



# CAMP Rehoboth Chorus

Membership Handbook  
and  
Guidelines

Revised 9/23/2013

The **CAMP Rehoboth Chorus** was formed in 2009 and maintains CAMP Rehoboth's vision to Create A More Positive Rehoboth by being open to all, celebrating LGBT diversity and performing in and for the community at large.

### **Mission**

The chorus seeks to foster increased recognition, understanding, interaction and cooperation among people regardless of race, gender, religion, age, physical abilities, or sexual orientation. The members of the Chorus are dedicated to performing vocal music of the highest quality for its audiences and to maintaining an atmosphere of camaraderie, support and respect for its diverse members. The Chorus endeavors to perform and entertain all people.

### **Leadership Committee**

The Leadership Committee (LC) includes chorus members who are in good standing, elected and appointed, who provide the leadership to move the mission forward. The LC is responsible for many functions of the organization, notably creation of the budget, appointing standing and ad-hoc committees and hiring of staff.

All LC members are elected or appointed as needed for two year terms with no number of term limits.

More information regarding the Leadership Committee structure, duties and terms is outlined in Article 3 of the CAMP Chorus Guidelines. Those interested in serving on the Leadership Committee or who have questions regarding its business should contact any Committee member.

### **Section Leaders**

There are four sections in the chorus: Soprano, Alto, Tenor and Bass.

Section Leaders must possess vocal skills and an ability to communicate ideas. Section Leaders commit to take an active role in the rehearsal and performance preparation, which includes calling additional vocal rehearsals, helping facilitate production of rehearsal, and memorization aids. Section Leaders actively work with the Leadership Committee on attendance policy and addressing member concerns.

### **Committees**

Committees within the chorus include:

- Budget/Finance
- Music
- Membership
- Publicity
- Logistics (facilities/staging)
- Costumes
- Outreach
- Hospitality

Committee chairs are appointed by the LC, and report to, the Vice Chair. Please see article V section 3 of the guidelines.

Committees will record minutes of their meetings and email a copy to the Chorus Vice Chair within one week following the meeting.

### **Joining the Chorus**

Membership applications may be requested via the CAMP Rehoboth web site or by email from the membership committee and must be submitted by September 30<sup>th</sup> of the current performance season. Completed applications are delivered or emailed to the Secretary of the CAMP Rehoboth Chorus LC. The non-refundable membership fee is due upon receipt of the music, but no later than September 30<sup>th</sup>.

Volunteers are always welcome to assist with the preparation of concert venues and performances.

### **Audition Requirements**

As a **non-auditioned chorus**, there is no 'formal' audition process but the Music Director may conduct a placement audition for a member to perform within an appropriate section. The new member may be asked to perform a few basic musical exercises to test voice part, vocal range, vocal memory and sight reading ability.

Performance auditions may be required for solo, ensemble, narration etc. parts within a particular concert with final decisions made by the Music Director.

### **Other Requirements to Become an Active Member**

A Membership application will be provided to each member and must be signed prior to participating. The application will contain the following:

- General demographic information
- Musical background and experience, if any (not required)
- Emergency contact information
- Consent to release chorus audio and video in which you are pictured

If you submit an application via email, you will sign the form by typing your name on the signature line.

### **If you don't read music**

Reading music is not a requirement to be in the Chorus. It is more important that our Music Director understands your musical ability. The section leader will provide some assistance with pitch and rhythms during full and section rehearsals.

### **If you can't dance**

Movement may be a part of our performances. Choreography is designed with a realization of the varied abilities of our members. All members are encouraged to participate in the staging and movement of the performance.

## Rehearsals

The full chorus rehearses every Monday beginning in September. Rehearsals start promptly at 6:30 PM and end at 8:30 PM. There may be section rehearsals during the summer and/or additional chorus rehearsals, but they will be announced in advance. Anytime you know that you will not be able to attend a rehearsal, please contact your Section Leader. If you miss more than three rehearsals you may be ineligible to sing in the concert.

## Membership Fees and Expenses

Annual dues are accepted until September 30<sup>th</sup>.

A portion of the fees go to reimburse CAMP Rehoboth for rehearsal space and services, and the remainder pays for chorus staff, costumes, venue rental fees, music, supplies and technical fees.

## Problems and Questions

CAMP Rehoboth Chorus values the feedback and input of all members. Members are encouraged to first try to resolve any issues through effective and positive communication. In general, most of your questions and concerns about music production are best handled by your Section Leader. Concerns about the organization are best handled by the Leadership Committee (see Addendum I).

It is suggested that problems or concerns, when not time sensitive, be submitted in writing.

