

Policies and Procedures
Manual

Reno Silver Dollar Chorus

Policies and Procedures Manual



**SILVER DOLLAR
CHORUS**

RENO, NV



Updated: May 1, 2015

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Chapter Policies and Procedures

ADDENDUM TO THE CHAPTER BY-LAWS

This is a living document and changes can be initiated by the unanimous vote of the Silver Dollar Chorus board of directors.

Duties of the Officers

From: Barbershop Harmony Society Operations Manual

Section 1.01. The Chapter President

Job Description- CEO of the Chapter:

Creation Authority: Standard Chapter Bylaws Elected: Chapter Election

Reference: 3.1.2.1.1 Term: 1-year, renewable

Desired background/capability:

Organizational skills: Yes

People skills: Desired

Society tenure: 4 years minimum

Previous office(s): Chapter offices (minimum one)

Other: Demonstrated leadership skills

Duties:

- 1. Head the chapter's leadership team, plan and chair all chapter board meetings***
- 2. Direct the establishment of the chapter's mission statement, and supporting goals and objectives, and ensure consistency with Society objectives and purposes***
- 3. Be knowledgeable of the ongoing duties and progress of all Board members***
- 4. Immediately following chapter elections, appoint all Committee chairs and Committees. The chapter president is automatically a member of all Committees except the Nominating Committee***
- 5. Set due dates for the following reports: Nominating Committee report, chapter budget presentation to the Board, any task force reports assigned by the president***

6. Continually follow up with each Board member to ensure that all projects, goals and initiatives within that officer's portfolio are being "worked" and will meet the agreed upon deadlines.
7. Evaluate the performance of the leadership team and take steps to correct any noted weaknesses
8. Assess progress of the chapter's annual plan and budget progress during the year and revise the plan as necessary, and ensure that all necessary forms are filed and monies correctly disbursed
9. Ensure that a weekly program of chapter activities is developed and carried out
10. Serve as, or assign, the elected chapter delegate to the District HOD
11. Serve as, or appoint, an appropriate liaison to the district's chapter counselor, providing the district has a chapter counselor program
12. Attend scheduled training seminars
13. Promptly handle any requests for input made by any District or Society officer

Section 1 .02 Chapter Vice President for Chapter Development (Membership) - Job Description - responsible for implementing the Board's plan for membership growth and community relations.

Creation Authority: Standard Chapter Bylaws Elected: Chapter Election

Reference: 3.1.2.1.2 Term: 1-year, renewable

Desired background/capability:

Organizational skills: Previously demonstrated

People skills: Desired

Society tenure: 1 year minimum

Other: Demonstrated leadership skills

Duties:

1. ***Oversee new member orientation sessions and member retention efforts***
2. ***Work with the district vice presidents of M&PR and member development to learn about Society and district membership programs that might benefit the chapter***
3. ***Oversee development and publicizing of a yearly membership recruitment plan***
4. ***Prepare and distribute materials about the chapter to the general public at performances and community appearances***
5. ***Maintain a mailing list of interested people to invite to recruitment nights***
6. ***Follow up on absent or inactive members***
7. ***Work with the chapter secretary to follow up on non-renewed members***
8. ***Stay current with Society and district publications***
9. ***Attend scheduled training seminars***

10. Directly communicates with: chapter board and members as appropriate, district vice presidents for M&PR and membership development, appropriate public media offices.

Section 1.03 Chapter Vice President for Music and Performance

Job Description -responsible for musical growth of chapter, with the assistance of the chorus director and his music team.

Creation Authority: Standard Chapter Bylaws Elected: Chapter Election

Reference: 3.1.2.1.4 Term: 1-year, renewable

Desired background/capability:

Organizational skills: Previously demonstrated

People skills: Desired

Society tenure: 3 years minimum

Previous office(s): Held at least one chapter office

Other: Chorus director and/or active quartet experience

Duties:

- 1. With the Board's approval, and after appropriate consultation with a chapter counselor, develop a music leadership team and direct them in planning the yearly chapter music program, including the selection of music appropriate to the members' learning and performance abilities***
- 2. Prepare an annual music leadership team budget and material needs***
- 3. Oversee the maintenance of chorus records, such as audition records, progress records, etc.***
- 4. Plan and supervise in-house training sessions for music team members to ensure uniformity and continuity of teaching***
- 5. Obtain the services of outside coaches and performance review specialists***
- 6. Maintain an up-to-date copy of the Society's contest rules***
- 7. Evaluate, on a regular basis, the goals set by the music leadership team***
- 8. Manage the development and implementation of youth outreach activities***
- 9. Manage a quartet development program for the chapter***
- 10. Attend scheduled training seminars***
- 11. Directly communicates with: chapter musical director, chapter board, Music and Performance Committee(s) and members as appropriate, district vice presidents for music and performance, chorus director development, C&J, and events.***

Section 1.04 Chapter Marketing and Public Relations Officer

Job Description --responsible for developing, packaging and communicating to the chapter's purpose(s) to its intended audience, be it the communities it serves or potential members.

Creation Authority: Standard Chapter Bylaws

Elected: More than 25 members in chapter – chapter election under 25 members – appointed by chapter president

Term: 1-year, renewable (Note: if no elected or appointed, the vice president for chapter development will assume responsibility

Commitment: The commitment of a chapter M&PR officer should be for two years

Definitions:

Marketing is developing, delivering and packaging a message and/or product for sale. Includes marketing research, product planning and improvement, branding, positioning, sales (tickets, paid performances, merchandise), and etc.

