

Music Center of South Central Michigan

**GIRLS' CHORUS
HANDBOOK
for
PARENTS AND SINGERS**



Developed: August 1995

Revised: September, 2004

Battle Creek Girls' Chorus

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OWNERSHIP AND TERMS ACKNOWLEDGMENT

This handbook is provided by the Battle Creek Girls' Chorus (BCGC) and remains the property of

Chorus Member's Name

The BCGC Handbook is to be retained for the duration of the above chorus member's involvement in the BCGC. If it should become unserviceable or lost, a replacement may be purchased for a fee of \$5.00 by contacting the BCGC Program Manager.

- - - - - CUT ON THE LINE AND RETURN BOTTOM PORTION TO THE BCGC MUSIC DIRECTOR - - - - -

TERMS ACKNOWLEDGMENT

The undersigned acknowledge receipt of the BCGC Handbook and our joint obligation to retain, read, and reference the handbook in support of our membership and commitment to the Battle Creek Girls' Chorus. We understand and agree to the terms and conditions presented in the handbook for BCGC and BCGC Alliance membership, respectively, as witnessed by our signatures. We understand we are to maintain this copy of the BCGC Handbook as a reference for the duration of our memberships, and that replacement of this reference is at cost as explained above.

CHORUS MEMBER'S SIGNATURE

PARENT (OR GUARDIAN'S) SIGNATURE

DATE

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THE ORGANIZATION

Introduction

The Battle Creek Girls' Chorus (BCGC) began in 1987 as a separate music training program under the auspices of the Battle Creek Boychoir, a non-sectarian and non-profit organization. The BCGC offers girls ages nine and older the opportunity for professional music training.

It's predecessor, the Battle Creek Boychoir, was incorporated in 1980 and provides a companion program for boys ages seven and older. It is affiliated worldwide with the Royal School of Church Music, and locally with the United Arts Council of Calhoun County.

In 1994, the name Battle Creek Boychoir and Girls' Chorus, Incorporated, (BCB/GC) was adopted by the organization to represent both girls' and boys' programs as a single administrative unit.

In 2000, these programs, as well as the Battle Creek Community Chorus, Symphony Orchestra, and Community Music School merged to form the Music Center of South Central Michigan. This unique organization is the only one of its kind in the region, and possibly in the country. The merger was a mutual agreement rather than a 'hostile takeover' and no program was 'bought out' by another. Since the merger in 2000, new programs have emerged, including Inner City Music Proving Arts Can Teach (IMPACT) and CMS Hastings.

In 2002 a capital campaign was launched to raise \$2 million to build a facility to house rehearsal space, teaching studios, and offices. Completed in August of 2003, this building on the campus of Kellogg Community College is our new and current home.

The purpose of the BCB/GC program is the teaching and performance of music to the highest attainable standard. The programs represent a variety of traditions, and serve as springboards for lifelong achievement and success.

In addition to musical training, BCB/GC offers character development and discipline, the excitement of musical training, personal responsibility and commitment to a group, a positive self-image, and perhaps most important, the great inner joy and self-fulfillment of sharing a talent with audiences who appreciate music of exceptional artistic quality and value.

Mission Statement

Through teaching, performance and advocacy, the Music Center of South Central Michigan promotes life-long musical participation and enrichment for all in the Battle Creek region, maintaining orchestral and choral ensembles and educational programs committed to personal and collective excellence and advancement of the art form.

Artistic and Administrative Staff

Full-Time Staff: Executive Director - Marjorie Weil
BCB Music Director – Brooks Grantier
BCGC, BCCC Music Director – Brian Clissold
MCSCM Marketing Director – Peter Ingalls
BCSO General Manager – Sam Strater
MCSCM Office Manager – Deb Diamond
CMS Director – Nancy Brown

Part-Time Staff: BCGC Assistant Director
Boychoir/Girls' Chorus Asst. Mus. Dir.– Mark Wells
BCB Music Assistant – Wanza Grantier
Girls' Chorus Program Assistant -
Boychoir Program Assistant –
BCSO Music Director – Anne Harrigan
CMS Hastings Director – Steve Youngs
MCSCM Finance Director – Mary Schroeder
MCSCM Finance Assistant – Bevely Sprick
POPS Music Director – Jim Zalewski
CMS Registrar – Myra Taylor
IMPACT Director – Carolyn Ballard

Girls' Chorus Music Director:

Brian Clissold joined the organization in January, 1997. Mr. Clissold holds a Bachelor of Music degree in Music Education, choral conducting emphasis, from Western Michigan University. He served as Music Director for three area churches and the Phi Mu Alpha Sinfonia Men's Chorus. He was a National Finalist for the 1995 Student Conducting Awards of the American Choral Director's Association.

In addition to his duties with the Girls' Chorus, Clissold also serves as Music Director for the Battle Creek Community Chorus and teaches private voice as a faculty member of the Community Music School.

Executive Director:

Marjorie Weil has been affiliated with the BCB/GC since its founding. From 1980-1983 she served as President of the BCB's first Board of Directors. In 1983, she resigned from the Board to accept the position of Business Manager, a position which became Executive Director in 1994.

She holds a Bachelor of Arts Degree in English (with an Education minor) from the Pennsylvania State University and a Master of Arts for Teachers from Michigan State University. She has taught at both the high school and college levels. She was also Regional Coordinator for a three-year national program, Building Better Boards (for non-profit organizations), administered by the Kellogg Community College and funded by the W.K. Kellogg Foundation.

She and her husband, Ken, have two sons, both of whom are graduates of the Boychoir and are currently pursuing careers in nuclear engineering and physics.

Operational Funding

The organization receives funding from a variety of sources, each of which has its own set of expectations from the programs administered.

- Tuition

Tuition is the primary resource for artistic salaries and represents 17-19 percent of the total revenue. It is payable by the semester (July through December, January through June), and is managed on a 12-month basis. For this investment of tuition, families can expect to receive the highest attainable level of education and training.

- United Arts Council of Calhoun County

As one of five funded members in the United Arts Council (UAC), the Music Center receives an annual allocation that directly relates to the success of the UAC's Fund Drive each spring. Generally, that allocation is about 12-15 percent of the total revenues and applications for them are competitive. Criteria which are important to the UAC involve community programming (including performances in the schools), number of performances, audience size, ability to generate significant income from performances, and quality of programs and performances.

- State of Michigan through the Michigan Council of Arts and Cultural Affairs (MCACA).

Criteria for MCACA support are similar to those of the UAC, but expanded to a state-wide area of service. MCACA expects that BCB/GC performances and operations will be at a recognized standard of leadership among Michigan arts

organizations, and meet national standards for monies in which the National Endowment for the Arts is involved.

