



**MEMBER HANDBOOK**  
**2023 - 2025**

[WWW.CANNONBEACHCHORUS.ORG](http://WWW.CANNONBEACHCHORUS.ORG)



# Member Handbook

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[www.cannonbeachchorus.org](http://www.cannonbeachchorus.org)

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***Thank you for choosing to join the Cannon Beach Chorus.***

*We are eager for you to have wonderful and successful times with us. This Handbook outlines the expectations for all members.*

## 1 | Mission Statement

The Cannon Beach Chorus, a North Oregon Coast Community Chorus, offers the gift of vocal music to delight our audiences, provides joy and challenge for participants, and expands awareness and appreciation of the choral arts.

## 2 | History of the Chorus

The Cannon Beach Chorus was founded in 1988 under the direction of Danny Lawson, owner of New Star Recording Studio. Mr. Lawson was the director from 1988-1991. The first performance was in August, 1988, featuring popular tunes from the 60s and 70s with the Coast Youth Electric Symphony. The IRS granted not-for-profit status to the Chorus on October 16, 1990.

In 1992 Chuck Hamilton, Seaside High School teacher and choir director, became our second director. From the fall of 1992-2010 Dorene Horn (Dunlap) was our third director. From the fall of 2010 until July 1st of 2022 Dr. John Buehler was the fourth director of the Chorus. The fifth director is Roy Seiber, appointed August of 2022. Pianists accompanying the chorus have been Marguerite Ely (1992-1998), BJ Philips (1998-2001), Adriene Lorraine, David Carlson, Paula Kliewer, Dr. Susan Buehler, and Barbara Richmond.

The Chorus has performed along the coast from Oysterville, WA to Tillamook, OR. In 2000 the Chorus traveled to New York City to perform at Carnegie Hall. Significant choral classics such as Vivaldi's *Gloria*, Rutter's *Requiem* and *Magnificat*, Handel's *Messiah*, Puccini's *Messa di Gloria*, Saint Saën's *Christmas Oratorio*, and Faure's *Requiem* are among our repertoire, in addition to a wide variety of classical choral masterpieces and choral arrangements of popular, folk and show tunes.

In 2003, the Chorus established and began awarding the Carol Homme Memorial Scholarship, named after a deceased longtime member. It is offered to promising young voice students for advanced choral study. Since its founding, the Cannon Beach Chorus has shared a love of music and a commitment to excellence in choral singing.

## 3 | Membership

Cannon Beach Chorus is a non-audition organization. Membership is open to singers sixteen years of age and older. High school students may join the Chorus with the Conductor's approval, and are required to be in their high school choir. ***Singers under 16 years of age may be admitted at the discretion of the Board and Conductor.*** After the first month of rehearsals, singers may join the Chorus with the approval of the Conductor and advisement of the Board. Membership responsibilities include: attend rehearsals regularly, learn the music, perform in concerts, pay dues, acquire concert attire, and complete an information sheet which includes address and contact information, and musical background information.

### *a. Concert Seasons & Dues*

Cannon Beach Chorus' year includes two concert seasons. The ***Fall Season*** begins on Labor Day and usually culminates in early December performances. The ***Spring Season*** begins the first Monday of the New Year and concludes with performances in late April or early May.

Concerts are usually scheduled at least six months in advance, so that members can save the dates. Special events such as vocal clinics may also be scheduled.

Currently the dues are \$50.00 per season. Dues are not refundable. Financial aid is available.

### *b. Musicianship Growth & Vocal Development*

In addition to learning and singing great choral music, every rehearsal will incorporate the elements of physical and vocal warmup, sight-singing training, diction work, and, when appropriate, music history study. All members are encouraged to augment their training with individual vocal and musicianship growth.

### *c. Roster Information*

The Vice President of the Board of Directors maintains contact information for members. Each season a list of all members, including mailing addresses, phone numbers and e-mail addresses, is distributed. Members are obliged to keep this information current.

### *d. Rehearsals & Performances*

It is the goal of the Cannon Beach Chorus to foster an enriching musical experience with like-minded, enthusiastic choral singers each week. Our rehearsals are entertaining, educational, and enriching. You may expect a welcoming atmosphere from the conductor, the accompanist, and the other members of the chorus.

Members are provided with name tags and are expected to wear them during rehearsals. Members are encouraged to help with set-up and putting away of rehearsal hall furniture, as directed by the Conductor and Board.