Public Relations encompass a variety of marketing activities that strengthen your credibility, enhance your image, and develop goodwill. These are usually targeted at an audience. Public relations involve communicating who you are, what you do, why you do it, and how you make a difference. It includes media relations, community relations, publicity, internal communications, etc.

The two tasks are related, yet widely divergent. For this reason, the chapter may opt to elect/appoint officers for each position.

Desired background/capability:

Thorough knowledge and deep-rooted passion of the mission and programs of the Society and chapter

Excellent communication and relationship building skills

Willing to be held accountable of his performance to the Board

Ability to think outside the box

Marketing and/or public relations experience is a plus

Duties:

- 1. Minimum job responsibilities (by position/task – Marketing, PR, or both):***
- 2. Develop a M&PR plan to communicate with internal (chapter/district) and external (e.g. the public and media) audiences and promote the chapter and Society (Marketing/PR)***
- 3. Agree to submit the chapter M&PR plan to the district marketing and PR VP annually in order for him to effectively understand and help with the chapter marketing & PR goals (Marketing/PR)***
- 4. Form and oversee a Committee to assist in carrying out responsibilities; members of this Committee can be from other performing arts organizations or from the chapter's fan base (Marketing/PR)***

5. *Develop promotional material (sales brochures, flyers, etc.) by possibly working with outside vendors such as graphic designers, printers, photographers to make sure all communications reflect the standards and mission of the chapter and Society (Marketing/PR)*
6. *Build and maintain a chapter website (Marketing)*
7. *Responsible for effective communication and promotion of informative chapter activities through regularly distributed bulletins to internal and external audiences (PR)*
8. *Join Public Relations Officers and Bulletin Editors (PROBE) (chapter paid – approximately \$10/yr) (PR)*
9. *Create and distribute press releases to the media (PR)*
10. *Build and maintain relationships between chapter, media, local and regional elected officials, civic and arts organizations, and other Society chapters (PR)*
11. *Attend Leadership Academy and, when possible, other training opportunities (Marketing/PR)*

Section 1.05 Chapter Secretary

Job Description - the chapter's business manager; responsible for maintaining required supplies and initiating and following up on all chapter correspondence related to the chapter's operation.

Creation Authority: Standard Chapter Bylaws Elected: Chapter Election

Reference: 3.1.2.1.5 Term: 1-year, renewable

Desired background/capability:

Organizational skills: Yes

People skills: Desired

Society tenure: 1 year minimum

Other: Computer/keyboard literacy

Duties:

1. ***Business manager and purchasing agent for the chapter***
2. ***Maintain accurate and up-to-date membership records and report them and any changes to them to the Society office; file new member applications promptly***
3. ***Make personal contact with all chapter members three months prior to each member's renewal date encouraging each to renew their membership immediately. Additional follow-up may be required.***
4. ***Take minutes of all board meetings***
5. ***Maintain chapter legal files; laws and regulations, charter, incorporation documents, bond and insurance certificates, etc.***

6. *Ensure that chapter incorporation is up-to-date within the renewal periods so determined within their home state*
7. *Ensure that all music (arrangements, learning tapes, etc.) is authorized and appropriate royalties and license fees have been paid*
8. *File CJ-20 and verify legality of music to be performed in contest; verify membership of all chapter competitors*
9. *Register chapter members for district schools*
10. *File required forms to register chapter shows (e.g. ASCAP, BMI/SESAC, etc.)*
11. *Attend scheduled training seminars*

Section 1.06 Chapter Treasurer

Creation Authority: Standard Chapter Bylaws Elected: Chapter Election

Reference: 3.1.2.1.6 Term: 1-year, renewable

Desired background/capability:

Organizational skills: Yes

People skills: Desired

Society tenure: 1 year minimum

Other: Previously record and/or bookkeeping; computer/keyboard skills

Job Description - holds the chapter's funds in trust. His work involves timely payment of chapter bills, filing financial reports and keeping the board informed about the chapter's financial status. As the Society is a tax-exempt organization, it is important that the treasurer maintain accurate records to support the chapter's non-profit status.

Duties:

1. *With input from the president and other officers and Committees, prepare an anticipated income and expense budget for the chapter's annual operation*
2. *Pay all bills promptly on receipt of billing from the Society office, district or businesses*
3. *Present financial records for review as required by the Society office*
4. *Prepare and file chapter income tax returns as required by federal (US) or provincial (Canada) laws*
5. *Prepare monthly reports of cash receipts and disbursements*
6. *Submit reports to the chapter board at each meeting*
7. *Attend scheduled training seminars*
8. *Directly communicates with: chapter board and members, district treasurer, Society director of finance and administration*

Mandatory Reports

<i>Type</i>	<i>To</i>	<i>CC</i>	<i>Due</i>
<i>• Budget preparation and status</i>	<i>Chapter president</i>	<i>Chapter board</i>	<i>Ongoing, annually</i>
<i>• Financial status</i>	<i>Chapter board</i>	<i>Chapter secretary</i>	<i>Monthly or as required</i>
<i>• Financial review</i>	<i>Chapter board</i>	<i>Chapter secretary</i>	<i>Dec., annually</i>
<i>• Tax returns</i>	<i>Taxing body</i>	<i>Chapter board, Society</i>	<i>Annually</i>

Section 1.07 Chapter Board Member-at-large

Job Description- in accordance with chapter bylaws, one or more men may be elected as Board members-at-large.

