

SAN CLEMENTE CHORAL SOCIETY
SAN CLEMENTE, CALIFORNIA

STANDING RULES

Responsibilities and duties identified in this document may be revised, corrected, and/or amended by the Executive Board as often as needed without a vote by the Membership. Members shall be informed of such revisions, corrections or amendments in the form of a bulletin/notice, together with an explanation of the change, correction and/or amendment.

I. EXECUTIVE BOARD

The duties of the Executive Board shall include, but not be limited to, the following:

A. Administer the business affairs of the SCCS including all contractual arrangements, personnel matters, insurance liability, facilities use, concerts, public relations and other like-matters.

B. Act as the policy-making body of the SCCS within the specifications, scope and guidelines of the Constitutional Bylaws.

C. Approve and publish the annual budget before the beginning of each fiscal year.

D. Approve actions of all committees prior to implementation of such actions.

E. Report to the membership of the state of affairs of the SCCS.

F. Appoint Committee Chairpersons for all standing committees based on research of qualifications and interests of members, as well as input and recommendations from leaders. Encourage all chairpersons to staff their committees using similar inquiry, invitation, qualifications and expressed interest.

G. Select the Artistic Director, Assistant Director, Accompanists, and other contracted personnel and enter into contractual arrangements based on financial resources and to further the mission and purposes of the SCCS.

H. Demonstrate responsibility for initiating and maintaining an effective Plan of Action for all SCCS activities and including a timetable, benchmarks, etc. for upcoming events and committee actions as far in advance as reasonable that offers a high expectancy of success.

II. DUTIES OF ELECTED AND NON-ELECTED EXECUTIVE BOARD MEMBERS

A. President

1) Presides at all meetings of the SCCS and its Board of Directors.

2) Acts as ex-officio member of all committees.

3) Exercises general supervision of all policies, agendas, and programs approved by the Board.

4) Establishes meeting dates. Provides and distributes agendas for all meetings of the Executive Board and all general membership meetings, including annual meetings.

5. Is accountable to the Executive Board for all actions and decisions.
6. Has check writing and signature authority in the absence of the Treasurer.
7. Remains on the Executive Board as immediate Past President in the year following completion of the two-year term described in the Bylaws.

B. President-Elect

1. Assumes all duties of the President in his/her absence.
2. Acts in the capacity of Production/Facilities Chairperson of the SCCS.
3. Oversees the SCCS website for current for announcements, concerts, posting photographs and related activities and assists the Membership Chair with information relevant for the website.
4. In the second year of the two-year term assumes responsibilities as President.

C. Recording Secretary

1. Maintains accurate records of all meetings of the SCCS including Executive Board meetings. Prepares and distributes minutes for Board approval via email no more than one (1) week following an Executive Board meeting.
2. Maintains a permanent file of all minutes and other SCCS documents.
3. Is responsible for maintaining an inventory of all approved copies of the Constitutional Bylaws and any Addenda for distribution of these documents as directed by the Executive Board.
4. Following approval of meeting minutes, distributes approved minutes to the membership.
5. Inventories and destroys records per records policies as directed.

D. Corresponding Secretary

1. Sends out notices of all meetings of the SCCS and the Executive Board.
2. Prepares and sends out communications on behalf of the SCCS as directed by the President.
3. Maintains a correspondence file for incoming and outgoing correspondence.
4. Maintains an up-to-date list of all members of the SCCS in three categories: Current, Inactive, Past/Prospects.
5. Sends emails to SCCS members in advance of rehearsals and other meetings.
6. Maintains lists (email database list and mailing list) of potential attendees to SCCS events and sends timely, advance notices of upcoming SCCS events to SCCS lists.
7. Prepares and sends donation acknowledgements to donors and contributors.

E. Treasurer

1. Maintains a correct and accurate list of authorized signatures for signing checks in behalf of the SCCS.
2. Follows all accounting practices for receiving and disbursing funds including appropriate procedures for requisitions for disbursement to vendors and authorized reimbursements.

3. Receives and deposits all funds received by the SCCS into a financial account set up in a bank that is FDIC approved and maintain an accurate record of all funds.
4. Disburses funds of the SCCS based on accounting practices which include check request forms with written authorization and appropriate receipts or documentation.
5. Prepares and presents financial reports at least annually to the membership and more frequently on request of the Executive Board.
6. Prepares tax forms and oversees payment of any related taxes as required by city, county, state and federal statutes.
7. Reviews policies and practices related to income, expense and related matters at least annually and prior to audit requests with the Executive Board and makes recommendations for corrections/improvements that ensure sound accounting and reporting practices.
8. Provides all financial records and reports as required for audit.
9. Requests information regarding projected expenditures from Committee chairs in sufficient time to prepare and submit a projected budget by August 1st each year to the Executive Board for review and action.
10. Distributes the approved budget to the Executive Board and others as directed.

F. Immediate Past-President

1. Remains on the Executive Board one additional year to support the Board President.
2. Trains and oversees concert volunteers for ticket sales, opportunity drawings, and usher duties.

G. Assistant Director

1. Serves as liaison between the Artistic Director and the Executive Board.
2. Keeps SCCS “gallery website page” current.
3. Oversees production and sale of concert CD’s.
4. Assists in other ways as delegated by the Executive Board.