- *Concert Revenues*

- SEASON MEMBERSHIPS are sold at the start of each season through a special campaign run by the MCSCM Board of Directors. Memberships are available at several levels, and can include a mix of choral and orchestral concerts.
- CONCERT SERIES revenues are the direct ticket sales for the local concert series. They generally produce another 4-6 percent of total revenues.
- CONTRACTED PERFORMANCES produce about 6-8 percent of total revenues, variable from year to year, depending upon the number and travel distance of performances.
- Annual Fund Drive – run in the fall is derived from individual tax-deductible contributions.

Our concert revenues are dependent upon maintaining a very high quality of performance and upon matching of BCB/GC programming to the expectations of potential sponsors.

- *Other Sources*

Fund-raising yields gross revenues of about 25-27 percent, and net revenues (after expenses for goods and sales tax) of about 15-17 percent. Fund-raising revenues are not used for general operating expenses, but are reserved for the underwriting of scholarships, camp/retreats, and most important, the annual tours.

The remaining 14-18 percent of revenue sources include grants for special projects and endowment income for scholarship assistance. Where grants are concerned, funding sources, again, look for quality of programming and broad-based outreach.

CHORAL PROGRAMS - ENTRY AND ADVANCEMENT

Selection Process

The BCGC receives names of able and potentially interested girls and families from school music teachers, church music directors, private music teachers, and by referral from current or past BCGC families. Other families contact BCGC directly for information about the chorus, or respond to notices in newspapers and other media.

Once a year in May, BCGC sponsors an Open House evening. Full information on the program is presented, and families are invited to observe the chorus in rehearsal. Auditions follow within the next week, with training classes selected on the basis of those auditions. Successful auditionees are those which best demonstrate accurate pitch and a good sense of rhythm. Musical experience may be helpful, but it is not necessary. Many of our most successful singers have taken their first musical steps with the BCGC.

The Music Center also holds an annual Childrens' Choral Festival in June. This event challenges young singers to learn new music in a short period of time in a fun and exciting atmosphere. A short concert is held at the end of the week and participants are invited to audition for the Boychoir and Girls' Chorus.

Levels of Training/Performance

BCGC training is offered at these levels:

- *Andante Ensemble*

The Andante Ensemble is intended for those with little or no background in music, especially those of younger years, beginning as early as age nine. This class is one semester long (September through December) and offers basic training in:

- Production of good singing sound
- Accuracy in using musical pitch
- Reading notation
- Performing rhythms with accuracy and precision

Written and oral examinations are administered at the end of the semester and are significant in recommending advancement to the next level. Other criteria considered include positive attitude and self-discipline.

- *Allegro Ensemble*

The Allegro Ensemble is generally taken in sequence following the Andante Ensemble. The class is one semester long (January through June), and continues the work of the Andante class, offering training in:

- Flexible, more expert use of the singing voice
- Singing music from printed notation
- Reading from choral score
- More complex rhythm reading

Written and oral examinations are administered at the end of the semester and are significant in recommending advancement to the next level. Other criteria considered include positive attitude and self-discipline.

The Andante and Allegro Ensemble members usually sing one or two pieces in each of the major local series concerts. Through attendance and performance at these events, singers-in-training become aware of the fine performance standard toward which they are working.

- *Amabile Singers*

Successful completion of the Allegro semester (January through June) normally leads to promotion into the Amabile Singers. Involvement at this level requires a serious commitment and offers work in more complex musical skills, and active participation in rehearsals and performances of the BCGC's major concert series. Several local or area concerts contracted for the Amabile Singers are an important part of the program. Performers also participate in annual touring opportunities, retreat(s), etc.

Expectations of the Amabile Singers:

- Be able to use major key signatures
- Know how to write and sing whole and half steps
- Perform more complex rhythms
- Know more musical terms, as assigned
- Attain fluency in other language(s) diction, as needed for current repertoire
- Sing a chromatic scale
- Read music at sight, from hymnal or choral score.

- *Vivace Singers*

Admission into the Vivace Singers is by invitation of the Music Director and based on audition, demonstrated maturity, dependability, and needs of the group. Vivace members rehearse and perform in cooperation with the Amabile Singers as required by the Music Director. Vivace members also rehearse and perform independently as exclusively arranged for the Vivace Singers. They have a significant role where touring opportunities exist.

- *Octavio*

Octavio is a select 8 member ensemble that rehearses an extra 1-2 hours each week. Membership is based on a rigorous audition. Members of Octavio are also members of Vivace and must meet all rehearsal and performance obligations of both ensembles. This ensemble performs 1-8 part music, mostly a cappella, and demonstrates an exceptional standard of musical ability.

PERFORMANCE OPPORTUNITIES

Major Concert Series

Two or more concerts annually, presenting a diverse choral repertoire with the full BCGC or in separate performances for the Amabile Singers and the Vivace Singers. Frequently, performances will be made with orchestral accompaniment and featured adult soloists and performers. These performances are regularly reviewed by the local and regional press. Tickets are offered by subscription and by individual admission.

Single Contracted Performances

These performances are negotiated by contract with a sponsoring group or organization. They are an important part of the BCGC's educational program, and income from them forms a significant component of our revenue. A limited number of such performances are offered as a community service, including at least two school performances per year. Contracts are arranged through the administrative office.

For performances which are more than 40 minutes' driving time from the center of Battle Creek, mileage reimbursement is made to those who drive performers to the site. Reimbursement is figured by both distance *and* the number of performers in the transporting vehicle (for example, if the reimbursement is \$3.00 per performer to Grand Rapids, and the driver takes four performers in the car, the reimbursement to the driver is \$12.00). It is important that the driver notify the Program Manager on, or immediately after, the date of a performance as to which performers were included in the carpool. Board policy limits reimbursement to amounts of \$5.00 or more.

If assistance is needed in finding a carpool for a chorus member in your care for a specific out-of-town performance, contact the BCGC Parent Alliance Chair, Communications & Transportation at least three days in advance.

When the driving distance involved in an out-of-town performance exceeds three hours one way, a chartered bus may be hired, and parent volunteers will be requested to accompany the chorus and staff, at a ratio of one adult to three girls. Because bus costs are high and must be covered by the concert sponsor's fees, they are only used for long-distance travel.

Guest Chorus Performances

These performances are negotiated by contract with another performing organization, such as a symphony orchestra, opera or theater company. In these performances, the BCGC appears as a part of a larger program.

Annual Summer Tours

Summer tours differ from other tours in that principal funding does not come from performance fees, but is generated from within the BCGC Parent Alliance through board-approved fund-raisers and family assessments. Parent Alliance fund-raising typically covers 33-66 percent of the costs for each singer; the balance is paid by the family or by additional fund-raising incentives. Chaperones pay the full fee; their expenses are not offset by fund-raisers. It is board policy that at least one chaperone be provided for every three singers on these tours.