Creation Authority: Standard Chapter Bylaws Elected: Chapter Election

Reference: 3.1.2.1.7 Term: 1-year, renewable

Desired background/capability:

Organizational skills: Desired

People skills: Desired, as applies to membership communication

Society tenure: 1 year minimum

Other: Desire and willingness to be a member advocate. Interest in holding future office through Committee appointments, such as program Committee or chorus manager (vice president of music and performance), Membership Committee (vice president membership development), etc.

Duties:

- 1. Reflect the membership's needs and desires to the Board***
- 2. Be fully knowledgeable of the chapter goals and objectives, to be able to intercede with the membership and Board, as appropriate***
- 3. Stay current with pertinent Society and district publications***
- 4. 4. Directly communicates with: chapter musical director, Board and members***

Section 1.08 The Executive Vice President: Fill as needed by the Board of Directors. This is a non-voting position of the Board of Directors .

- 1. The primary function of this position is to manage the work of committees and work groups established by the Board of Directors.***

- 2. He will oversee the groups' efforts in completing their tasks in a timely and efficient manner by ensuring timelines and goals for their tasks at hand are created.*
- 3. He can act as the reporting member of the Board of Directors and work as the President's right hand man.*
- 4. This is a two (2) year term and will be considered to be in training for the next Chorus president.*

Section 1.09 The Immediate Past President Shall:

- 1. Fills in for the President, in his absence, to conduct the various Chorus and Board of Director's meetings.*

Section 1.10 Harmony Foundation Chairman:

- 1. Primary responsibility is to coordinate local charitable activities that the chapter board deems appropriate with those that directly support the Society's charitable mission, ensuring that all relevant fundraising to these purposes is focused through Harmony Foundation.*

Section 1.11 Program Chairman – Job Description

The Program Chairman is the Barbershopper whose efforts provide the chapter with a variety of interesting well-paced meetings, which offer fun as well as education. He should be familiar with the chapter's capabilities and interests. The program officer is always three steps ahead of the chapter, planning its activities so the other members can join in the fun of singing barbershop harmony.

Duties:

- 1. Develop yearly program of chapter activities.*
- 2. Work with leadership and music team to plan enjoyable weekly chapter meeting formats.*
- 3. Direct the weekly chapter meeting activities.*
- 4. Direct activities of the program inter-chapter relations and community service committees.*
- 5. Include a variety of activities, which can involve both members and their families.*

6. Assist internal public relations officer, keeping members informed about coming events.

7. Along with the music committee, promote quartetting within the chapter.

The Program Chairman - Reports to the Music Vice President and is not on the Board. The individual who takes on this task is the member most responsible for the success of the chapter. He organizes plans and executes the activity plan for the chapter. He promotes chapter activity & solicits support from the members. All members are happier, knowing in advance how to plan their lives around Barbershop harmony, as are the member's families. To that end, the program officer must spend time organizing a complete annual plan at the beginning of the year. Then he implements this plan, adjusting it as needed as the year rolls along. He helps keep the meeting activity leaders focused on their tasks. He is the chapter stage manager, moving the show along and letting the participants "do their thing." He doesn't have to select or teach the music. He doesn't need to keep track of the members. He only sees to it that every Chapter member can have fun in his own way all year long.

Section 1.12 Music Director Responsibilities: See Appendix I

Duties of Standing Committee Chairmen

Section 2.01 Chapter Nominating Committee Chairman

Job Description

Creation Authority: Standard Chapter Bylaws Appointed by: Chapter Election

Reference: 3.1.3.1

Composition: three or more chapter members, appointed on or before January of each year

Responsibilities:

- 1. Present a slate of eligible candidates (one for each elective office and directorship) in such manner as prescribed in the Standard Chapter Bylaws Article 7.01**
- 2. Include on the slate candidates for the offices of president, secretary, treasurer (unless combined with secretary), vice president for chapter development, vice president for music and performance, and those additional officers and directors desired by the chapter**

3. *Review job descriptions, current or past performance and experience of candidates in the prospective or related duties, leadership qualities and ability to function as a team member*
4. *The Nominating Committee shall select at least one nominee for each elective office and at least four nominees for Board Members-at-Large.*
5. *The Nominating Committee shall present its report to the chapter two weeks prior to the Election.*

Section 2.02 Public Relations Committee:

- a. *The Chairman of this committee shall serve as Chapter Communications Officer.*
- b. *The Public Relations Committee shall be responsible for promoting chapter public performances to the general public;*
- c. *Shall promote important chapter activities; shall interpret the chapter's goals in order to bring this message to the general public;*
- d. *And, shall be responsible for the chapter's external communications.*

Section 2.03 Show Committee:

- a. *The Show Committee oversees the production of the Annual Shows.*
- b. *The SHOW CHAIRMAN establishes a budget, determines and contracts with guest artists, contracts with the theater used for the performance, oversees ticket operations, and arranges for the post-show afterglow.*
- c. *The SHOW DIRECTOR selects the theme, works with the Music Committee to establish repertoire to be presented, works with the Stage Presence Committee to determine opportunities for creative staging, and oversees all technical aspects of the presentation.*

Duties of Chapter Positions

Section 3.01 Editor of the "Silver Dollar Bill":

- a. *Responsible for writing, editing, and distributing the Chapter's monthly newsletter by email,*
- b. *Reports to the President.*

Section 3.02 Chapter Historian:

- a. *Responsible for recording Chapter's history, including quartet and chorus activities, filing newspaper and magazine clippings, filing copies of all issues of the "Silver Dollar Bill", tracking all achievement and other awards as appropriate.*

b. Reports to the President.

