleeved or sleeveless) provided that the neckline does not show; khaki trousers with black belt; black full-length socks; and black shoes. Members must purchase the black golf shirt from Orpheus. Cost is \$20.00.
 3. Members are responsible for ensuring that their concert attire is properly laundered or dry-cleaned, as appropriate, and pressed.

Section 10. Sabbaticals and Leaves of Absence

- A. Sabbaticals and leaves of absence may be granted to members in good standing as outlined below.
 1. Sabbaticals, covering two consecutive concert series or less, may be approved after consultation with the Chorus officers and the Artistic Director. Return from sabbatical will require a consultation with the Artistic Director.
 2. Leaves of absence covering three or more concert series may be approved after consultation with the Chorus officers and the Artistic Director. Return from leave of absence will require re-audition with, and approval of, the Artistic Director.

Section 11. Board of Directors

- A. The affairs of the Chorus are managed by a Board of Directors (the "Board").
- B. The Board is comprised of elected officers, elected members-at-large, appointed voting members, appointed non-voting members, and the Artistic Director.
- C. All elected officers and elected members-at-large are voting members of the Board.
- D. Appointed members shall be either voting or non-voting as specified in the Bylaws.
- E. The Artistic Director is a non-voting member of the Board.
- F. The elected officers and their responsibilities are as follows:

1. President: The president of the Chorus will preside over all meetings of the Board, the Executive Committee thereof, and the membership of the Chorus. He will also represent the Chorus as a voting member of the Board. Should the President be unable to carry out his duties for a period of two weeks or more, the Vice President shall assume the duties as Acting President until the President can resume his position.
 2. Vice President: The vice president of the Chorus will take responsibility for the day-to-day operations of the Chorus. He will coordinate Chorus committees and Section Leaders, communicate needed reports to the President and to the Artistic Director, and will stand in for the President as needed.
 3. Secretary: The secretary of the Chorus will be responsible for recording and maintaining minutes for meetings of the Board, its Executive Committee, and the membership of the Chorus.
 4. Treasurer: The treasurer of the Chorus will collect monies (dues, ticket sales, etc.) from the Chorus members as needed for deposit and prepare monthly statements for the Board of Directors and interested chorus members.
- G. Elected members-at-large shall represent the Chorus and shall carry out such other duties as may be assigned to them by the President.
- H. Appointed members, whether voting or non-voting as specified in the Bylaws, shall advise the Board on such matters as the Board deems appropriate.
- I. All Board members, including officers, members-at-large and appointed members, shall serve for a term as prescribed by the Bylaws of the Chorus.
- J. In addition, the Board shall establish one or more standing and ad-hoc committees to assist in performing its duties and meeting the critical success factors outlined above.

Section 12. Standing Committees

- A. All Chorus members are encouraged to take part in one or more Standing Committees as their interest and abilities may allow.
- B. The following are the duties of each Standing Committee:
1. Development Committee:
 - a. Devises and implements strategies to maximize unearned revenue by means of cost-effective programs and activities involving the participation of Chorus members.
 - b. Identifies potential donors and nurtures and builds relationships with existing donors.

- c. Seeks out and applies for grants from such organizations as the Arizona Commission for the Arts, Phoenix Office of Arts and Culture, Piper Trust, and others.
- d. Develops relationships with community organizations and corporations via collaboration, benefit concerts, outreach events, and other strategies.

2. Marketing Committee:

- a. Produces materials required to achieve the vision, mission, and goals of the Chorus.
- b. Develops and coordinates press releases and advertising, including publicity materials for newspapers (both major and small local publications), local magazines, radio/TV, and the Chorus website.
- c. Works toward audience development.
- d. Develops and manages the Chorus's social media accounts (Facebook and Twitter).
- e. Coordinates and manages the marketing of tickets – see **Section 19: Concert Tickets and Playbills**, below.
- f. Coordinates the sale of ads for the concert playbills.
- g. Develops and maintains public relations.

3. Outreach Committee:

- a. Coordinates and manages all outreach activities for the Chorus – see **Section 20: Community Service**, below. These include:
 - i. Educational outreach activities;
 - ii. Civic and cultural collaborations;
 - iii. Social programs (i.e. Habitat for Humanity);
 - iv. Performances (i.e. Ryan House, Hospice of the Valley, Alzheimer's Gala, etc.);
 - v. Ethnic programs/collaborations;
 - vi. Inner city schools.

4. Membership Committee:

- a. Facilitates recruitment and retention of Chorus members.
- b. Promotes enthusiasm and commitment, and encourages development of a sense of community.
- c. Conducts new member orientation sessions.
- d. Coordinates the mentor program and music education sessions, including the production of CDs and MP3 files of voice parts for distribution and posting.
- e. Coordinates the 50/50 raffle, pre-rehearsal dining, monthly First Tuesdays, socials, trips, and other social activities.
- f. Produces and distributes the weekly newsletter.
- g. Maintains the roster, the Member Handbook, and the Member Quick Reference Guide.

5. Production Committee:

- a. Coordinates and manages all the activities required to produce a concert series.
- b. Manages, through the Librarian, the Chorus library (acquisition of new music and distribution to Chorus members) and Chorus archives – see **Section 13: The Librarian**, below.
- c. Manages concert contracts, recording licenses, and royalties – see **Section 17: Concert Bookings**, below.
- d. Coordinates concert logistics (venue readiness, staging requirements, sound, ticket sales and volunteers at front of house, etc.) – see **Section 18: Staging**, below.
- e. Coordinates and manages sales of CDs, raffle tickets, and Chorus memorabilia.