Because of the element of personal expense, the Annual Tour is optional for each singer, though strongly encouraged. The tour allows singers to experience new performing sites, to visit major cities and historic sites, and to attend important cultural events. In addition, singers learn to live and work as a team.

Decisions as to tour itinerary are made by the Music Director and the Program Manager, based on:

- Performance opportunities of greatest interest
- Performances which will advance the musical reputation of the chorus
- Availability of additional cultural and educational opportunities.

So that the tour experience can be kept fresh and new, BCGC does not usually return to an area where current singers have traveled in recent tours.

Much advance planning is necessary for the Summer Tour. Buses must be reserved about ten months ahead, and many cultural or recreational events require 21-90 days' notice for group ticket sales. Such deadlines limit flexibility, but provide substantial opportunities to control costs.

A coupon system of payment is available to the singer's family, with a non-refundable, non-transferable down payment generally due in October or November. The remaining balance is paid either as a lump sum in the initial monthly installment or monthly according to a payment schedule provided by the BCGC Parent Alliance Treasurer upon receipt of the down payment.

Chaperones and the parents of any chorus member who will be touring for the first time are required to attend a tour orientation, generally scheduled two to four weeks prior to departure.

The touring experience is available to singers who have been at the performing level for one season.

Policies Affecting Tours

Sunday Morning Services

BCGC does not normally schedule Sunday morning guest appearances (except for weekend or summer touring), in recognition of many families' participation in religious observances. BCGC honors the religious duties of all singers and will normally grant an excused absence for these whenever they occur. When we are touring, allowance for individual religious observance is made where possible, but at such times the schedule of the group must have priority.

School Absences

BCGC performances will not require more than a total of four days' absence from school in a single school year. Area school superintendents have been in agreement with this policy, in view of the strong educational nature of BCGC travel and of the BCGC's consistent handling of its absence policy, which includes these elements:

- Superintendents and/or principals are notified at least one week in advance of upcoming periods of absence
- Singers' families notify teachers in advance of absence and pick up any schoolwork which must be done
- Periods of study are conducted during BCGC travel; BCGC staff and support personnel typically include persons versed and ready to offer coaching in English, social studies, science and mathematics.
- Students are expected to present finished work on their arrival back in school.

Policies Specifically Related to Summer Tour

1. All financial obligations are to be up to date (tuition, fund-raisers, assessments, etc.) before a BCGC member goes on tour.
2. Each chorus member going on tour must stay with the tour through its entirety (with the exception of sickness or emergency). Special circumstances are considered if a request is submitted in writing by the parents to the governing Board of Directors prior to the April meeting.

CHORUS MEMBER EXPECTATIONS

Attendance

Achievement of BCGC musical and educational goals is based upon attendance at all rehearsals and performances. When a singer is absent, no one can fill her place. Rehearsal plans assume a full roster and maximum efficiency in use of time. Absence or tardiness compromises the efficiency and musical production of the entire chorus.

Exceptions to the norm of consistent attendance at rehearsals are as follows:

- *Excused Absences*

You must notify the Music Director or the BCGC office (963-1911) as early as possible. Excused absences can be granted for such occasional events as:

- Illness, with a note from home
- Occasional performance with another organization, particularly one to which a school grade is attached
- Family participation in religious observances
- Family emergencies (real emergencies, please)
- One “personal day” absence per semester upon request, but no more than two singers’ absences on this basis will be granted for the same day.

No more than three absences (including a personal day) per semester is expected for a chorus member. Unusual circumstances should be discussed with the Music Director well in advance.

- *Late Arrivals and Early Departures*

Success in rehearsal depends upon each place being filled for the duration of the rehearsal. When unavoidable, early departures and late arrivals should be arranged as much in advance as possible. Parents are requested to accompany the singer to and from rehearsal in these situations.

- *Excused Absence from Performance and Special Rehearsals*

Performance is the goal of rehearsal, and a very special priority needs to be attached to it. Only serious illness or serious family emergency should prevent a singer from making a performance. Within two weeks of a major performance (such as a concert or tour) most careful attention must be paid to attendance. Excuses can be granted only for the most serious reasons. Unusual circumstances should be discussed with the Music Director in advance. Note that the BCGC is often contracted for a particular number of performers, and absences can affect our contractual obligations. Absence within two weeks of a major performance may result in non-participation in some or all of the performance.

- *Disciplinary Action*

Failure to meet expectations of a chorus member may result in loss of privileges or current status in the chorus (such as a solo opportunity) to another eligible singer. Such action will not be taken without prior notification of the parents and a consultation upon request.

- *Dismissal From the Chorus*

Consistent negative conduct, which harms the singer and the chorus, or which dishonors an audience, sponsor, or the BCGC program, is grounds for dismissal. Dismissal is at the discretion of the Music Director, in consultation with the parents.

Rehearsal Discipline

BCGC rehearsals are planned for maximum efficiency in use of time, the achievement of desired sound and mastery of repertoire. The presence of all singers is the expected norm.

- *Arrival*

For BCGC, "on time" is 10 minutes before the appointed hour, so as to be fully ready at the scheduled time. Transportation should be arranged with this in mind. Carpools should be scheduled to assure "on time" arrival. Girls must be ready for pickup, so that others in the carpool will not be delayed.

Transportation time to and from rehearsal is considered BCGC time. Respect for the driver and fellow passengers is to be at the same standard as it is to the Music Director and fellow singers during rehearsal.

Upon arrival, singers should take care of personal needs, not once rehearsal has begun.

Singers should place pencil, music, and other materials on their chairs and use pre-rehearsal time to repair music as needed. Any remaining time may be spent inside or out, following the conduct outlined below under Break Time.

- *Conduct*

The following guidelines apply not only at our current rehearsal site but at all sites where the BCGC rehearses or performs.

Physical contact activities are never allowed.

Play must be contained in designated areas and care must be taken when crossing the drives to and from the play area to avoid cars.

Use of any tobacco product or other controlled substance is strictly prohibited while involved in BCGC activities.

Theft or hiding of another's property will not be tolerated.

Respect will be shown for the premises, equipment, and materials used for BCGC activities. Avoid excessive noise when inside buildings; houses of worship require an extra measure of restraint.

One's voice is a treasure. It should not be abused in strenuous or extended yelling, or in language which hurts other people.

Each singer is an important part of the BCGC, chosen for the gifts each brings to the group. No one is more important than anyone else. Badgering or belittling someone will not be tolerated.

- *During Rehearsal*

Full attention is expected to be paid to the Music Director or others providing direction or instruction.

Each chorus member should listen to other singers to be sure that she, herself, is in tune and well-blended with them.

Concentration should be on the Music Director, keeping an eye on the music as necessary; eyes and hands should be kept to one's person.

Marks are to be made on the music (in pencil) only as directed by the Music Director. No other marks are to be made.

