



MEMBER HANDBOOK
2025 - 2027

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Member Handbook

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www.cannonbeachchorus.org

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Thank you for choosing to join the Cannon Beach Chorus.

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

1 | Mission Statement

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

2 | History of the Chorus

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

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

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

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

3 | Membership

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

a. Concert Seasons & Dues

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

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

Currently the dues are \$50.00 per season. Dues are not refundable. Membership Scholarships are available.

b. Musicianship Growth & Vocal Development

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

c. Roster Information

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

d. Rehearsals

It is the goal of the Cannon Beach Chorus to foster an enriching musical experience with like-minded, enthusiastic choral singers each week. Our rehearsals are entertaining, educational, and enriching. Expect a welcoming atmosphere from the conductor, the accompanist, and the other members of the Chorus. To that end, singers are encouraged to introduce themselves to other singers. Wearing the name badge provided to Chorus members will help encourage fellowship. Members are encouraged to help with set-up and putting away rehearsal hall furniture, as directed by the Conductor and Board.

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

Rehearsals begin promptly at 6:00 pm each Monday evening and end promptly at 8:00 pm. Rehearsals are held at The Community Church (132 E. Washington St.) in Cannon Beach. Sign in to attendance sheets as you enter the building. Members are expected to be in their seats with music and ready to begin at 6 pm. Any planned absence or tardiness, along with any change in contact information should be communicated to the Vice President and/or Conductor.

Singers come to the Chorus with a wide range of prior singing experience, ability to read music, and skills

with musical interpretation. It is the Conductor's job to bring all singers along to a place where our voices meld and music is enjoyed by singers and audiences alike. To that end, singers will need to practice the music independently and outside of scheduled Chorus rehearsal. The Conductor provides many tools to help members to practice their parts outside of Chorus rehearsal time. When the Conductor is working with a section other than your own, please listen to the instruction the Conductor is giving and follow your own part in the score.

The Conductor is responsible for a blended, expressive performance sound, excellent audience experience, and members' fun and joy in singing. The Conductor also is responsible for using Chorus members' time wisely. To achieve these lofty goals, Chorus members must listen to and watch the Conductor during rehearsal. Hold music up so the Conductor can be seen over the top of the music. Turn cell phones off. The Conductor schedules a break during rehearsal which provides an opportunity to chat with others in the Chorus. Do not chat during rehearsals. If you have an observation or question about the music, then raise your hand to be acknowledged by the Conductor.

e. Performances

At the end of each season of singing (Fall and Spring), Cannon Beach Chorus performs at several different North Coast venues. Members are expected to allow ample travel time to arrive at each venue 45 minutes prior to the start of the concert, thus allowing time for managing logistics of entering and exiting as a Chorus as well as warming up prior to singing.

Each performance includes an intermission during which audience and Chorus members can mingle and snack. Chorus members are asked to help supply food and drink for these events. Donations to Cannon Beach Chorus Scholarship are encouraged during the intermission.

After the final performance of each season, members and their families are invited to join in a celebration potluck. Details of the celebration will be provided in the BEACH BEAT newsletter as end-of-season approaches.

The Cannon Beach Chorus is committed to obeying copyright law.

f. Rehearsal Absences

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

g. Unavoidable Absences

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

h. Choral Singing & Illness

There may be times when Chorus members are not well enough to attend rehearsal or performance. Notify the Vice President and/or the Conductor as soon as you know you will miss the event. It is not advisable to attend rehearsals when you are contagious (*in the case of a common cold, the first 2 or 3 days*) and it is to be expected that a cold or allergies may diminish vocal range, breath management, or vocal and/or physical stamina. It is also possible that attendance at rehearsal while ill will still allow some learning. Members are encouraged to attend rehearsals/performances when physically able.

i. Concert Routine & Reminders

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

j. Concert Dress

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

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

4 | Music Selection

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

5 | Governance / Board of Directors

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

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

6 | The Beach Beat Newsletter

The BEACH BEAT is a source of information and instruction for the Chorus compiled by the editor and distributed via email. Suggestions for the newsletter are always welcome.

7 | Artistic Staff

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

8 | Volunteer Opportunities

The Cannon Beach Chorus could not function without dedicated members and friends of the chorus who volunteer in a variety of capacities. Volunteers serve on the Chorus Board of Directors, provide food for intermission, help prepare for rehearsals and concerts by setting up chairs and decorating venues, helping with fundraising efforts, and helping to advertise concerts. Our Friends of the Chorus organize our intermissions and collect tickets. If you would like to volunteer, please contact a board member or the Conductor.