The CBC provides all printed music materials and pencils. Please purchase a black music folder or three-ring binder and keep the pencil in your music folder. Details such as breath marks, dynamics, articulations, and other important details are provided during rehearsals, and may be marked in pencil on the music. It is the singer's responsibility to obtain these markings after a missed rehearsal. All pencil marks are to be erased before returning the music to the librarian. Music must be returned to the music librarian at the end of the season. Members will pay the cost of lost music.

Rehearsals begin promptly at 6:30 pm each Monday evening and end promptly at 8:30 pm. Rehearsals are held at The Community Church (***132 E. Washington St.***) in Cannon Beach. Any planned absence or tardiness should be communicated to the Vice President and/or Conductor. If rehearsals are held at an alternate site such as the performance venue, please allow ample time to arrive and get organized.

Please give your full attention to the Conductor, and remain attentively engaged in the rehearsal/

performance. When the Conductor is working with a section other than your own, please listen to the instruction the Conductor is giving and follow your own part in the score.

The Cannon Beach Chorus is committed to obeying copyright law.

### *e. Rehearsal Routine & Reminders*

Cell phones should be silenced. Smoking is not permitted in or outside the rehearsal hall. When you arrive, sign-in on the roster sheets, pick up any handouts such as the monthly BEACH BEAT newsletter, and be in your seat ready to begin at 6:30 pm. Please give any change of name, address, contact information, etc. to the Vice President of the Board. Respect the Conductor and other members by keeping conversation to a minimum.

### *f. Rehearsal Absences*

Rehearsals provide members the opportunity to learn the music of a concert in ways that cannot be effectively accomplished in any other manner. It is imperative the Cannon Beach Chorus practice as an ensemble. Merely learning the notes is not enough; learning the music in the company of those with whom you will be singing in a concert is critical to a satisfying concert performance and to the building of our choral community known as the Cannon Beach Chorus. Without “U” there is no US in CHORUS!

### *g. Unavoidable Absences*

The musical quality of our rehearsals and performances, the development of ensemble artistry, and the morale of the chorus depend on **regular and prompt attendance** at rehearsals and performances. If a situation should arise when you know in advance that you will miss a rehearsal or concert, please notify the Vice President and/or Conductor as soon as possible.

### *h. Choral Singing & Illness*

There may be times when Chorus members are not well enough to attend rehearsal or performance. Notify the Vice President and/or the Conductor as soon as you know you will miss the event. If you are ill or have been exposed to COVID or the flu, do not attend rehearsals or performances.

### *i. Concert Routine & Reminders*

As in rehearsal, in performance stand or sit tall! Hold the music so that you can see the Conductor at all times. Look happy to be singing! Do not rustle pages or talk when in performance position. Do not wear fragrances or use fragranced laundry products at rehearsals or performances; many of us have allergies. Bottled water and cough drops may be used discretely as needed.

### *j. Concert Dress*

Cannon Beach Chorus provides floor-length black dresses and jackets with long sleeves, and seasonal corsages, or singers may provide their own. Singers provide their own comfortable black dress shoes and black stockings. Dresses are to be hemmed 2” from the floor. It is acceptable to wear a conservative necklace such as a single strand of pearls, and earrings with no more than a 1” drop; members provide their own jewelry. Bracelets are not allowed. When a singer leaves the Chorus, the outfit is to be washed and returned for others to use, or she may purchase the outfit to keep.

Men wear black dress slacks (not jeans), black long-sleeved dress shirt, black belt, black dress shoes (not athletic shoes or boots) and black socks, along with the necktie provided by the Chorus.

## 4 | Music Selection

Music for choral performance is selected by the Conductor, who also serves as Artistic Director for the chorus. The communication of suggestions regarding the selection of music is encouraged and welcomed by the Conductor.

## 5 | Governance / Board of Directors

An elected Board of Directors serves the members of the Cannon Beach Chorus in achieving the Chorus's goals. Officers of the Board include President, Vice President, Secretary, Treasurer, Music Librarian and one to four Members-At-Large, depending on the size of the Chorus membership. Meetings are usually held monthly. The Board follows the BYLAWS, a legal document that confirms our status as a 501(c)(3) non-profit Oregon organization. The BYLAWS are included at the end of this Handbook.

An Annual Meeting is held in the spring to vote on revised bylaws, elect new Board members, and accomplish other legal business of the Chorus.

## 6 | The Beach Beat Newsletter

The Beach Beat is a source of information for the Chorus and is compiled by the editor. Our monthly Cannon Beach Chorus newsletter is distributed at rehearsals and via email. Suggestions for the newsletter are always welcome.

## 7 | Artistic Staff

Artistic Staff are contracted by the Board of Directors. This includes the conductor, pianist, and guest artists.