Take the direction of the Music Director, making corrections instantly and permanently as instructed.

Requests for restroom use or drinking fountain are made by raising a hand and being recognized. The Music Director honors these, as long as they are kept to a minimum. Such personal needs should be attended to before rehearsal and at break.

- *During Break Time*

Conduct is to follow guidelines outlined above. In addition:

Beverages and food are to be consumed in the rehearsal room only, not in the hallways or outdoors.

Break is for 10-15 minutes. Rehearsal resumes immediately upon the call-back. Full attentiveness is expected during the second half of the rehearsal, as during the first half.

At the end of rehearsal:

- Put away music as directed in an orderly manner
- Return pencil to its place
- Take part in clean-up duties
- Be certain to pick up memos for the day and read them--you need to know what you are to do as do your parents
- Follow policies for inside/outside conduct while awaiting transportation. Singers are on BCGC time until they arrive at home and BCGC standards of conduct apply.

- *Discipline Plan*

Mr. Clissold uses the following "Three Warnings" system:

- First Warning: Student is asked to refrain from the disruptive behavior.
- Second Warning: Student is separated from the rest of the ensemble but still is an active participant in the rehearsal.
- Third (final) Warning: Student is removed from rehearsal, conferences with the director, and parents are contacted about the situation. A plan of action is agreed upon by parents, music director, and student.

- *Memos*

Memos are the BCGC's chief means of communication. They are provided for each singer to know what is expected of her. They are sent home from nearly every rehearsal so the parents will also know what is expected both of the singer and from them. They must be read and posted for referral to be effective. Memos contain important information on calendar, performance details, Parent Alliance announcements, and upcoming events. BCGC uses hanging file folders at the rehearsal site with each singer's name clearly labeled on it. Memos are placed in these folders and the choristers pick up their memos at the end of rehearsal. Most memos are also available online on the Girls' Chorus News page of the Music Center website at www.musiccenterscmi.com.

Care of Music Scores

All music and folders remain the property of the MCSCM. These are for music-learning purposes, and for use in performances when necessary. A certain level of wear and tear is assumed, but deliberate destruction or defacement of music and folders will not be tolerated.

Three-ring binders are expected to last for the entire September-to-June season. Premature replacement will be at the singer's expense. Singers will keep music

scores in good repair, marked only as directed, and with the covers and bindings intact.

BCGC keeps on hand a supply of repair materials. Use these before rehearsal, during break, or after rehearsal as needed. Scores in need of repair should be shown to the Music Director before repairs are attempted. All scores are to be returned to BCGC as directed. Scores are expensive; loss or serious damage may be charged to the singers.

Performance Preparation

BCGC performs at its best when each singer is well rested, properly fed, and in a positive and productive frame of mind. BCGC relies on the understanding and goodwill of its families in carrying out performance preparation. Like professional athletes, we are in training and our success depends in large measure on our carrying out the training program. To make the most of performances:

- *Rest* - Tired singers do not perform well and can negatively affect the group. As a guide, on the night before a dress rehearsal or performance, singers should get as much (if not more) sleep as on school nights. Please avoid activities such as sleep-overs or staying up very late, which remove the singer from her normal school-night pattern.
- *Horizontal Time* - Before dress rehearsals or evening performances plan for a time of horizontal rest (feet off the floor, eyes closed). A period of mental and physical recharge is the goal. TV, video games, radio and the like are to be avoided during this time. They tend to distract the mind rather than sharpen its focus.
- *Nutrition* - Before a performance, avoid things which are sticky or coat the throat such as dairy products (milk, shakes), thick sauces and dressings. There is no single ideal diet, but in general, fast food meals contain much hard-to-digest material which can cause uneasy stomachs in the stress of performance. Pasta and other carbohydrates, along with fruits and vegetables are often good choices. The goal is to eat energy-supplying rather than energy-dissipating foods. Plan to arrive well-fed, but not stuffed. Eat for energy.
- *Wardrobe* - Check that wardrobe is clean, pressed, complete, and properly worn. Failure to appear in a proper and complete wardrobe will result in an inability to perform.

BCGC CHORAL PROGRAM ESSENTIALS

Individual Home Practice (IHP) - Cassette Tapes

As a BCGC performance approaches, a carefully prepared rehearsal tape is issued to each singer. The tape, which is generally about 20 minutes in length,

is to be used each non-rehearsal or non-performance day to master the repertoire for the performance. Tapes are not used to learn music--this is done in regular rehearsals. IHP is done to set-in the habits of good singing and to commit the music to memory.

BCGC Graduation

Graduation from the BCGC is granted to those who fulfill the requirements below:

- Progression in rank from Andante through Allegro to Amabile Singers (and Vivace Singers, if applicable). Special circumstances may result in different entry and exit points.
- Complete at least one season as a member in good standing of the Amabile Singers
- Return all BCGC properties in good order, including wardrobe items and music scores
- Satisfied any monetary or other obligations owed by the singer and the singer's family.

Resignation of Position in the Chorus

Whether from the youngest Andante to the most experienced Vivace, an early resignation from the chorus leaves a sense of personal loss and a gap in a "team" line-up. The singer also is deprived of a valuable personal growth experience. No singer should consider early resignation without parental consultation with the Music Director. Every effort will be made to arrest the circumstances which have raised consideration of such a regrettable alternative, whether financial, personal or time conflicts, etc. If resignation is unavoidable, the interests of the singer and the chorus as a whole are best met by remaining with the chorus until the end of the current semester (December or June). When returning each fall, singers are expected to remain in the Chorus for the entire concert year, especially members of the Vivace Singers. Mid-year resignation from the ensemble leaves a significant gap and sense of loss that cannot be filled until the next fall. Families are urged not to allow a student to drop until her commitment for the year is met.

SPECIAL EVENTS AND ACTIVITIES

Fall Retreat

A one-to-two day overnight retreat for accelerated learning of new music and development of team spirit is held in the fall (September or October). Work sessions alternate with fun activities like a talent contest or sports activities. Sectional work on repertoire as well as full chorus rehearsals are conducted. Parents are needed in two shifts to assist as chaperones, to supervise play and other activities, and to help with kitchen duties. Expenses for these events are covered by the Parent Alliance fund-raisers (see *Operational Funding* in this booklet). Attendance at camp/retreat is mandatory unless prior arrangements have been made with the Music Director.

Winter Retreat

Like *Fall Retreat* rehearsals alternate with activities that provide team-building opportunities and exercise. Again, attendance is mandatory unless prior arrangements are made with the Music Director. Expenses for the Winter Retreat are likewise covered by Parent Alliance fund-raising.

Awards and Recognition Picnic

Generally, this important opportunity to reward individual commitments, leadership, and performances is held in the spring. This special afternoon is generally centered around a gala picnic, which is followed by the presentation of certificates, medals, trophies, and other special awards based on achievements throughout the season.