Section 3.03 Music Librarian:

- a. Responsible for maintaining chapter's music library,*
- b. Distributes music to each active member of the performing chorus,*
- c. Provides Membership Vice President with up-to-date music folders of current repertoire as well as standard songs to be distributed to guests,*
- d. Distributes learning tapes according to directive of Music Vice President,*
- e. And, works with chapter Secretary to order and replace music as appropriate.*
- f. Serves as member of the Music Committee.*
- g. Appointed by and reports to the Music Vice-President.*

Section 3.04 Music Section Leaders:

- a. Responsible for assisting general membership learn chorus repertoire, conducts section rehearsals as appropriate.*
- b. Contacts members of his section that have missed rehearsal or practice sessions.*
- c. Serve as members of the Music Committee.*
- d. Appointed by and report to the Music Vice-President.*

Membership

Section 4.01 Membership Qualification Process:

- 1. The Reno – Silver Dollar Chorus is a male singing organization that strives to provide outstanding musical entertainment for our audiences. Our goal is to provide an atmosphere wherein each member is able to achieve his full potential as a performer. We have reasonably high standards for performance membership in the chorus and provide programs for continuing training of members in all aspects of musical performance through the use of both internal and external coaching.*
- 2. Our goal is to increase membership without sacrificing quality. We accomplish this through our qualification process and offer encouragement and assistance to any candidate who does not immediately meet our performance requirements but demonstrates moderate skills and a desire to improve.*
- 3. You may start the membership process as early as your third rehearsal. The overall membership process consists of three steps:
 - 1) Interview**

- 2) *Vocal Qualification*
- 3) *Board Approval*

4. *In greater detail these three steps are:*

- 1) *Interview - a short discussion intended to ensure that we understand what you are looking for in joining the Silver Dollar Chorus; and that you understand what will be expected of you when you join us.*
- 2) *Vocal Qualification – this process consists of one to three steps:*
 - a. *Vocal Placement – Our music leader will assesses what part may be best for you*
 - b. *Vocal Quality and Skills Evaluation - Our music leader guides you through several skill assessments and provides feedback*
 - c. *You may be asked to sing a portion of a chorus song in a quartet.*
- 3) *Board Approval – the Chapter Board of Directors will consider your application once these steps have been completed satisfactorily and all required membership application forms have been received.*

Section 4.02 *Membership Information Documents: See Appendix II*

AWARDS

Suggested Guidelines for Selecting Recipients of Awards

The Chapter shall host an Awards/Installation Dinner each year in the month of December. The purpose will be for installing the officers and members of the Board of Directors who will serve the Chapter for the forthcoming year. And, for recognizing members of the Chorus who have made outstanding contributions to the life of the Chapter.

Section 5.01 *Responsibilities for planning and hosting the annual Awards/Installation Dinner shall fall on the recipient of the Barbershopper of the Year for the immediate past year and his committee consisting of previous recipients of this award.*

Section 5.02 *Responsibility for selecting the Installing Officer for the Installation of Officers shall fall to the outgoing President. Protocol suggests that the Division Vice President (or his representative) shall be extended the first invitation to serve as Installing Officer.*

a. The Installing Officer and his guest shall be guests of the Chapter for this event.

Section 5.03 *The incoming President: Shall present the outgoing President with an appropriate permanent plaque commemorating his term(s) of office.*

Section 5.04 *The outgoing President: may give recognition to outgoing Board in the manner he so chooses.*

Section 5.05 *Selecting recipients who are to be honored for the various awards will fall on the awards committee, director, section leaders, and the board of directors. The awards committee will have responsibility for presenting the awards, except where noted.*

Section 5.06 *Criteria for specific approved awards.*

a. Silver Half Dollar Award- semi-annually

1. This person provides Leadership in many ways to the Chapter.

2. He is a Quartetter and a Teacher as well as an active chorus member that puts performance first.

3. He helps others to perfect their craft and creates a good learning environment for the men.

4. The selection made by the VP Music, Section Leaders, Director and Board of Directors.

5. The award will consist of a certificate and a pilsner glass set.

b. Most Improved Singer Award - quarterly

1. Given quarterly to the member who has shown the greatest improvement in singing within their section.

2. Selection made by the Director, Section Leaders and VP Music.

3. Depending on the size of the section, a different section is awarded each quarter.

4. The award will consist of a certificate and a pitch pipe, pitch pipe holder, or a pen and pencil set.

c. Jeff Healion Excellent Performance Award – semi-annually

1. Given semi-annually to the member who demonstrates the best performance expression throughout the preceding months during practice and performance

2. *Selection determined by the Director and Section Leaders on a weekly basis to no more than ten chorus members*
3. *Weekly recipients will be given a badge to be worn the following week.*
4. *The member who earns the most on the weekly basis at the end of the six month period will be the recipient of the semi-annual award will receive a certificate and polo shirt.*

Appendixes

Appendix I: Directors Contract

Music Director Contract and Letter of Agreement

Parties and Term

This agreement is made between the Reno Chapter of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc., a non-profit organization, and Bill Weiser, performing in the capacity of music director.

- 1) *This contract is in effect for a period of one year beginning Jan 1, 2015.*
- 2) *This contract is subject to review by the chapter board and all revisions thereof become effective when co-signed.*
- 3) *This contract is “at will” and can be terminated by either party with no notice.*
- 4) *The terms and conditions of this agreement may be amended by mutual consent on the part of the chorus director and the chapter board.*

Relationship of the Director to Chapter Board and Committees

The director shall have major voice in decisions affecting music matters. All committees shall give all due consideration to the director's recommendations and advice on music selection, arrangement selection, staging, stage presence and costuming.