## What to Expect From the Chorus

- To perform with others for a variety of audiences in the Rehoboth Beach area
- To rehearse vocal selections and choreography under the direction of a competent and prepared Staff
- To be provided a schedule and resources to individually prepare and perform quality musical entertainment
- To socialize in a positive and productive environment
- To make a difference in the Delaware LGBT and broader community

Although there are many reasons people join the CAMP Rehoboth Chorus, the primary focus is music and musical productions. Music touches hearts in ways words alone never will. By being a part of the CAMP Rehoboth Chorus, you set yourself apart as a proud example to others who may not have positive role models. Above all, **expect to have fun!**

## What the Chorus Expects From You

- Be on time and prepared for all rehearsals and performances as directed by the Section Leaders and Music Director
- Promote our mission and vision for musical excellence
- Respect fellow singing and non-singing chorus members and staff
- Represent the CAMP Chorus in a positive, professional manner. Perform with pride and have fun
- Maintain and return all sheet music distributed to you, as it is the property of CAMP Rehoboth. In the interest of preserving the music for use by others **please use only pencil or erasable highlighter when marking music.**

- Adhere to the Performance Dress Code established for each performance
- The chorus performs publicly as part of its mission to reach out to the community at large. We often use the media for announcements, reviews, and publicity. Audio and/or video recorded footage of the Chorus may appear in local media outlets, with or without permission. As a member, you agree to allow the Rehoboth CAMP Chorus to use your name or likeness publicly in connection with the Chorus.
- As a non-profit arts organization we create our musical entertainment for the enjoyment of our audiences and our performers. Performers assume all risk in participating in this activity and understand that they are in no way anticipating compensation for their participation.
- Make a good faith effort to support the Chorus beyond performing. As a non-profit organization, the chorus relies on its members and volunteers for support. You may be asked to:
  - Promote concerts in whatever manner is available to you (i.e. word-of-mouth, flyers, mailings, emails or social media)
  - Promote special events and activities of CAMP Rehoboth
  - Encourage individuals to participate, donate and attend our performances
  - Consider becoming a donor to Camp Rehoboth
  - Consider serving on a Chorus committee or the Leadership Committee

### **Nondiscrimination**

No one shall be afforded or denied membership with the CAMP Rehoboth Chorus on the basis of race, gender, religion, age, physical abilities, sexual orientation or economic means.

### **Privacy Policy**

Personal information about chorus members is private. CAMP Rehoboth Chorus members and staff shall protect member information from being used for non-chorus purposes, unless advance permission is acquired from the affected member. Do not distribute member names, addresses, email addresses or phone numbers to anyone.

## Addendum I

### Leadership Contacts:

Mary R. McElhone, Chair	302-542-1445	<a href="mailto:maryreid50@gmail.com">maryreid50@gmail.com</a>
Sheila Maden, Vice Chair	302-644-8132	<a href="mailto:smaden@earthlink.net">smaden@earthlink.net</a>
Dan Foskey, Treasurer	302-670-0560	<a href="mailto:danfoskey@aol.com">danfoskey@aol.com</a>
Bob Hoffer, Secretary	814-937-4678	<a href="mailto:rhact8@yahoo.com">rhact8@yahoo.com</a>
Linda DeFeo	301-807-2285	<a href="mailto:imdmd@prodigy.net">imdmd@prodigy.net</a>
Gail Hecky	740-215-8083	<a href="mailto:gail.hecky@gmail.com">gail.hecky@gmail.com</a>
Janet Layden	917-733-5511	<a href="mailto:allegroda@aol.com">allegroda@aol.com</a>

# CAMP Rehoboth Chorus Guidelines

## Article I—Name and Purpose

- Section 1 *Name:* The name of this organization is CAMP Rehoboth Chorus operating as a program of CAMP Rehoboth which is a 501c3 organization recognized under federal established guidelines.
- Section 2 *Members and Purpose:* CAMP Rehoboth Chorus is comprised of community members who enjoy singing and performing, while furthering the mission of CAMP Rehoboth - to create a more positive Rehoboth by being open to all, celebrating LGBT diversity and performing in and for the community at large.

## Article II—Chorus Membership

- Section 1 *Eligibility for membership:* Application for chorus membership will be open to any individual who supports the purpose statement in Article I, Section 2. Membership is granted after receipt of a membership application and annual dues.
- a. Membership is not gender, age, race, creed, sexual orientation biased and is not audition based or dependent on a musically experienced background.
- Section 2 *Annual dues:* Annual dues will be charged to each member based on the financial needs of the chorus. Continued membership is contingent upon being up-to-date on membership dues.
- a. Scholarships may be granted on a limited basis to those members who financially qualify.
- Section 3 *Rights of members:* Each member will be eligible to vote at all annual or special meetings. Members cannot appoint a proxy to represent them at meetings. Members must be in good standing on all dues and fees to ensure voting eligibility.
- Section 4 *Resignation:* Any member may resign with appropriate notification to the secretary. Resignation will not relieve a member of unpaid dues, or other charges previously accrued. Member dues will not be returned upon resignation.
- Section 5 *Non-voting supporters:* The leadership team will have the authority to establish and define non-voting categories of supporters.