Fun Activities

Fun activities are arranged by parents throughout the season. These activities can include such things as bowling, pizza parties, hay rides, and attendance at professional sports or cultural events. Fun activities are optional, and participation will generally require payment of nominal amounts.

BCB/GC SUPPORT PROGRAMS-- PARENT INVOLVEMENT AND RESPONSIBILITIES

Parent Alliance

BCGC is a serious commitment not only for the singer, but for the entire family. Parents whose daughters are active in BCGC automatically become members of the BCGC Parent Alliance. The principal responsibilities of this support group are to provide volunteer supervision for activities and events, to assist with communications and wardrobe management, and to financially support, through organized fund-raising and family assessments, camp/retreat(s), scholarships, and summer tour(s). The BCGC Parent Alliance Bylaws are provided at Appendix A.

- *Organizational Structure*

The Parent Alliance operates under a set of bylaws approved by the MCSCM Board of Directors. The Alliance annually elects a slate of officers to govern its program, serving a one-year term with eligibility for re-election:

- President
- Vice President
- Secretary
- Treasurer.

- *Special Committees*

All parents are eligible and encouraged to participate in various leadership roles and volunteer opportunities, according to their interests and abilities. To run effectively, several committees are needed to oversee specific areas. Committees may include:

- **NOMINATING COMMITTEE.** The chair of the Nominating Committee is elected by the Alliance at the annual meeting for a one-year term. The chair is responsible for preparation of the annual slate of officers and for identification of candidates to fill any offices that may be vacated *from office* during a term of office.
- **FUND-RAISING COMMITTEE.** Responsibilities are to organize individual fund-raisers, recommend heads of each fund-raiser, and monitor the progress of each.
- **WARDROBE COMMITTEE.** Responsible for maintaining an inventory of wardrobe articles assigned to chorus members, and a wardrobe reserve. Also, attends to repairs and proper sizing as singers grow into the uniforms assigned.
- **REFRESHMENTS AND SUPERVISION COMMITTEE.** Responsibilities include identification of volunteer leadership and supervision for camp/retreat(s), rehearsals, and other BCGC activities. Parent

volunteers at rehearsals provide supervision, as required by the Music Director, and refreshments for the singers assembled.

- COMMUNICATIONS AND TRANSPORTATION COMMITTEE. Responsibilities include establishing a telephone notification network for all member families, the BCGC Music Director, Program Manager, and staff. Also, develops support information for and coordinates carpooling for out-of-town performances.
- AD HOC COMMITTEE LEADERSHIP. Subject to a President's appointment, responsible for satisfying the objectives for which an ad hoc committee was formed, such as the annual tour committee.

- *Fund-raisers*

The BCGC Alliance, in cooperation with the BCB Parent Auxiliary, conducts two major fund-raisers each year. Participation is encouraged and expected by all families. Each sale, as identified below, is managed by a parent volunteer.

- CHRISTMAS GREENS
Orders are taken in late September/early October for fresh wreaths and garland. Delivery occurs around Thanksgiving.
- BEDDING PLANTS/HANGING PLANTS
Orders are taken in February for spring flowers and plants, which are to be delivered by Mother's Day in May.
- Frequently, a third fundraiser is added and may vary from year to year.

Following the start of the performing season, generally in September, the costs of the next summer tour are determined and quotas are established for each fund-raiser to be achieved by each singer and her family. Those who exceed quotas will earn credits which will lessen the family assessment for the summer tour.

- *Communications*

Memos are the principal form of communication from the staff to parents and for disseminating information by members of the Parent Alliance for phone trees, fund-raisers, etc. If you are distributing a memo to other families, please be sure the staff also gets a copy. And above all else... **Read the memos** brought home by your daughter and be sure she, too, is aware of their contents.

Phone trees are used principally for emergency notification or for changes which must be communicated on short notice. They are set in motion by the Music Director, the Program Manager, or the Parent Alliance President. If, when you make your call in the chain, no one answers, go on to the next person to keep the chain going. Record those that were passed, as a result of not being able to contact them, and communicate this through the chain along with the information for which the phone tree was used. The last people in the

chains must notify the Chair, Communications and Transportation Committee to confirm that the intended message has been passed along and to identify those who missed the message for follow-up action.

Family Responsibilities

Beyond participation in the activities of the Parent Alliance, each family is asked to support the basic operations of the organization in several areas that are administered by the staff:

- *Registration and Tuition Fees* (Effective January 1996)
A one-time non-refundable registration fee of \$25.00, paid when joining the chorus, is used for music rental/purchase, office-related costs for registration, educational materials, and the BCGC Handbook.
- *Multiple Singers in One Family*
When a family has more than one boy or girl participating in the Boychoir or Girls' Chorus, respectively, the tuition rates shall be at the set rate per month for the first child and reduced by \$10 per month for each additional child.
- *Tuition Late Fees*
In the event that a family should fall into arrears regarding tuition, a late notice will be sent after the second overdue month. After the 3rd month, a late charge of \$5 for each month overdue will be assessed.
- *NSF Checks*
A service fee of \$10 will be charged for each NSF check. When one party has written two NSF checks to the organization, they will only be allowed to pay their remaining financial obligations by money order or cash.
- *Medical Forms*
Two copies of our standard medical form are issued at the beginning of each singer's tenure in Girls' Chorus and are to be signed and returned as soon as possible. One copy is kept with the Music Director at the rehearsal site and the other with the Program Manager or Tour Director for tours, camp/retreats, etc. They are very important because they allow the Directors to authorize emergency medical treatment in the event that the parent cannot be reached by phone. They also provide pertinent information regarding allergies and medications that may be part of each child's medical profile.
- *Local Concert Series*
In order to keep the cost of participation at acceptable levels, we rely on volunteer assistance in the production of our major concert series performances. The assistance sought includes ticket sales, assisting with

either setting up or taking down equipment at one concert, ushering, working backstage, or taking tickets at the door.

- Family members assigned to work at a concert will be given a complimentary ticket to the concert worked.
- Vouchers are provided to each family to serve as ticket order forms. When the vouchers and appropriate monies are turned in to the MCSCM office the ticket order will be filled with the tickets mailed to each patron.
- In addition, parents who have a singer in the Amabile and Vivace Singers may request complimentary tickets for siblings in the family who are under the age of 12. These may be requested only for concerts in the local series in which the singer is scheduled to perform. Requests should be made of the Executive Director at least three days in advance of the performance. Families should use discretion in requesting tickets for very young children and bringing them to such performances.

- *Additional Volunteer Opportunities*

Besides the volunteer opportunities in leadership positions and others listed above, the following deserve special mention:

- CAMP/RETREAT SUPERVISION (see *Special Events and Activities in this booklet*)
- TOUR CHAPERONE (see *Working Tours and Annual Summer Tours in this booklet*)
- TOUR COMMITTEE
Though appointed through the Parent Alliance, this committee works closely with the Program Manager and Music Director in the final stages of tour planning and implementation. The committee consists primarily of experienced tour chaperones.