The director may address the chapter board at any time through the vice president for music and performance, the music team, the president, or any other officer or member of the board. It is not necessary for the director to attend board meetings, although his presence will always be welcomed. One exception to this policy is that the director shall be involved in decisions affecting participation at contests. Final decisions on these matters, however, will be made by the various committees, and, ultimately, by the chapter board.

Responsibilities of the Director

The director shall work for the betterment of the chapter and specifically to do the following, unless prevented by legitimate personal reasons:

- 1) Attend all regular and special rehearsals of the chorus. The director shall be musically prepared for and attend all regular rehearsals of the chorus, except in cases of emergency or illness and for designated vacation time and agreed upon absences. Sufficient notice (typically at least two weeks) of any other necessary absence must be given to the board of directors, through the president, so that other arrangements can be made.*
- 2) Attend and direct all authorized performances of the chorus. The director shall make every effort to be available for chorus performances, particularly any major singing engagement. Requests for chorus performances shall be presented to the director to determine availability before notice is given to the chapter members. The director shall attend the technical rehearsal and the dress rehearsal prior to major shows and performances.*
- 3) Attend SPEBSQSA training sessions for music directors.*
- 4) Be a member of the music team and attend all regularly convened team meetings.*
- 5) Work with the music team in selecting music for the chorus.*
- 6) Prepare and execute the weekly chorus rehearsal schedule, working with the music and administrative staff within the framework of annual goals.*
- 7) Work in conjunction with the music team to present a one year music program to be approved by the board.*
- 8) Work with the music team to audition and accept or reject prospective chorus members on a musical basis.*
- 9) Become involved in coaching quartets if asked by specific members involved and when time permits.*

10) Encourage and develop assistant directors. Official appointment of assistant directors will be made by the director and music and performance vice president, with ratification by the board/membership. Allot time each week for the assistant directors to work with the chorus.

Responsibilities of the Chapter

- 1) Provide all the funds required by this agreement, paid to the director and others in a timely manner.*
- 2) Provide all such aids as may be reasonably requested by the director for his use in performing his duties, including, but not limited to, music, practice hall facilities, sound equipment, etc.*
- 3) Cooperate fully with the director at all times during the term hereof for the betterment of the chapter.*

Payment

The director shall receive compensation for the performance of his duties.

- 1) Reimbursement for payment of all local, district and Society dues and assessments are as now or may become effective during the term of the contract.*
- 2) When the chapter chorus is competing, reimbursement for all of the chorus director's expenses for round trip transportation to competition site (or mileage at IRS charitable organizations rate), single accommodation and convention registration.*
- 3) Reimbursement for lost wages for music lessons which cannot be rescheduled that are missed due to chapter competition or shows.*
- 4) Reimbursement of enrollment costs for any SPEBSQSA sponsored school, including local, district and national schools at which attendance is required by the contract, and any board-approved SPEBSQSA sponsored school or training session the director may elect to attend which will contribute to the enhanced performance of his duties.*
- 5) Reimbursement of all expenses required for attendance at any training session described above including, but not limited to: round trip transportation to site (or mileage at IRS charitable organizations rate), single accommodation and meals.*
- 6) Reimbursement for cost of purchase of performance costumes and uniforms.*

7) *Annual bonus in an amount determined by the board paid in December, not to exceed \$599.00.*

Board Approval

Ratified by Board on: 3-10-2015

President: Fred Watson

Date 3-12-2015 **Signature** _____

Vice President – Music John Christopherson

Date 3-18-2015 **Signature** _____

Accepted by Director

Director: Bill Weiser

Date 3-12-2015 **Signature** _____

Appendix II – Membership

Membership Information

Welcome to the Silver Dollar Chorus

Guests are always welcome to our weekly meetings and rehearsals. This is the opportunity for us to get to know each other and see if there is a mutual interest in joining the chorus.

The Silver Dollar Chorus is a group that is focused on performance and competitive singing in the “a capella” style of “Barbershop Harmony”, using four part harmony: Tenor, Lead, Baritone, and Bass. If you have not sung barbershop before, you should discuss your voice range with the members and they will help you find your best part.

We are also a non-profit, charitable organization that is a member of the Barbershop Harmony Society (BHS) headquartered in Nashville, TN. We support performing arts charities the in Reno/Sparks area and Youth in Harmony which is a BHS program to promote barbershop singing for all youth interested in 4 part harmony. We compete with other chapters in our Far Western District during two contests per year minimum, and also offer opportunities for quartets to compete. Singing often and singing often is our passion. Smile and cheers by the audience is our reward. Some of our performances are paid, while others are done to support other charities, and or programs we produce to promote charitable giving.

There is something always going on at our weekly meetings, and this can be a little overwhelming to a newcomer, best assured, we are very happy to have you here, and we will do all we can to answer your questions and make you comfortable.

A love for singing is what brings together. The entertainment and charitable contributions that we provide to our community is worth the hard work and dedication, and the fun we have making it happen.

If you find this experience a little confusing, you are not alone. We were all newcomers at one time with all the same questions and confusion. We have quests at nearly all the rehearsals, and it usually takes a few meetings to really feel at home. So relax, and keep coming back.

Check out our website: www.silverdollarchorus.com or the BHS website www.barbershopharmonysociety.com.