III. STANDING COMMITTEE CHAIRPERSONS

Chairpersons are part of the expanded Executive Board. Attendance at the Executive Board meetings is optional, except when requested by the Executive Board. Chairpersons may organize a small committee of other members to assist in meeting their goals. These standing committees include:

A. Public Relations Committee Chair

1. Designs and creates all promotional materials pertaining to the SCCS. This includes, but is not limited to, concert posters, bulk mailing flyers and postcards, and concert program booklets. It also includes arranging for professional printing of all related materials in a timely fashion.

2. Composes and submits for publication all rehearsal season announcements and all concert and performance-related press releases. Subject to budget approval, submits photographs for news publications.
3. Maintains a database of mailing and e-mail lists of relevant newspapers, magazines, churches, schools, and motel/hotels, etc. where SCCS mailings and flyers could serve as news venues and result in audiences for SCCS events.
4. Develops, initiates relationships or continues partnerships between the SCCS and community groups.

B. Membership Committee Chair

1. Prepares registration forms and handles member registration for every concert season.
2. With the assistance of the Corresponding Secretary:
 - a) Distributes rehearsal schedules to members at registration and via email.
 - b) Maintains the membership and general mailing list databases.
 - c) Produces mailing labels as requested by the President and other Executive Board members.
 - d) Produces a "membership list" for each concert and distributes.
 - e) Produces attendance lists for each current rehearsal and by each concert season.
3. Maintains, updates and distributes membership information, both printed and on the SCCS web site, with the support of the President-Elect.

C. Music Library Chair

1. Arranges for the purchase, distribution and collection (when applicable) of all music, and maintains a complete and current inventory of all music in the library of the SCCS.
2. Oversees distribution of music to members and the collection of music fees. Submits the fees, along with a list identifying names and payment to the Treasurer.
3. Arranges for a rehearsal CD of music for each upcoming performance and distributes it to members. Collects outstanding fees and sends to Treasurer.

D. Ticket Chair

1. Designs and orders tickets at least two (2) months in advance of concerts.
2. Manages pre-concert ticket sales, and keeps accurate records of sales. Turns over all funds with sales records to the Treasurer. In the event of a "Hold/Will Call" for tickets, provides information and tickets to assistants before doors open for each concert.
3. Provides reports to the Executive Board and recommendations to encourage or improve future ticket promotion and sales.

E. Opportunity Drawing Chair

An opportunity drawing may be planned as a publicity and fundraising activity at any SCCS concert.

1. Organizes a small committee to plan and collect donated items.
2. Oversees all activities for creating, displaying and distributing prizes.

3. Arranges for set-up and take-down of tables and equipment used at concerts.
4. Maintains a list of all donors, patrons and sponsors for inclusion in web site and programs.
5. Sends contributors/donors name, address and pertinent information to the Corresponding Secretary for preparation of a written acknowledgement & Thank You to donors.

F. Hospitality Chair

1. Organizes social events for SCCS in cooperation with the Executive Board.
2. Makes recommendations to the Executive Board for needs at hospitality or social events to be held. i.e. cookies, parties, discussion groups, etc.
3. Coordinates the necessary arrangements concerning such social events, including set-up and clean-up.
4. Plans for the distribution of information regarding social events and provides it to the person or committee responsible for sending notices to the membership.
5. Submits proposals for funding such events to the Executive Board for approval.

G. Archive Chair

1. Keeps and stores records of all SCCS performances and events.
2. Captures any and all public notices, photos, posters, signs, etc. that involve SCC events and its members.
3. Organizes and shares the history of SCCS and its successes with its members.

H. Production/Facilities Chair

1. Pursuant to the Bylaws, this responsibility belongs to the President-Elect.
2. Works with the Artistic Director, Executive Board and other personnel to establish locations, dates and times for rehearsals and performances and other SCCS events.

IV. MUSIC PERSONNEL DUTIES

A. Artistic Director of SCCS

1. Provides artistic and musical leadership to further the purposes of the SCCS each season, as agreed.
2. Carries out the related terms in each contract duly authorized and signed by the Executive Board each year.
3. Attends, with reasonable advance notice, monthly Executive Board meetings and special meetings as requested by the Executive Board.
4. Attends and provides his/her report at the annual meeting of the SCCS and is prepared to address appropriate questions from the membership.
5. Makes recommendations and observations regarding any matter related to recruitment, growth and direction of the SCCS.
6. Establishes and works in a congenial relationship with accompanists, assistant director, soloists, and any other personnel and members of SCCS.

B. Assistant Artistic Director

1. Assists the Artistic Director in all aspects of rehearsal and performances, including suggestions for musical literature, rehearsal warm-ups, and other duties that support the musical goals of the membership.
2. Assists the Artistic Director in determining requirements for soloists, establishing selection procedures, and conducting auditions.
3. Provides back-up support to the Artistic Director. This support may include leading sectionals and rehearsals in his/her absence and occasional conducting in concerts, as agreed in advance.

C. Accompanist

1. Provides accompaniment at all rehearsals and performances as determined in consultation with the Artistic Director and/or President. Absences shall be arranged for in advance so that coverage is assured for rehearsals and concerts. Individual rehearsals with soloists or ensembles shall be worked out so they are on rehearsal dates, wherever possible.
2. Works with the Artistic Director on repertoire to ensure choral selections are concert-ready before public performance, in terms of accompaniment and rehearsal proficiency.