WARDROBE REQUIREMENTS

Official BCGC Performance Wardrobe

The *Official BCGC Performance Wardrobe* is an important element of the chorus' public presentation. The goals are uniformity and a strong, positive image of wholesome, talented young women. Complementing a good wardrobe is the critical element of good personal grooming. Hair is to be neatly arranged and kept out of the eyes. The wardrobe, supplied in part by the BCGC, which is subsequently to be labeled with the singer's name, is described in the following sections.

- BCGC Provided

The following wardrobe items are provided to singers when they advance to the Amabile Singers. Items supplied by the BCGC remain the property of the BCGC. They are to be properly cared for by BCGC families and returned in serviceable, cleaned condition upon *Tradedown* (covered in this section) or when leaving the chorus. Failure to do so will result in assessment of the full replacement cost to the family.

- *Black Floor-Length Dress* – The dress is either sized from current available selection of dresses or made custom by our contracted seamstress. While it is machine washable, dry cleaning is preferred for maximum life of each dress.
- *Treble Clef Pin* – Members of the Vivace Singers will receive a gold treble clef pin to signify their membership in the highest ensemble. This pin may be kept by the singer when she graduates from Girls' Chorus as a memento of her successful career with the organization.
- *Sixteenth Note Pin* – Members of Octavio receive a second pin to signify their membership in this exceptional ensemble. The pin may be kept by the singer when she graduates from the Girls' Chorus as a memento of her successful career with the organization.
- *Training Choir Wardrobe* – This outfit is the former uniform of the performing ensembles and consists of a white blouse (provided by the organization on a first come, first served basis), blue vest, blue skirt, and red tie. These items are provided by the organization, but shoes, hosiery, and hair accessories are the responsibility of each singer's family (see below).

It is the responsibility of the BCGC parent member to contact a *Wardrobe Committee* member, if there is a problem with maintenance or fit of BCGC provided wardrobe items. Scheduled fittings will be announced by memo and conducted each season.

The BCGC currently issues each girl a *Garment Bag* at the start of the initial performance season to protect the BCGC wardrobe and to keep the items together when stored or traveling. Hanging the *Garment Bag*, supporting it when transporting and not overloading the bag will help prolong the use of the bag. Each bag will be clearly marked with the name of the BCGC chorus member on the front. Remember: It is always a good idea to keep all wardrobe items together in the bag (even *Informal Wardrobe* items), as failure to arrive at a performance with a complete outfit will result in an inability to perform.

One final precautionary note: chorus members are reminded to protect their wardrobe before eating. If stains are not removable, the BCGC family will be billed according to replacement costs.

- *Parent Purchases*

The following wardrobe items are to be purchased by BCGC families for exclusive use with other BCGC wardrobe items. These items remain the property of the BCGC family, but must be maintained to the high standard required of other items of the BCGC wardrobe. BCGC families are to maintain these items in proper condition and fit. BCGC families are asked to consider donating serviceable items to the BCGC when they no longer fit or when leaving the chorus. Donated items become the property of the BCGC and are added to the BCGC inventory for reuse by new or current chorus members at no charge.

- *Black Shoes* - Slip-on flat shoes--no decorations, no heels, no straps or laces. Shoes must be kept clean and scratch-free.
- *Hosiery* - Only black pantyhose or stockings will be worn; no other colors. These should be kept in a container separate from other wardrobe items to avoid damage. It is recommended that an extra pair be kept on hand at all times in case of accidents.
- *Accessories* - Wearing of awarded medals is at the discretion of the Music Director. No body jewelry other than small post or clip earrings are acceptable. Only black or hair-color hair accessories are permissible.

Informal BCGC Performance Wardrobe

With the approach of warmer weather, an *Informal BCGC Wardrobe* is to be purchased by BCGC families. It consists of the following items:

- *T-shirt* - Orders will be taken for a T-shirt, bearing the BCGC logo, as summer approaches. These are not to be ordered oversized.
- *Shorts and Slacks* - Shorts and slacks must be conservative and neutral in color, such as tan or khaki. The choice of whether to wear shorts or slacks is at the discretion of the Music Director.

- *Tennis Shoes and Socks* - White tennis shoes of a sensible style and white socks complement and complete the *Informal Performance Wardrobe*.
- *Polo Shirt (Optional)* - Orders will also be taken for the knit polo shirt bearing the BCGC logo. These are not part of the performing uniform, but will be made available to those who want them.

Inventory

The BCGC maintains a used clothing inventory, including blouses, T-shirts, and dresses, from which any girl may be fitted. All used clothing is issued on a first come, first served basis. Clothing must be returned to the BCGC when it is no longer needed. There is no charge for used clothing. Simply contact a *Wardrobe Committee* member for more information. Past and present BCGC parents who purchase new clothing and have or do donate it to the BCGC are greatly appreciated.

Tradedown

Tradedown is a full chorus wardrobe check and fitting session. It is normally held twice per year. Tradedown may be needed prior to tour.

At tradedown, the larger girls are refitted first, allowing a “trading down” of garments to smaller girls. This generally makes available the proper sizes needed for new chorus members.

When a tradedown is called, all chorus members are expected to attend. They must bring all items of clothing to be worn at any performance in the red wardrobe bag, even if they still fit. This includes shoes and accessories. Drivers, including carpool drivers, are urged to make sure all the girls have everything with them when they are picked up; this saves everyone a lot of trouble and time.

Because of the varying sizes of girls, some of the garments may not fit properly when issued and will need some alterations. It is possible that the chorus member you support will trade in clothing which fit her fine, and you must alter the clothing she brings home. We always try to avoid useless tradedowns, and ask you to bear with us when it does become necessary.

After tradedown, **always** check measurements on your daughter’s wardrobe and alter as needed.

If you would like to help with a tradedown, or are interested in volunteering time to help with wardrobe, please contact the Chair, Wardrobe Committee.

SNACK GUIDELINES

The singers not only enjoy, but look forward to snacks. Often the snack is just the pick-me-up needed to carry the girl through to the finish of a rehearsal or performance. Each session (rehearsal or performance) of the chorus requires a parent volunteer to be present during its entirety to provide emergency supervision and to provide snacks for break time. While in attendance, the parent will assist the Music Director, as needed. This responsibility is assigned to BCGC families on a rotating basis.