Section 13. The Librarian

- A. The Chorus Librarian is responsible for maintaining the music library for the Chorus.
- B. The Artistic Director will inform the Librarian of the music selections to be used during upcoming concert series. The Librarian will identify those pieces currently available and order those pieces not in the library.

- C. When new pieces of music are obtained from publishers, the Librarian will mark each piece with the library number and folder number for identification.
- D. The Librarian will maintain the master music inventory and will log each selection therein.
- E. He will ensure that sufficient music is available for each Chorus member.
- F. Prior to the start of rehearsals for each concert series, the Librarian will pull the music from the library and ensure that it is ready for the first rehearsal.
- G. At the end of the concert series, the Librarian will collect and return all music to inventory.
- H. When donations are received for the purchase of music, the Librarian, upon notification by the Treasurer, shall mark music with the donor's name as appropriate.

Section 14. Section Leaders

- A. There will be two Section Leaders per section in the Chorus.
 - 1. The administrative leader is appointed by the Board of Directors.
 - 2. The music leader is appointed by the Artistic Director.
- B. The administrative leader will:
 - 1. Act as the single point of contact for members of his section to report planned/unplanned absences.
 - 2. Keep attendance and report absences to the Artistic Director.
 - 3. Work with the Membership committee to ensure that all new members are familiarized with the procedures/guidelines of the organization.
 - 4. Introduce himself to new members.
- C. The music leader will:
 - 1. Assist members of the Chorus with basic musical development/advice.
 - 2. Ensure that section members have the latest markings on their music.
 - 3. Work with the Artistic Director and the Assistant Conductor on improving the efficiency of rehearsals.
 - 4. Work with the Artistic Director and Assistant Conductor on improving the quality of performances (Parts-check, etc.).

5. Introduce himself to new members.
6. Encourage the use of recorded educational material.

Section 15. The Artistic Director

- A. As part of the paid professional staff of the Chorus, the Artistic Director is not a committee. The Artistic Director does, however, contribute considerably toward successful concert productions and those activities that relate directly to other Committee work. As a result, the work of the director will be discussed as fully as possible.
- B. The Artistic Director shall be, by virtue of his office, a non-voting member of the Board.
- C. The Artistic Director is responsible for development of concert programs for the Chorus to perform. These programs should be developed by May 1st of each year for the next two concert series so that they can be posted on the Orpheus website.
- D. The Artistic Director is also responsible for providing the Chorus Librarian with information on obtaining and purchasing the music needed for performances.
- E. The Artistic Director will ensure that an accompanist is available for rehearsals and performances. The choice of accompanist, both piano and instrumental, shall be the responsibility of the Artistic Director in consultation with the Board of Directors.
- F. The Artistic Director will be responsible for working with accompanists to ensure the quality of accompaniment for the Chorus. The Board will determine payment for the services of accompanists.

Section 16. Soloists

- A. The Artistic Director will be responsible for selection of and, if necessary, negotiation with soloists for concerts.
- B. Contracts with soloists obtained outside of the Chorus will be the responsibility of and at the discretion of the Board.

Section 17. Concert Bookings

- A. The Production Committee will be responsible for identifying venues and for booking concerts. When the concert series are finalized, the Production Committee will prepare and make available a calendar for Chorus members.
- B. Each Chorus member is encouraged to identify possible venues for contract concert bookings and to forward such information to the Vice President or to the Production

- Committee. The Production Committee will contact the responsible person for the venue and determine concert needs, available dates, payment details, and special needs of the venue and the Chorus. The Production Committee will then contact the Artistic Director and accompanist to ensure that there is not a scheduling conflict and to determine the appropriateness and conditions of the booking.
- C. Once the details are finalized and approved by both the venue and the Chorus, the Production Committee will notify the Chorus and place the concert on the calendar.

Section 18. Staging

- A. The Production Committee is also responsible for ensuring that each venue is ready for a concert. This includes preparing the performing area, delivering and setting up risers, and restoring and securing the venue after the concert.
- B. In addition, at venues where lighting and sound opportunities exist, the Production Committee will be responsible for lighting and sound design and setup.
- C. All Chorus members are expected to volunteer, as their abilities may allow and as the need may arise, to assist the Production Committee in setting up for, and cleaning up after, concerts.
- D. The chairman of the Production Committee shall serve as stage manager at each venue at which the Chorus performs.

Section 19. Concert Tickets and Playbills

- A. Responsibility for concert series tickets lies with the Production Committee.
- B. The Production Committee shall appoint a member who shall be responsible for printing tickets for each concert series, distributing tickets to Chorus members for sale, collecting sales money and unsold tickets from Chorus members, monitoring and filling on-line and mail-order ticket sales, providing tickets for sale at the door and at the will-call table for each concert, and for maintaining records of all of the above.
- C. The Production Committee is responsible for the production of playbills for all concerts.

Section 20. Community Service

- A. The Chorus intends to provide the opportunity to as many citizens in the valley as possible to hear the Chorus perform.
- B. To that end, there will be a consistent outreach to seniors; to schoolchildren; to persons likely to attend musical performances but who have not heretofore attended

Orpheus concerts; and to persons for whom attendance at a musical performance might constitute a financial hardship.

- C. Chorus members are expected and encouraged to identify individuals or groups who might fall into the categories mentioned above, and to communicate such to the Chorus officers for transmittal to the Board.

While this handbook is not an all-inclusive guide to the future of Chorus member participation, it serves as a guide to Chorus members in maintaining the organization. As funding is identified, many of these functions will be taken by the Board, Chorus volunteers, and paid staff. Until that time it is the responsibility of each Chorus member to assist in any way possible.