

# **Woodbridge Community Choir, Inc. Standing Rules**

## **ARTICLE III. MEMBERSHIP**

Membership in the Woodbridge Community Choir, Inc., (WCC, Inc.), is open to any individual regardless of race, color, sex, religion, familial status, age, disability or national origin. In addition members will not be discriminated against based on marital status, gender identity, or sexual orientation. The only requirements for membership are a desire to sing and a willingness to abide by such rules as set forth by the Board of Directors.

Additional information is available on the choir's web site [www.woodbridgecommunitychoir.org](http://www.woodbridgecommunitychoir.org). Updates regarding rehearsals and/or performances are posted on the web site as necessary.

### Membership

1. Membership is open to all through the third rehearsal of each season. After this deadline, membership will be considered by the Musical Director on a case by case basis.
2. \$35.00 Registration fee per person (\$70.00 family maximum) for each Concert Season (Spring or Christmas) to be paid no later than the third rehearsal. All Musical Directors and accompanist(s) are exempt from paying a registration fee.
3. Music remains the property of the Woodbridge Community Choir, Inc. (WCC, Inc.) and cannot be taken home until the fee has been paid for that concert season.
4. All registration fees are non-refundable.

### Regular Rehearsals

#### Monday Nights

- 7:15 P.M. - Registration/fellowship
- 7:30 P.M. - Rehearsal begins (to include warm-up)
- 9:30 P.M. - Dismissal

### Attendance

1. All members must check in with the Membership Management Chairman upon arrival each week. The Membership Management Chairman will be on duty until 7:45 P.M. after which time a sign-in sheet will be provided.
2. Attendance is expected at every rehearsal. Excessive absences (more than 3) must be discussed with the Musical Director.
3. A minimum of one (1) on-site rehearsal per performance site will be held preceding the concerts. The times may vary from the regular rehearsal schedule. Attendance is required. Concert dress may be required at the discretion of the Board of Directors.
4. No rehearsal will be held if Prince William County Government is closed due to inclement weather.

Required Attire for the Christmas and Spring Concerts

Women: Floor length, long-sleeved black dresses in the styles approved by the Board, black shoes and black hosiery.

Men: Long sleeved white flat pleat tuxedo shirt with black bow tie, black vest, black dress slacks, black shoes and black socks.

Any changes to required attire will be decided by the Board of Directors.

Concert Participation

Members of the choir are expected to sing the regularly scheduled concerts each season. If a member cannot participate in all of these concerts, that member may not audition/participate as a soloist or in a special group.

**ARTICLE V. BOARD OF DIRECTORS**

- H. 1. The storage facility keys shall be maintained by Production Chair, Marketing/Publicity Chair, Fund Raising Chair, Membership Management Chair, and Special Events Chair.
- 2. The trailer keys shall be maintained by Production Chair.
- 3. The rehearsal facility keys shall be maintained by Production Chair and Treasurer.
- 4. The post office box keys shall be maintained by Treasurer and Secretary.

**ARTICLE VIII. ELIGIBILITY, DUTIES AND TERMS OF ELECTED OFFICERS**

- A. 1. Summary Reports:  
The Summary Report covers the fiscal year July 1 – June 30. This report is a timeline of activities performed and/or anticipated, with contact information. The report may also include recommendations.
- 2. Committee Reports:  
All committee chairs shall report at Board Meetings.
- C. Vice Chair:
  - 1. Responsible for orientation of newly elected Board members and Musical Directors, to include presentation and review of governing documents, within 30 days of election.
  - 2. Prepares and mails appropriate thank-you notes in a timely manner