What to Serve

Remember the snack provided is for singers. It is an energy revival that is sought at the midway point in a rehearsal or performance. Care must be taken in selecting items that provide energy while protecting the voice. Remember to include paper cups, paper plates, and napkins, as appropriate. Suggestions follow:

- Beverages are not needed at most rehearsals, as students are asked to bring their own water bottles. Beverage may need to be provided at performances and off-site rehearsals at the discretion of the director.
- Good snacks include cookies, muffins, donuts, and granola bars.
- Due to food regulations set by Kellogg Community College, *all food served on campus must be purchased and may not be made at home.* This is for the safety of the singers and is a policy of KCC, and therefore must be a policy of the Music Center.

What Not to Serve

- A little chocolate, as in chocolate chip cookies, is fine, but bulk chocolate is to be avoided
- Avoid items which coat the throat and impair singing, such as dairy products
- Avoid caffeine (as found in many soft drinks)
- Avoid red, grape, or other beverages which easily stain (we are a guest in our current facility and washing out stains from these is no fun)
- Avoid sticky or chewy items which can get caught in braces
- Popcorn, peanut butter, and potato chips are similarly to be avoided.

How Much to Serve

A modest amount is all that is required, two cookies and a drink is ample for each singer. Check your roster and rehearsal schedule for numbers needed. Oh! Don't forget the Music Director and Accompanist

When to Serve

Snacks are served at break time, which is usually midway through rehearsal. At performances, snacks will be served normally at intermission, but it's wise to check with the Music Director. Snack setup should begin 15 minutes before the break (or at 5:15 p.m. for a 4:30 – 6:30 p.m. rehearsal and at 7:15 p.m. for a 6:30 - 8:30 p.m. rehearsal). Clean-up should take place immediately after the end of the break, which usually lasts 10 to 15 minutes.

Parent Responsibilities

Two basic responsibilities need to be fulfilled when it is your turn for "Snacks". The first is to be present to assist the Music Director, as needed, and the second is to provide snacks for the girls and staff. To fulfill these responsibilities requires the following:

- Arrive 10 minutes before the time set for the rehearsal or performance
- **MAKE SURE YOUR SINGER IS AWARE OF ANY FOOD ALLERGIES SHE MAY HAVE!** It is the responsibility of the family of each singer, not the snack parent, to know what food allergies are applicable and what foods to avoid.
- Locate and prepare an appropriate snack and social area (unfamiliar locations may require prior coordination with an informed person at the facility involved)
- Be prepared to do a quick uniform check just before a performance and to offer assistance to any girl experiencing difficulty or sickness during the performance
- Prepare and serve the snack provided at the appropriate time
- Assist with general housekeeping and clean up the area as soon as the break is over
- Prior to dismissal, stand near the doorway to assure that all chorus folders are placed neatly in the designated box and that no girl leaves the room without taking the required handouts
- Remain at the session until all girls have departed or until relieved by the Music Director.

If it becomes impossible for you to handle these responsibilities on the day you are scheduled, you must make arrangements for your own replacement. Parents have been found, over time, to be very receptive to trading days if given enough notice.

CALENDARS AND CANCELLATIONS

Monthly Calendars

For all BCGC ensembles, calendars are issued on a monthly basis. These contain important dates, including scheduled rehearsals, performances, and special events. With the possible exception of the September calendar, these will be sent home by memo (or mail, less likely) during the first week of the month prior to the month covered. For example, the November calendar will be sent home during the first week of October. BCGC "Master Calendars" will also be made available online, but may be less specific than those created for each ensemble.

Because summer vacations make final concert confirmations difficult, the September calendar will more likely arrive during the third or fourth week of August.

Severe Weather Policy

In case of an overnight storm, schools may have to cancel classes, but often the roads are cleared by mid-day. School closure does not automatically mean cancellation of BCGC rehearsals, or other activities.

In case of storms during the day, it will be up to the Music Director and the Executive Director to make the decision to cancel a BCGC rehearsal or other activity. They will alert the phone tree at least 90 minutes in advance of the day's first BCGC session. Notice will also be announced on WBCK Radio (930 AM), WMUK Radio (FM 102.1), and the Music Director's office voice mail (963-1911 x 2512). The Music Director will also post the cancellation online and send a broadcast email to BCGC families. BCGC will not place any singer in danger because of weather. In questionable cases, the judgment of BCGC families will be respected.

Scheduled Days Off

BCGC works in tandem with calendars of most area school districts. That is:

- Start dates in the fall are usually at the end of August
- Thanksgiving, Christmas and Easter breaks are observed in accordance with most districts' policies
- BCGC spring break is usually the first full week in April

- BCGC maintains its regular schedule even though schools may dismiss class in one-day increments for in-service, parent-teacher conference, or grading days.

Appendix A

BCGC Parent Alliance Bylaws

BYLAWS OF THE BATTLE CREEK GIRLS' CHORUS PARENT ALLIANCE

PREAMBLE

The Battle Creek Girls' Chorus (BCGC), which this organization is created to support, began in 1987 with a focus on vocal education to qualified girls, without regard to race, nationality, or creed. In the BCGC, young girls who pass audition requirements enter a beginning chorus and receive professional voice training preparing them for entry into the performing chorus where their adolescent and teenage vocal production is further refined through a challenging program of performances, concerts, and competitions.

ARTICLE I

NAME

The name of this Alliance shall be the *Battle Creek Girls' Chorus Parent Alliance*, abbreviated *BCGC Parent Alliance*, hereinafter referred to as the Alliance. The choice of "Alliance" reflects our resolve in its definition to be "a bond or connection between families, states, parties, or individuals; an association to further the common interests of the members."

ARTICLE II

PURPOSE

The purpose of the Alliance shall be to help the Battle Creek Girls' Chorus (BCGC) grow consistent with stated annual goals and to enhance and facilitate the training and education in vocal music provided eligible girls in the BCGC, in full support of the purpose of the Battle Creek Boychoir and under the auspices of the Battle Creek Boychoir/Girls' Chorus Board, hereinafter referred to as the *BCB/GC Board*.

A. The Alliance shall insure all members receive information essential to full participation in all *BCB/GC Board* approved activities, including rehearsals, performances, concerts, retreats and other planned activities, such as fund-raisers and ticket sales.

B. The Alliance shall serve as volunteers at aforementioned activities, providing transportation, break-time supervision, refreshments, wardrobe assistance, and other aid as deemed necessary by the President or a quorum of the Executive Committee of the Alliance.

C. The Alliance shall support the *BCB/GC Board* in the recruiting of eligible girls.

ARTICLE III

MEMBERSHIP

SECTION 1. Custodial parents and legal guardians of girls enrolled in the BCGC are members of the Alliance. Alumni and other supporters may gain membership by a request of the Executive Committee.

SECTION 2. Members in the Alliance shall be responsible for the regular and timely attendance of their girl(s) in all rehearsals and performances or for obtaining prior release from the BCGC Director; personal attendance at Alliance meetings; service in volunteer activities to support collectively achieving the object of the Alliance; and payment of required tuition.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the Alliance shall be a President, Vice President, Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Alliance, in that order of precedence.