9 | Fund Raising

The Cannon Beach Chorus depends on donations to continue operations. Donations help to offset the cost of music, pay for concert attire, and pay for organizational expenses, including rent for music storage.

Donations come from individuals, including Chorus members, and businesses. Via an annual letter writing campaign as well as outreach to local businesses, fundraising efforts encourage contributions to the general fund in recognition of individuals, to the Cannon Beach Chorus Scholarship fund, or as a general donation. In recognition, contributors' names appear on the Cannon Beach Webpage and in concert programs.

The Cannon Beach Chorus is an Oregon 501(c)(3) organization. All donations are tax-deductible.

10 | Cannon Beach Chorus Scholarship Program

Since 2000, the Chorus has awarded the Cannon Beach Chorus Scholarship to promising vocal students, usually high school seniors, who will be continuing choral study at an institution of higher education. Frequently the recipients have joined the chorus or performed a solo in a chorus concert. Applications are available online at the Chorus webpage: www.cannonbeachchorus.org

Scholarship winners may apply to renew their scholarship each March by writing a letter to the Chorus.

11 | Web Site & Facebook Page

www.cannonbeachchorus.org is the web site of the Chorus and is maintained by an outside vendor. It provides information on our concerts, history, how to join or support the Chorus, and our contact information.

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

12 | Bylaws

Section 1. Introduction

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

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

Section 2. Membership

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

Section 3. Governance

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

a. The Board of Directors: Term and Election

The term of service is two years, beginning June 1 of the year elected or appointed. The election of Board members is chaired by the highest ranking member of the Board, who appoints a Nominating Committee to prepare a slate of candidates from the membership of the Chorus. The slate of candidates is presented to the membership, who may also make nominations from the floor (with the consent of the nominee). Election is by a majority of members present. In the event a Board member is unable to complete his or her term, the President appoints a replacement to serve until the next election.

b. Members of the Board: Description & Responsibilities

Officers are elected by the Board members at the June Board meeting, and these positions include: President, Vice President, Secretary, and Treasurer. The remaining members include the Music Librarian, one to four Members-At-Large, depending on the size of the Chorus membership, and Immediate Past President. The Immediate Past President may be invited to join the board as a non-voting advisor to the Board.

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

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

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

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

c. Committees

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

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

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

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

d. Business Meetings

The Board meets at least once a month. Special meetings may be called as needed. An Annual Business Meeting of the full chorus is held in April. Other meetings of the full membership may be called as needed. All meetings of the Chorus and Board are conducted, at least in spirit, according to Robert's Rules of Order. Any Chorus member is invited to attend Board meetings as a non-voting participant.

e. Equipment

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

Section 4. Finances

The Chorus depends upon member dues, ticket sales, grants, and other donations to fund its programs and activities. The Chorus seeks to maintain sufficient financial stability to pay all its financial obligations. Member dues are assessed on a concert season basis. Dues are payable at the first rehearsal of the concert season and are not refundable. All Chorus expenditures not part of the approved annual budget require pre-approval by the Board. An annual financial report is made available to all chorus members at the Annual Business Meeting.

Section 5. Conductor

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

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

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

Section 6. Chorus Rehearsals & Performances

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

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

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

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

Section 7. Amendments

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

Section 8. Document Retention

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

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

FINANCIAL RECORDS are maintained electronically.

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

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

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

Key Reference: THE OREGON NONPROFIT HANDBOOK, Books and Records section. Electronic filing (including backup) is preferred for ease of retrieval and minimizing storage space.

Section 9. Harassment & Discrimination Policy

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

If you witness such harassment or discrimination, consider the following responses.

1. Speak Up: Let the harasser know you find their behavior inappropriate, intimidating or hostile, and ask them to stop.

2. Distract: Sometimes, the best strategy is to interrupt the harassment by engaging the person being targeted through a distraction. You can ask a question, start an unrelated conversation, physically interrupt the incident, or find a reason to call the person out of that space.

3. Get Help: Sometimes if you are witnessing physical or verbal harassment as it is happening, it can be necessary to find an appropriate third party to intervene.

From Moxie Media <https://www.moxielearning.com/articles/5-ways-to-respond-to-harassment/>)

Bylaws Revised April 2025

Approved by Cannon Beach Chorus Membership at Annual Meeting, April 2025

"There is a pleasure in the pathless woods; there is a rapture on the lonely shore; there is society where none intrudes, by the deep sea, and music in its roar."

- Lord George Byron





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

- Robert Shaw



CANNON BEACH
CHORUS