D. Production Chair:

1. Arranges, based on Board decisions, rehearsal and concert facilities.
2. Secures and maintains facilities for rehearsals and concerts.
3. Has responsibility for keys for rehearsal facility, storage facilities, and trailer.
4. Coordinates with Musical Director all aspects of actual production.
5. Selects committee chairs, stage manager, and others as needed.
6. Coordinates duties of stage manager to include the following:
  - Riser transportation and set-up
  - Lighting and sound
  - Set-up at rehearsals and concerts
  - Provides concert order to lighting/sound technicians
  - Stage set-up, props, flowers, etc.
  - Equipment requests (keyboard and bench, piano lamp, extension cords, gaffing tape, music stands, chairs, etc.)
  - Choir process and recess from risers
  - Piano tuning
7. Arranges for the following:
  - Lighting and sound contracts
  - Musical mechanical license
  - Recording contract
8. Coordinates inventory of WCC assets annually and provides a copy to the Secretary and Treasurer.
9. Prepares and mails appropriate thank-you notes in a timely manner.

E. Publications Chair:

1. Creates all printed material in a consistent format to encourage “branding” of the Woodbridge Community Choir, Inc. using established logo, color, and fonts. Coordinates with Musical Director and Board of Directors to ensure accuracy of information presented in:
  - Newsletter
  - Calendar of events
  - Program
  - Brochures
  - Stationery and business cards
  - Flyers
  - Registration forms
  - Order forms for recordings, etc.
  - Concert order
2. Ensures appropriate printed materials are available at all choir functions.

3. Prepares and mails appropriate thank-you notes in a timely manner.

F. Marketing/Publicity Chair:

1. Develops and implements a public relations plan for all forms of advertisement and related publicity activities for all the needs of WCC., Inc., (e.g., press and media releases, social media, website) for the following:
  - Rehearsals
  - Concerts
  - Special events
  - Tours
  - Membership recruitment
2. Oversees maintenance and development of WCC, Inc. website.
3. Coordinates with Musical Director and Board of Directors in matters of publicity.
4. Notifies the Prince William County Arts Council each concert season of the time and location of all rehearsals and performances.
5. Maintains key to storage facility.
6. Prepares and mails appropriate thank-you notes in a timely manner.

G. Fund Raising Chair:

1. Develops and implements plan to acquire corporate sponsors, patrons, and advertising revenue.
2. Recommends fund raising projects for Board approval.
3. Arranges Board-approved fundraising projects.
4. Arranges the sale and distribution of recordings, photographs, etc.
5. Procures and sells refreshments at applicable concert sites. Requests choir members to provide baked goods for sale.
6. Recruits individuals to usher, to staff sales tables, and to participate in fundraising.
7. Provides financial summary report to the Board following each fundraising event.
8. Collects donations and purchases cards and gifts as appropriate.
9. Maintains key to storage facility.
10. Prepares and mails appropriate thank-you notes in a timely manner.

H. Secretary:

1. Distributes minutes to Board members prior to regularly scheduled meetings.
2. Maintains documents as identified in the Records Retention Policy. See Attachment C, Records Retention Policy.
3. Removes members from database if inactive more than five (5) years.
4. Maintains key to post office box.

I. Treasurer:

1. Collects and deposits all WCC, Inc. revenue.
2. Participates in registration and provides receipts for all payments.
3. Provides registration forms indicating payment status to Membership Management Chair.
4. Maintains financial documents as identified in the Records Retention Policy. See Attachment C, Records Retention Policy.
5. Notifies the insurance company each concert season of the time and location of all rehearsals, performances, and meetings of the WCC, Inc. Provides the insurance company with an inventory of current WCC, Inc. assets on a regular basis.
6. Maintains key to rehearsal facility and post office box.

J. Parliamentarian/Historian:

1. Enforces Robert's Rules of Order at all Board meetings.
2. Compiles and organizes newspaper articles, programs, advertising, photos, concert recordings, etc., for historical and other purposes.

K. Grants Coordinator:

1. Represents WCC, Inc. on the Prince William Arts Council.
2. Attends any meetings associated with grant applications.
3. Forms a committee which prepares and submits applications for funding as prescribed by the fiscal entity.
4. Implements the on-going reporting requirements of the funding agency.
5. Develops and implements a system to determine residency of concert attendees and reports results to the Board.
6. Provides complete copy of grant applications electronically to the Board and provides original attachments to Parliamentarian/Historian.