## Article III—Chorus Leadership Committee

- Section 1 *Leadership Committee--role, size and compensation:* The leadership committee is responsible for overall policy and direction of the chorus and delegates responsibility of day-to-day operations to the staff and committees. The leadership committee will consist of seven (7) chorus members who receive no compensation and are dedicated to the vision of the chorus and the community enrichment and outreach purpose for which it was founded.
- Section 2 *Terms:* All leadership committee members will serve a minimum two-year term, but are eligible for re-election for unlimited consecutive terms.
- Section 3 *Meetings and notice:* The leadership committee will meet at least quarterly, at an agreed upon time and place. A leadership committee meeting requires that each of its members have email notice at least one week in advance.

- a. The leadership committee will meet as needed after the annual meeting prior to the new choral season to establish an action plan and coordinate necessary preseason music, financial, logistical and fundraising tasks.

Section 4 *Leadership committee elections:* Leadership committee members will be elected by chorus members at the annual meeting or by email voting.

Section 5 *Election procedure:* Any chorus member in good standing may be nominated for the leadership committee. Each chorus member will have seven votes to cast for the candidates on a ballot of nominees. Only one vote can be cast per candidate. The seven candidates with the highest number of votes will serve on the leadership committee.

Section 6 *Quorum:* Five members will constitute a quorum of the leadership committee members for business transactions to take place and motions to pass.

Section 7 *Officers and Duties:* The leadership committee will elect its own officers consisting of a chair, vice-chair, secretary and treasurer. Their duties are defined as follows.

*The chair* will convene regularly scheduled leadership team meetings, preside or arrange for another leadership team member to preside over each meeting in the following order: vice-chair, secretary, treasurer. The chair will also oversee the staff and ensure overall chorus operations are coordinated under established guidelines and within the approved budget.

*The vice-chair* oversees the operations of CAMP Rehoboth Chorus by coordinating the activities of the committees and ensuring all policy and budget guidelines are being followed.

*The secretary* will be responsible for keeping records of leadership team actions, including the taking of minutes at all leadership team meetings, the annual meeting and special meetings of the chorus, sending out meeting announcements, distributing copies of minutes and agendas, and assuring that all records are maintained. The secretary will chair the membership committee.

*The treasurer* will make a budget report at each leadership team meeting. The treasurer will chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to leadership team members and the public. Annual budgets and fundraising initiatives must be approved by the CAMP Rehoboth program committee.

- a. *The treasurer* will coordinate with the budget director of Camp Rehoboth to ensure all income and expenditures of the chorus are properly documented and credited as necessary.

Section 8 *Vacancies:* When a vacancy on the leadership committee exists mid-term, the leadership team will appoint a voluntary member to fill the remaining portion of the vacant term.

Section 9 *Resignation, termination and absences:* Resignation from the leadership team must be in writing and received by the secretary. A leadership committee member may be removed for other reasons by four votes of the remaining leadership committee members.

Section 10 *Chorus policies:* The leadership committee, in conjunction with CAMP Rehoboth, will approve all chorus finances and policies and procedures to include: chorus member application procedures, chorus member responsibilities and staff position responsibilities.

## Article IV—Meetings of Chorus Members

- Section 1 *Annual meeting:* An annual business meeting of the members will take place at a place and time designated by the leadership committee. At the annual meeting the members will elect leadership team members, receive reports on the activities of the chorus including a financial report, and determine the direction of the chorus for the coming year.
- Section 2 *Special meetings:* Special meetings may be called by the chair or a simple majority of the leadership committee. A petition signed by ten percent of voting members may also call a special meeting.
- Section 3 *Notice of meetings:* Notification of each meeting will be given to each voting member by email or mail, no less than two weeks prior to the meeting.
- Section 4 *Quorum:* The members present at any properly announced meeting will constitute a quorum.
- Section 5 *Voting:* All issues to be voted on will be decided by a simple majority of the voting eligible members at the meeting in which the vote takes place.