A. The President shall be the principal executive officer of the Alliance. The President shall appoint all committee chairpersons and serve as ex-officio of each committee, except the Nominating Committee. The President shall also represent the Alliance as provided by the Bylaws of the Battle Creek Boychoir on the *BCB/GC Board*.

B. The Vice President shall perform all duties and exercise all the powers of the President in any and all instances when the President shall be absent, unavailable, or, for any reason whatsoever, incapable of acting. The Vice President shall, under the direction of the President, perform such other duties applicable to the office as prescribed by the President or the Executive Committee chairperson pro tempore. The Vice President shall also represent the Alliance as provided by the Bylaws of the Battle Creek Boychoir on the *BCB/GC Board*.

C. The Treasurer shall keep records of BCGC financial transactions of the Alliance; protect funds and securities acquired and make timely deposits into the BCB/GC corporate account; maintain proper receipts for all funds received and deposited; render an accounting of the Alliance's financial condition at regular meetings of the Alliance, Executive Committee, *BCB/GC Board*, and otherwise as requested by the President or the Executive Committee; file an annual report with the Alliance and the *BCB/GC Board*; and perform

such other duties applicable to the office as prescribed by the President or the Executive Committee chairperson pro tempore.

D. The Secretary shall keep the minutes of all meetings of the Alliance and the Executive Committee in one or more books provided for these purposes; acquire and file minutes of the *BCB/GC Board*, reporting items to the Alliance deemed pertinent by the President; see that all notices are duly given in accordance with these bylaws or as required by law; and perform such other duties applicable to the office as prescribed by the President or the Executive Committee chairperson pro tempore.

SECTION 2. Officers shall be elected annually by the Alliance as provided in Article V, Section 2A. Any officer may be re-elected to consecutive terms.

ARTICLE V

MEETINGS

SECTION 1. Meetings of the Alliance shall be held no less than three (3) times a year--Fall, Winter and Spring--at a time and place designated by the President or the Executive Committee chairperson pro tempore, with not less than ten (10) days notice to the Alliance.

SECTION 2. The regular Spring meeting shall be known as the annual meeting. At this meeting officers shall be elected and annual reports shall be received from officers and all committees.

A. Officers and standing committee heads shall serve regular terms of one (1) year or until their successors are elected or appointed, respectively. Terms are consistent with the Alliance fiscal year.

B. The Alliance shall be notified in writing of the slate of officers at least one (1) week prior to the election. Nominations from the floor shall be permitted.

SECTION 3. The Executive Committee shall meet quarterly, at a minimum, prior to any Alliance meeting at a time and place designated by the President or the Executive Committee chairperson pro tempore.

A. The Executive Committee meeting held prior to the annual meeting of the Alliance shall approve the slate of officer nominees provided by the Nominating Committee, as established in Article VI, Section 2.

B. Absence from two regular meetings of the Executive Committee without good and sufficient reason acceptable to the Executive Committee in session may constitute neglect of duty in office, whereupon (1) if an officer is so absent, the office may be declared vacant and filled by recommendation of the Nominating Committee and a special meeting

of the Alliance held to elect a successor, or (2) if an appointed committee head is so absent, the appointee may be removed and a new appointment made and announced at the next Alliance meeting.

SECTION 4. Special meetings shall be called by the President or the Executive Committee chairperson pro tempore to consider business as explicitly mentioned in the notice of the special meeting with not less than ten (10) days written notice.

SECTION 5. A quorum, or a minimum of fifty percent (50%) of the voting members of the Executive Committee, shall be necessary to conduct business. No quorum is required for the Alliance. A simple majority vote of those present shall decide the question, unless the question pertains to a motion introduced outside the purpose of the Alliance which shall require a two-thirds vote as required to introduce the motion.

SECTION 6. The fiscal year of the Alliance shall commence July 1 of each year and terminate June 30 of the year following.

ARTICLE VI

COMMITTEES

SECTION 1. The business and affairs of this Alliance shall be managed by an Executive Committee comprised of the four (4) elected officers, the five (5) appointed standing committee heads, the BCGC Director, and a BCGC Staff Representative. The immediate past Alliance President may also serve on the Executive Committee with all rights and privileges thereof, during the year immediately following his or her presidency, irrespective of any limitations to that effect elsewhere in the bylaws. The President shall preside, however, when unable a chairperson pro tempore shall be selected according to the precedence established in listing Alliance officers in Article IV.

SECTION 2. The chair for a Nominating Committee shall be elected by the Alliance at the annual meeting. The chair shall thereafter complete the committee with one (1) member from the Executive Committee, except as noted in Article IV, Section 1A, and three (3) members who are not serving on the Executive Committee. Principal duties include developing a slate of officers, with a candidate for each office, and presenting the slate for approval at the Executive Committee meeting immediately preceding the Spring Alliance meeting. Emergency duties include the timely notice to the Alliance of any vacancy *from office* and the preparation of a list of candidates for approval of the Executive Committee and election to office by the Alliance.

SECTION 3. The Fund-raising Committee, which is chaired by an Alliance member, has responsibility to organize individual fund-raisers to raise money for the Alliance to participate in *BCB/GC Board* approved activities. The chair shall recommend heads of

individual fund-raisers to the President for appointed membership, subject to approval of the Executive Committee. All fund-raisers are subject to *BCB/GC Board* approval.

SECTION 4. The Wardrobe Committee, which is chaired by an Alliance member, has responsibility for maintaining the BCGC wardrobe. The committee shall maintain an inventory of wardrobe articles assigned to chorus members and those in reserve. An adequate reserve for emergency repairs and replacement shall be maintained by the committee.

SECTION 5. The Refreshments and Supervision Committee, which is chaired by an Alliance member, has responsibility for scheduling adult supervision and refreshments at all rehearsals and at such other activities as deemed appropriate by the Executive Committee.

SECTION 6. The Communications and Transportation Committee, which is chaired by an Alliance member, has responsibility for establishing a telephone notification network of all member families, the BCGC Director, and the BCGC Executive Director; and arranging for car pools.

SECTION 7. Ad hoc, or special, committees may be established as deemed necessary by the Alliance President or a quorum of the Executive Committee. Special committee assignments include those associated with concerts, competitions, tours, and retreats. Alliance members not otherwise serving on a standing committee will be given special consideration.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Alliance in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Alliance may adopt.

ARTICLE VIII

AMENDMENT OF BYLAWS

These bylaws may be amended, revised or repealed at a regular meeting of the Alliance by a two-thirds vote, provided that the amendment, revision, or repeal has been submitted in writing at a previous regular meeting of the Alliance and the *BCB/GC Board*

and the Executive Committee has been notified by the *BCB/GC Board* after its meeting that the copy provided for their review was acceptable.