## 8 | Volunteer Opportunities

The Cannon Beach Chorus could not function without a willing and dedicated cadre of members and friends who unselfishly do a variety of different jobs. These include: serving on the Board, providing food for intermission, helping with set-up and take down, selling concert tickets, and a variety of other functions. Our Friends of the Chorus organize our intermissions and collect tickets. If you would like to help the Chorus, just ask a Board member or the Conductor how you can do that.

## 9 | Donor Program

Without donations, the Cannon Beach Chorus would cease to exist. The Cannon Beach Chorus is an Oregon 501(c)(3) organization, meaning all donations are tax-deductible.

## 10 | Fund Raising / Friend Raising

The CBC Donor Program is designed to encourage and recognize contributions to our organization. From June through October the Board Member in charge of Fund Raising contacts area businesses for donations. The donors are recognized in our concert programs, on our web site, and in our Beach Beat newsletter.

Chorus members are encouraged to donate as they are able, and are also encouraged to forward names of possible donors to any one of our Board Members. Donations are a way to offset the cost of music, provide funds for our Carol Homme Memorial Scholarship Program, and pay for concert attire. They also help keep our dues at \$50 per concert season.

## 11 | Memorial Scholarship Program

Since 2000, the Chorus has awarded the Carol Homme Memorial Scholarship to promising vocal students, usually high school seniors, who will be continuing choral study at an institution of higher education. Frequently the recipients have joined the chorus or performed a solo in a chorus concert. Applications are available at area high schools in the spring.

## 12 | Web Site & Facebook Page

[www.cannonbeachchorus.org](http://www.cannonbeachchorus.org) is the website of the Chorus and is maintained by an outside vendor. It provides information on our concerts, history, how to join or support the Chorus, and our contact information.

Our Cannon Beach Chorus Facebook page is currently managed by the Beach Beat editor and is another way to spread the word about our concerts and activities.



## 13 | Bylaws

### Section 1. Introduction

The Cannon Beach Chorus is a non-profit community chorus offering a wide range of choral music to local audiences as well as through occasional tours outside the area. The members of the Chorus have adopted the following mission statement to remind us of our intentions as a chorus:

*The Cannon Beach Chorus,  
A North Oregon Coast Community Chorus,  
Offers the gift of vocal music to delight our audiences,  
Provides joy and challenge for participants,  
Expands awareness and appreciation of the choral arts.*

### Section 2. Membership

Cannon Beach Chorus is a non-audition organization. Membership is open to singers sixteen years of age and older. ***Singers under 16 years of age may be admitted at the discretion of the Board and Conductor.*** After the first month of rehearsals, singers may join the chorus with the approval of the Conductor, and advisement of the board. Membership responsibilities include: attend rehearsals regularly, perform in concerts, pay dues, acquire concert attire, and sell concert tickets.

### Section 3. Governance

The Chorus is governed by a Board of Directors consisting of Chorus members elected from and by the membership of the Chorus.

#### a. *The Board of Directors: Term and Election*

The term of service is two years, beginning June 1 of the year elected or appointed.

The election of Board members is chaired by the highest ranking member of the Board, who appoints a Nominating Committee to prepare a slate of candidates from the membership of the Chorus. The slate of candidates is presented to the membership, who may also make nominations from the floor (with the consent of the nominee). Election is by a majority of members present.

In the event a Board member is unable to compete his or her term, the President appoints a replacement to serve until the next election.

#### b. *Members of the Board: Description & Responsibilities*

Officers are elected by the Board members at the June Board meeting, and these positions include: President, Vice President, Secretary, and Treasurer. The remaining members include the Music Librarian and one to four Members-At-Large, depending on the size of the Chorus membership.

**PRESIDENT:** As Chief Executive Officer of the Chorus, the President presides over meeting of the membership and the Board, is a member of all committees (except the Nominating Committee), and provides leadership and guidance in all aspects of Chorus planning and activities.

**VICE PRESIDENT:** The Vice President is responsible for membership administration. In the President's absence, the Vice President performs duties of the President. If the President steps down for any reason, the Vice President completes the President's current term.

**SECRETARY:** The Secretary keeps all business records (other than financial) for the Chorus, handles Chorus correspondence, and keeps minutes of the meetings.



TREASURER: The Treasurer keeps financial records for the Chorus, receives and disburses funds, reconciles accounts, collects dues and provides receipts for member dues, gets a counter signature on checks over \$100, and provides financial reports to the Board. At the end of the fiscal year (May 31), the Treasurer provides all financial records to the Finance Review Committee for review.