7. Prepares and mails appropriate thank-you notes in a timely manner.

L. Membership Management Chair:

1. Coordinates purchase of music with Musical Director.
2. Takes attendance or arranges for a representative to do so 15 minutes prior to start of rehearsal and provides a sign-in sheet for late arrivals.
3. Prepares and maintains rehearsal attendance records and provides a copy to the Resident Musical Director on a monthly basis.
4. Contacts members who have missed two consecutive rehearsals without prior notification.
5. Provides all registration forms to Secretary each season in a timely manner.
6. Provides music to registered members. Collects music at the end of rehearsal until registration fee is paid.
7. Provides performance binders to new members.
7. Provides orientation to new members.
8. Retains key to storage facility.
9. Coordinates the measuring, ordering, and distribution of required concert attire, and collection of payment which is to include shipping and handling

M. Special Events Chair:

1. Organizes and coordinates choir socials.
2. Organizes events to promote fellowship.
3. Facilitates special performances.
4. Prepares and mails appropriate thank-you notes in a timely manner.
5. Maintains key to storage facility.

## **ARTICLE IX. ELIGIBILITY, DUTIES, AND TERMS OF NON-ELECTED OFFICERS**

Either the Resident Musical Director or the Guest Musical Director shall serve as the Director for the season.

A. Resident Musical Director

1. Presides at rehearsals and performances of WCC, Inc.
2. Selects music within approved budget with oversight by the Board of Directors.
3. Is responsible for musical selection and concert format following the guidelines stated in By-Laws Article II.
4. Coordinates concert details with Production Chair, Marketing/Publicity Chair, and Publications Chair.
5. Selects and coordinates Assistant Musical Director, accompanists, soloists, instrumentalists, and special groups for the enhancement of the musical program.
6. Presents concert order including soloists, instrumentalists, special groups, etc. to Publications Chair six (6) weeks before concert.
7. May be a member of the Budget and Grant Committees.

B. Guest Musical Director

1. Presides at rehearsals and performances of WCC, Inc.
2. Selects music within approved budget with oversight by the Board of Directors.
3. Is responsible for musical selection and concert format following the guidelines stated in By-Laws Article II.
4. Coordinates concert details with Production Chair, Marketing/Publicity Chair, and Publications Chair.
5. Selects and coordinates Assistant Musical Director, accompanists, soloists, instrumentalists, and special groups for the enhancement of the musical program.
6. Presents concert order including soloists, instrumentalists, special groups, etc. to Publications Chair six (6) weeks before concert.
7. May be a member of the Budget and Grant Committees.

C. Assistant Musical Director

1. Shall preside at rehearsals and performances in the absence of the Resident/Guest Musical Director.
2. May be responsible for sectional rehearsals and other duties at the request of the Resident/Guest Musical Director.

## **ARTICLE XI. PERFORMANCES**

When a Board Member is contacted regarding other performances, he/she will follow the procedures as outlined in Attachment A.

## **ARTICLE XII. ELECTIONS**

### **A. Election of Officers:**

1. The nominating committee will provide a slate of candidates by the June Board Meeting.
2. Additional nominations may be taken from the floor.
3. All offices shall be voted on a single ballot.

### **B. Nominating Committee**

1. Members serve for a term of one year.
2. Election Responsibilities:
  - a. Identifies and recruits potential nominees for Board membership.
  - b. Reviews specific duties to include WCC By Laws, Standing Rules, and Summary Reports with potential nominees for each office prior to the May Board Meeting.
  - c. Requests potential nominees submit Attachment B Woodbridge Community Choir Board Membership Application.
3. Evaluates the job performance of each Board member.
4. Recognizes outstanding service to the choir, including emeritus status.
5. Recruits Advisory Board members.