## Article V—Committees

- Section 1 *Committee formation:* The leadership committee may create *ad hoc* committees as needed to improve functionality, improve member skills, and explore future development and community outreach.
- Section 2 *Standing committees:*
- a. *Finance and fund raising committee:* The treasurer is the chair of the finance committee and is responsible for developing and reviewing fiscal procedures, membership and fundraising plans and the annual budget with staff and leadership committee members.
    - i. The leadership committee and the CAMP Rehoboth program committee must approve each annual budget and all expenditures must be within budget. Any major change in the budget must be approved by the leadership committee and the CAMP Rehoboth program committee.
    - ii. The fiscal year will be in coordination with the CAMP Rehoboth fiscal year (July 1 to June 30). Annual reports are required to be submitted first to the leadership committee and then to the CAMP Rehoboth program committee showing income, expenditures, and pending income.
    - iii. The financial records of the committee are public information and will be made available to the membership and leadership committee members.
    - iv. Membership dues and other required fees, monies spent and received via program ads, donations/contributions, concert music and apparel bought and venue and equipment rental will be reported to the financial committee as to maintain the current budget.
    - v. The committee will develop a donor contribution program in conjunction with a recognition program with all donation levels approved by the leadership committee. The committee will develop an advertisement solicitation schedule and program to be approved by the leadership committee.

- b. *Membership committee:* The secretary will chair the membership committee which will attract and retain members, track attendance at meetings and rehearsals, maintain member contact information, develop and coordinate social events, and write and update member responsibilities.
- c. *Publicity and advertising committee:* Develops and implements a marketing plan, writes press releases, submits articles to local papers and online media. The marketing plan must be approved by the leadership committee.
- d. *Music committee:* Works with the music and artistic director(s) to select show themes and music and submits an annual performance plan that allows at least one full year preparation time for all performances. The performance plan must be approved by the leadership committee and coordinated with the CAMP Rehoboth program committee.
  - i. The music committee will meet as needed prior to the new choral season to discuss the new season theme, order music, coordinate music distribution and develop ideas and themes for the next upcoming season. Theme choices and representative song lists will be presented to the membership for a vote.
  - ii. The music committee will meet at least quarterly, at an agreed upon time and place and requires that each of its members have email notice at least two weeks in advance.
- e. *Costume committee:* Determines costume and prop needs for each production and arranges for procurement or fabrication of all costuming and props and for their permanent or temporary storage.
- f. *Facilities and staging committee:* Follows the music committee's performance plan, explores venues for performances, determines logistics, arranges and assists with construction, transportation and installation of sets, platforms, chair set-up, etc.
  - i. Based on venue size, availability and acoustics the committee will be responsible for checking and requesting the dates for concerts and dress rehearsals in a means which is beneficial to both chorus members and paying customers and contributors. All dates will be approved by the leadership committee
- g. *Hospitality committee:* Plans and coordinates social events, manages inter-chorus communications for welcome invitations, birthdays, illness and sympathy occasions. Manages the concessions at chorus performances. Coordinates special skill development classes for members and acts as liaison to the leadership committee for member concerns.
- h. *Community Outreach committee:* Explores the various community outreach opportunities in which the chorus can participate either in a choral, individual or ensemble capacity in community or private functions to facilitate broader community involvement and enhance cultural diversity awareness.

Section 3 *Appointment of committee chairs and committee members:* The leadership committee will appoint committee chairs. Committee chairs will staff their committees with CAMP Chorus members preferably or non-singing members at their discretion. Leadership committee members may serve on committees or chair committees.

**Article VI—Staff**

Section 1 *Recruiting, hiring and termination of staff:* All staff members are recruited, as needed, by the leadership committee. The chair of the leadership committee recommends hiring of staff to the CAMP Rehoboth Executive Director, who will sign all contracts.

- a. The hiring and termination of any staff is on the recommendation of the Chair, with a majority vote of the leadership committee, to the Executive Director.
- b. Resignation of staff for any reason will be upon a written 30 day notice to the chair and Executive Director of CAMP during which time a viable replacement will be found or an interim may be appointed.
- c. The chair oversees the staff by direct supervision or delegating supervision to another leadership committee member or to a committee chair.

Section 2 *Staff positions:*

*Musical Director* – works with the Music Committee and/or Artistic Director to select and obtain music. Music and other associated costs must not exceed budgeted amounts. Conducts rehearsals with chorus to prepare for concerts and performances; has responsibility for musical direction of all numbers performed by the entire chorus, smaller groups or soloists. Assists with various outreach and community event performances and motivates chorus members to improve music reading and vocal skills.

*Artistic Director* – works with Music Committee and Musical Director to conceive, develop and direct overall performances and concerts for chorus; writes or obtains show narration where required, directs any staging required for choral, solo or specialty numbers.

*Accompanist* – rehearses and performs with chorus.

**Article VII—Amendments**

This document may be amended by a two-thirds majority of chorus members. Notice of proposed changes must be given by the leadership team at least two weeks before a properly called meeting.

**Certification**

This document was approved at a meeting of the CAMP Chorus membership by a two-thirds majority vote on

September 16,2013

Concurred by:

Robert Hoffer

Secretary - CAMP Rehoboth Chorus  
(Original signed copy available at CAMP)

September 16,2013

Date