If you have any questions, feel free to call one of the members below:

Steve Shurtliff, Sparks 775-331-6490

John Hill, Reno 775-842-3804

Dave Ramer, Carson City 775-884-1223

Introducing the Silver Dollar Chorus

We are the Reno chapter of the Barbershop Harmony Society. Chartered in 1975, we are in the Far West District of the Barbershop Harmony Society (BHS), which includes the states of California, Nevada, Arizona, Hawaii and part of Utah.

We sing 4 part, a-capella harmony, emphasizing the Barbershop style. We strive to sing together as a unit, with our voices blending together as a whole, the sound coming from the whole, no one voice more important than the other.

Our director, Bill Weiser, brings over 40 years of experience in vocal instruction and directing to our Chorus, and is a primary reason why we place in the top 7 regularly at District Competitions.

We welcome men of all ages to come and sing with us. We rehearse once a week, with additional rehearsals on occasion. You do not need an outstanding voice to sing with us. You do need to be able to hear where your notes are in relation to the group, and you do need a willingness to learn.

Currently we rehearse on Wednesday nights from 7pm to 10pm in the choral room of Reno High School.

We perform out in the community on a regular basis. We can be seen at the Reno Air Races, UNR basketball games, Art Town, and on other occasions as well. We usually do two shows of our own each year; one at Christmas and one during the summer. We also compete each year at the Far Western Divisional and District contests.

There are costs for membership and performance uniforms (see sheets included). We hope your introduction to the Silver Dollar Chorus was an enjoyable experience for you. Those of us here find it a truly rich and rewarding one. If you are so inclined, we welcome you to further explore this activity with us, and

perhaps join us in bringing men together in harmony and fellowship to enrich lives through singing.

Our Mission

Bringing men together in harmony and fellowship to enrich lives through singing

Our Vision

Nevada's Premier Men's Harmony Group

Just what is the Silver Dollar Chorus, anyway?

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There are costs for membership and performance uniforms (see sheets included). We are able to assist those who need help on an individual basis.

We hope your introduction to the Silver Dollar Chorus was an enjoyable experience for you. Those of us here find it a truly rich and rewarding one. If you are so inclined, we welcome you to further explore this activity with us, and perhaps soon join us in bringing men together in harmony and fellowship to enrich lives through singing.

What do I do to become a member?

If you are reading this, you have stood on the risers with us, gotten to know us, and felt how it feels to blend together as a whole.

Some consider barbershop singing a hobby. We like to think of it more as a team sport. In order to have a good team everyone needs to play well. If we sort of come to practice now and then and sort of know the music, we will sort-of sound ok, maybe. As individuals we don't miss many rehearsals or performances, and we make it a point to learn our music as quickly as possible so we can concentrate on singing and performing together. When a new piece of music is given to us, the learning tracks are posted on our web site and we have 3 weeks from that point to learn the song.

There are costs involved. There are membership dues and performance outfits you will need to purchase (see separate sheets attached). We also pay our own expenses when we go to contest, which is twice a year and usually somewhere in California. We are a non-profit organization, and anything you spend to do this is tax deductible.

There is an audition process. Bill Weiser, our director, will hear you sing in a quartet and decide if you're ready or if another week or two of singing with us is needed. Then you'll audition again. You are always getting coaching along the way, and each rehearsal is like a free voice lesson. Once he gives the go-ahead, the

vocal part is done. There is a membership application, and the Membership VP will help you with this.

We look forward to having you with us as a member!

The Cost of Membership

There are two levels of membership available for men who qualify.

- BHS Member*
- Performing Member*

BHS Membership

Annual membership dues total \$170.00:

- \$120.00 (Barbershop Harmony Society)*
- \$25.00 (Far West District)*
- \$25.00 (Reno Chapter)*

Dues can be paid in full, or done on an installment plan.

Installment Plan for New Members Under 26

Younger members joining for the first time pay only \$10.00 for the first year. To qualify for this discount, you agree to have automatic payments withdrawn toward your second year of membership. Splitting the dues across twelve months will mean payments of just a little over \$14.00 a month.

Installment Plan for New Members 26 or Older

Your first year is half price – \$85.00 – plus the \$10.00 initiation. To qualify for this discount, you agree to have automatic payments withdrawn toward your second year of membership. Splitting the dues across twelve months will mean payments of just a little over \$14.00 a month.

Performing Membership

If you would like to perform in public with the chorus, you must dress the part. There are two classes of Uniform. The Class B uniform is used for less formal local performances. The Class A uniform is used at competitions and the two annual shows the chorus does each year.

***NOTE: You must be a
BHS member to***

perform with the chorus.

Class B

*Maroon SDC shirts
(short and long sleeve)
Black uniform slacks
Black socks, shoes, belt
(supplied by member)*

Class A

*Black tuxedo coat with
peak collar and slacks
Black uniform shirt
Yellow vest, tie, and
pocket square
Black shoes (high
gloss)*

What does it cost to join?

Annual Barbershop Harmony Society dues are \$120 per year. District dues are \$25 and Chapter dues are \$25, making a total of \$170. They now have a plan where you get your first year at half price, then set up an automatic withdrawal of about \$14 per month so that when your next year comes up, you are already paid.

If you are under 26, you get a break. If you are joining for the first time, your BHS dues are \$10 for the first year. As far as District and Chapter dues go, you get a free pass. That means it costs you \$10 to join.

Membership Costume / Uniform Requirements

As a member of Nevada's premier men's chorus, you will be required to have the appropriate things to wear at the various performances. When we perform we have three different costumes that we wear. First is the Class A or formal attire. Next is the semi-formal. And last is the casual dress. Below you will find a list of what is required, the cost and who to contact.