### *c. Committees*

Three committees – *Nominating Committee, Financial Review Committee, and the Scholarship Committee* – are required to conduct Chorus business. In addition, other committees may be appointed as needed to perform special functions. All committees are appointed by the President and ratified by the Board.

**THE NOMINATING COMMITTEE** is appointed prior to the Annual Business Meeting and consists of at least three members. The committee prepares a slate of candidates for upcoming vacancies on the Board. The slate must consist of candidates who have indicated a willingness to serve on the Board.

**THE FINANCIAL REVIEW COMMITTEE** is appointed at the close of the fiscal year (MAY 31) and consists of at least three members. The committee reviews and validates all Chorus financial records. The Treasurer provides the records to the committee within thirty days of the end of the fiscal year.

**THE SCHOLARSHIP COMMITTEE** is appointed in September and consists of at least three members. The committee promotes and administers the scholarship fund. The Conductor serves as consultant to the committee.

### *d. Business Meetings*

The Board meets at least once a month. Special meetings may be called as needed. An Annual Business Meeting of the full chorus is held in April. Other meetings of the full membership may be called as needed.

All meetings of the Chorus and Board are conducted, at least in spirit, according to Robert's Rules of Order.

### *e. Equipment*

The Board is responsible for providing storage for all chorus-owned equipment: e.g. keyboard, risers, stools, concert attire, and music.

## *Section 4. Finances*

The Chorus depends upon member dues, ticket sales, grants, and other donations to fund its programs and activities. The Chorus seeks to maintain sufficient financial stability to pay all its financial obligations. Member dues are assessed on a concert season basis. Dues are payable at the first rehearsal of the concert season and are not refundable.

All Chorus expenditures not part of the approved annual budget require pre-approval by the Board. An annual financial report is made available to all chorus members at the Annual Business Meeting.

## *Section 5. Conductor*

The Chorus is under the musical direction of the Conductor, who is solely responsible for music selection and performance and venues, in consultation with the Board.

Selection, compensation and other terms of service of the Conductor are by recommendation of the Board. The Conductor recommends the accompanist, arranges for other musicians, and may also appoint an Assistant Conductor. The Board is responsible for the hiring of all paid chorus staff.

To maintain a harmonious working relationship, the Conductor is invited to attend meetings of the Board.

## Section 6. Chorus Rehearsals & Performances

The Chorus rehearses weekly during the concert season. Additional rehearsals may be scheduled at the discretion of the Conductor.

Chorus members notify the Vice President when they need to miss a rehearsal. More than three (3) absences from rehearsals prior to a performance will render a chorus member ineligible to participate in the performance, unless special arrangements have been made with the Conductor.

It is solely at the discretion of the Conductor to decide if an individual chorus member is insufficiently prepared to participate in a performance.

In addition to the regularly scheduled concert series, the Chorus occasionally gives additional performances and/or attends choral workshops.

## Section 7. Amendments

These Bylaws may be amended by giving one week's notice of proposed changes to the members of the Chorus, followed by an affirmative vote of two-thirds (2/3) of the members present at a regular or special meeting of the membership.

## Section 8. Document Retention

Documents should be retained for the period of time listed below. Documents may be retained for longer periods and those not listed may be retained for historical or other reasons.

**PERMANENTLY:** Articles of Incorporation and Bylaws; IRS and State of Oregon exemption and tax status documents; Board of Directors' documents such as policies and procedures, resolutions, board minutes and annual membership meeting minutes; board actions.

**FINANCIAL RECORDS** are maintained electronically.

**TEN YEARS:** Record of members, donors, programs and posters of concerts; scholarship history, including blank applications and form letters.

**SEVEN YEARS:** Paper copies of financial transactions, such as bank account statements, invoices, employment contracts and deposit statements.

**THREE YEARS:** Written communications required by Oregon laws, and newsletters and communications to members.

**Key Reference:** *THE OREGON NONPROFIT HANDBOOK, Books and Records section.*

Electronic filing (including backup) is preferred for ease of retrieval and minimizing storage space.

## Section 9. Harassment & Discrimination Policy

The Cannon Beach Chorus will not tolerate harassment, sexual harassment or discrimination by any member or staff in any form. Evidence of harassment, sexual harassment or discrimination against any person at a Cannon Beach Chorus rehearsal or event shall result in prompt dismissal from participation in or employ by the Cannon Beach Chorus.

**Bylaws Revised:** November, 2022





*"It is our desire to create for a certain period each week, out of worthy things, a wholeness of beauty and truth, an integrity of sound and sight and reason, which shall be its own reason for being and our reason for being there."*

*- Robert Shaw*



CANNON BEACH  
**CHORUS**