- 1. Black Tuxedo with a peaked collar on the jacket, standard satin stripe pants* *\$135.00*
- 2. Yellow vest, tie, pocket square, and black shirt* *95.00*
- 3. Burgundy long sleeve shirt* *25.00*

- | | |
|---------------------------------------|-------|
| 4. <i>Burgundy short sleeve shirt</i> | 25.00 |
| 5. <i>Black semi-formal pants</i> | 35.00 |

Other needed items:

- | | |
|---|---------|
| 1. <i>High gloss formal wear shoes (available)</i> | \$80.00 |
| 2. <i>Casual black shoes – any that you have in your wardrobe</i> | |
| 3. <i>Black belt</i> | |
| 4. <i>Black socks</i> | |
| 5. <i>Black chorus jacket (optional)</i> | 65.00 |

If you have your own tuxedo, your out of pocket cost would be \$180.00. If you have a financial hardship, a schedule of payments can be made with the chorus treasurer. Ask the Membership Chairman for advice on the uniform needs and purchase. He will help and direct you to the proper individuals. Thank you – lets “Keep the whole World Singing”

Performing with the Chorus Ground Rules

**RENO CHAPTER OF THE BARBERSHOP HARMONY SOCIETY
SILVER DOLLAR CHORUS (SDC)
GROUND RULES & COVENANTS**

OVERVIEW

This document formalizes the Silver Dollar Chorus’ overall Ground Rules and Covenants.

OBJECTIVES

- To establish and/or reinforce our commitment to each other, as members of the chorus.
- To document our understanding of what is expected of every member of the chorus
- To educate future candidates for membership as to the level of commitment and dedication expected of all members
- To ensure that all members know our Vision and our Mission statements:

SDC’s Vision: To Be Nevada’s Premier Men’s Barbershop Chorus

SDC's Mission: To bring men together in harmony and fellowship to enrich lives through singing.

BACKGROUND

Achieving SDC's Vision and Mission requires a substantial time commitment and considerable effort from every member of the SDC. Chapter leadership, defined as the Board of Directors, the Music Team and committee members, also has a significant role to play. Individual members need to know what is expected of them and what they can expect from the chapter leadership.

This set of ground rules and covenants was developed to clearly state both the members' and the chapter leadership's responsibilities.

SILVER DOLLAR CHORUS' GROUND RULES

Silver Dollar Chorus' overall Ground Rules consist of three sections:

- GROUND RULES FOR CHAPTER LEADERSHIP
- GROUND RULES FOR MEMBERS
- GROUND RULES FOR PERFORMING WITH THE CHORUS

GROUND RULES FOR CHAPTER LEADERSHIP: LEADERSHIP WILL:

1. Provide high-quality sheet music and learning media for all songs in the chorus repertoire.
2. Provide training on a regular basis to give every member the opportunity to continuously improve both musical and performance skills.
3. Provide quality coaches on a regular basis.
4. Establish a specific procedure for dealing with complaints or concerns. Under no condition will complaints or concerns be expressed or addressed during regular chorus rehearsal time.

5. Insist that all members display mutual respect and a positive attitude at all times.
6. Actively promote and encourage quartet singing.
7. Initiate positive interventions if the Ground Rules and/or Covenants are not being upheld.
8. Encourage proactive participation by all members and our supporters to preserve our Vision and promote continuous quality improvement.
9. Provide the resources necessary to achieve the chorus Mission and Vision.
10. Lead by example by arriving on time, organized, and ready to go.
11. Carefully evaluate each potential performance before committing the chorus to perform.

GROUND RULES FOR MEMBERS:

In general, members are expected to learn the words, notes, and rhythms of new songs and be off the sheet music within three weeks of receiving a new one of a song. Within six months of joining, all members should know the current repertoire well enough to perform all songs "off the spots." This requires extra effort outside the normal chorus rehearsal time.

EACH MEMBER OF THE CHORUS WILL:

1. Actively participate in the operation of the chorus and its related activities.
2. Make an honest commitment to abide by these Ground Rules and Covenants.
3. Attend at least 75 percent of all rehearsals and if possible, participate in all performances.
4. Be performance-ready on the current repertoire.
5. Arrive at each singing event, including rehearsals, on time, warmed up and ready to sing.
6. Commit to “doing the work.” That means, in addition to regular rehearsals, putting in at least 2 hours per week practicing music, lyrics, and presentation.
7. Actively participate in recruiting and retaining members for the chorus.

GROUND RULES FOR PERFORMING WITH THE CHORUS

1. The Silver Dollar Chorus invites all members who are proficient on a song to sing on the risers during a performance.
2. Members pledge to voluntarily remove themselves from the risers before any performance if they are not 100% on the words, notes, and visual package of a song, to include being in proper uniform.
3. All performing quartets, representing the Silver Dollar Chorus, must pre-qualify for the Music Team before performing publicly.

SILVER DOLLAR CHORUS COVENANTS

These covenants constitute a solemn agreement between the members of the SDC to act together in harmony so that each man knows what the Silver Dollar Chorus expects from every member. Please read each covenant carefully, initial each one, and sign the Statement of Acceptance (page 6). We will keep the original copy in our files and you will receive a copy for your records on request.

1. The Silver Dollar Chorus dedicates itself to continuous improvement in order to achieve excellence in entertainment.

I am dedicated to the achievement of excellence in entertainment. _____

2. The Silver Dollar Chorus strives to be FIRST CLASS. Being first class means never accepting anything less than our very best efforts: how we perform, how we look and most importantly, how we conduct ourselves in public when representing our chorus. Our standards are high and your commitment to these standards is required.

I am committed to conducting myself in a FIRST CLASS manner. _____

3. The Silver Dollar Chorus has an ‘Active Members’ policy. This means more than just singing well. Basically, each man is asked to volunteer for at least one chorus job: serve on at least one committee or assume at least one position of responsibility within the chorus.

I am an ACTIVE MEMBER and have accepted or will accept at least one chorus job. _____

4. The Silver Dollar Chorus expects each member to actively recruit new members. Membership is everyone’s responsibility. It is always important for every member to be actively looking for and recruiting talented singers/performers.

I am on the lookout for talented singers/performers. _____

5. The Silver Dollar Chorus expects every member to maintain personal discipline and a positive attitude at all chorus functions. We value your opinion and welcome constructive suggestions and ideas. We refuse to tolerate any form of public negativity. If you feel there is a problem that needs to be resolved or if you have a complaint, please bring it to the attention of the Leadership Team in private. Your issue will be resolved in a timely manner by only those people who need to be involved.

I will maintain discipline and a positive attitude around the chorus. _____

6. The Silver Dollar Chorus expects each ‘performing member’ of the chorus to do everything required to prepare himself to perform at the highest level. This means following the Music Director, his assistants and coaches, memorizing the music and performance plan with 100% accuracy and accepting the responsibility of singing with the chorus at public performances. It is each member’s responsibility to remove himself from the risers if he is not living up to those expectations.

If and when I am a performing member, I will learn my music and be ready to perform. _____

7. Regular attendance by its members is essential for the Silver Dollar Chorus to accomplish its objectives. The Silver Dollar Chorus expects each member to attend 6 of the last 8 rehearsals (75%) prior to any performance. And, attendance at the last rehearsal before the any show, contest, performance, or sing out is mandatory.

As an active member, I will abide by the 75% rule to attend chorus rehearsals. _____

8. All members appearing on stage for any performance by the Silver Dollar Chorus do so at the discretion of the Music Director and Music Team. Prior to any performance, at the discretion of the Music Director or Music Team, an individual proficiency exam may be required. This includes singing words and notes, and if applicable, the presentation plan.

If I am a performing member, I will be ready to demonstrate my proficiency on all songs in chorus' current repertoire to the Music Team when asked. _____

9. Every year, each active member will be asked to reread the Mission, Vision, and Ground Rules and to sign the Covenants as a reminder of his commitment to the Silver Dollar Chorus.

I am ready to recommit myself to the Silver Dollar Chorus. _____

STATEMENT OF ACCEPTANCE

My signature below confirms that I have read the Ground Rules and initialed each covenant. I understand the Silver Dollar Chorus' Covenants and overall Ground Rules. I fully agree with the intent of these documents and I realize their importance to the advancement of the Silver Dollar Chorus and the Society as a whole.

I *ENTHUSIASTICALLY* pledge my support.

Print Name: _____ Date: _____

Signature: _____

Appendix III *Additional Awards*

Guidelines for Achievement Awards:

Awards which may be given at the option of the Board of Directors. Board approval required.

a. Most Representative of the Chorus.

1. the Chorus member who has the best attitude, attendance at practice and performances, an active singer in quartets, volunteers for work or functions as an administrator, and demonstrates a passion for Barbershop.

2. Selection made by a Chorus silent vote.

b. Chorus Godfather Award

- 1. the chorus member who continues to show leadership, wisdom, and advice to both established and new members*
- 2. Awarded annually*

c. Leadership Award

- 1. Given to the member who demonstrates vision, work ethic, and follow through on each project or performance*

d. Most Creative

- 1. Given to the Chorus member that contributes ideas for songs, show laughter, keeps energy moving, and a good contagious attitude*

e. Rookie of the Year

- 1. This is the new (Less than 2 years) person that is always tagging after chapter or singing in a quartet and gathering singers to bring to the chapter so they can enjoy his hobby.*
- 2. He is the man totally bitten by our hobby.*

f. Directors Award

- 1. This is an award for the Director to say Thank You to the person who has been the biggest help to him and has worked to provide the chapter with musical excellence throughout the year*

g. Certificates of Service

- 1. These awards are to be given in recognition for doing great jobs on projects that are for the good of the Chapter*
- 2. They are awards to say thank you for individual efforts on important chapter projects*
- 3. Awarded throughout the year as needed and recommended by the Board of Directors.*

Appendix IV

Special Rules for Small Boards Robert's Rules of Order, Newly Revised, 11th Edition

“In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- *Members may raise a hand rather than standing when seeking to obtain the floor, and may remain seated while making motions or speaking.*
- *Motions need not be seconded.*
- *There is no limit to the number of times a member can speak to a debatable question. *Appeals, however, are debatable under the regular rules – that is, each member, (except the chair), can speak only once on debate on them, while the chair may speak twice.*
- *Informal discussion of a subject is permitted while no motion is pending. When a proposal is perfectly clear to all present, a vote can be taken without a motion’s having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by a vote under the same rules used in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.*
- *The chairman need not rise while putting questions to a vote.*
- *If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.
* However, motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board, although occasions where they are necessary or appropriate may be rarer than in larger assemblies.
** Informal discussion may be initiated by the chair himself, which in effect, enables the chairman to submit his own proposals without formally making a motion as described on page -35 [§4 of Robert’s Rules] (although he has the right to make a motion if he so chooses.)*