



## Singer's Handbook

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2016-2017

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## A letter from Chorale's Board President

Dear Singers:

It gives me great pleasure to announce our 2016-2017 season, “*Musical Tour of the World*” which takes us from Italy to England to Broadway pop and finally to music of great American Composers. Our 37th season starts with an evening of Italian Music at First Baptist Church on October 6, 2016. The beautiful “Messa di Gloria” by Giacomo Puccini will be featured. *Christmas by Candlelight* in the beautifully decorated St. John Cathedral will bring you the joy of the season on November 29 and December 2. The final concert of the season, *Music of Great American Composers*, will be held at the Acadiana Center for the Arts in the James Moncus Theater with cutting-edge acoustics on May 19 and May 21 and will include Aaron Copland’s Old American Songs.

“*Moonlight & Music*”, our annual fundraiser, will be an elegant event on March 4, 2017, at the Petroleum Club, and will feature love songs from various Broadway shows. Please, bring that someone special and enjoy an evening of great entertainment, good friends, food and drink, while helping to support Chorale!

Please take a few minutes and review the season brochure for ticket information and to order tickets. Also, season concert information is available on our website ([www.choraleacadienne.com](http://www.choraleacadienne.com)) along with a link to purchase tickets on-line.

Thank you for supporting for the past thirty six years Acadiana’s oldest arts organization, **Chorale Acadienne!**

See you at the concerts!

Warm regards,

Mary B. Neiheisel  
*President*

## **CHORALE ACADIENNE**

**Post Office Address:** PO Box 53868 Lafayette, LA 70505

**Phone:** (337) 349-5342

**Fax:** (337) 269-8874

**Email:** ca@choraleacadienne.com

**Web :** <http://www.choraleacadienne.com>

Our Mission statement:

**Utilizing the talents of dedicated, auditioned volunteer singers, the mission of Chorale Acadienne is to present challenging and diversified secular and sacred choral music for audiences of all ages and cultures.**

Chorale Acadienne was founded in 1979 to bring the masterworks of choral music to the people of Acadiana. The group is a local, volunteer, nonprofit choral group with singers from varying occupations, religions, and regions of Acadiana.

From Vittoria's music of the Counter Reformation to Charles Reynolds' contemporary Messe Acadienne ... from "Alleluia" to "Zadok the Priest" ... from Palestrina to Porgy and Bess ... versatility, measured by any yardstick, is one of the keys to Chorale Acadienne's continued success.

In the past thirty-five years, Chorale Acadienne has presented works from over fifty composers spanning five centuries. The group has presented works sung a cappella as well as accompanied by brass, organ, piano, and full symphony-orchestra.

Chorale Acadienne has received national and international acclaim as one of the South's premier choral groups. They have performed in New Orleans, Baton Rouge, The Kennedy Center for Performing Arts in Washington, D.C., Carnegie Hall and in the Czech Republic. They have performed under conductors and with noted soloists from around the United States

Contributions to the organization are tax deductible and allow Chorale to fund operations and maintain excellence in programming. The not-for-profit status is under the Internal Revenue Code 501c(3). Chorale is supported, in part, by grants from the Louisiana Division of the Arts in cooperation with the Louisiana State Arts Council and administered by the Acadiana Arts Council.

## Pledge Card for Chorale Acadienne

I want to support Chorale's 2016-2017 season, because CA is important to me.  
Besides giving my time and talent, I would like to give\*:

\$ \_\_\_\_\_ Amount \_\_\_ Weekly \_\_\_ Monthly

### **Supporter – to \$99**

\_\_\_\_\_ 20 weeks=\$5                      \_\_\_\_\_ 9 months=\$11

### **Friend – \$100 - \$249**

\_\_\_\_\_ 20 weeks=\$12.45                      \_\_\_\_\_ 9 months=\$27.68

### **Sustainer – \$250 - \$499**

\_\_\_\_\_ 20 weeks= \$25                      \_\_\_\_\_ 9 months= \$55.45

### **Benefactor – \$500 - \$999**

\_\_\_\_\_ 20 weeks=\$50                      \_\_\_\_\_ 9 months=\$111

Chorale Presents **Sponsor** – \$500

\_\_\_\_\_ Can be made in 2 payments of \$250

Concert **Co-Sponsor** – \$1,000 to **\$2,499**

\_\_\_\_\_ Can be made in 2 payments of \$500

My participation will continue throughout the season. If I ask you to print my name in the program, I am obligated for the entire amount pledged.

\_\_\_\_\_ Name

(As it is to appear in the program)

\_\_\_\_\_ **Signature**

\* Chorale Acadienne is a 501-3 (c) non-profit arts organization and contributions are tax deductible.

**Rehearsal Schedule for Singers**  
**2016-2017**

*All rehearsal times are at 7:00pm unless otherwise noted; adjustments will be made for sectionals as needed. Please, read guidelines and information related to dress, punctuality, and membership.*

Monday, Aug. 1, 6-8 p.m. Only auditions. FBC Choir Room  
Monday, Aug. 8, 6-7 p.m. Auditions. 7-9 p.m. Rehearsal. FBC Choir Room  
Saturday, Aug. 13, 9 a.m.-3 p.m. Singers' Retreat  
Monday, Aug. 15, 6-7 p.m. Rehearsal. 7-9 p.m. Sectional. FBC Choir Room  
Monday, Aug. 22, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Aug. 29, 7-9 p.m. Rehearsal. FBC Choir Room  
Labor Day, Sept. 5 – No rehearsal. Labor Day  
Tuesday, September 6, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Sept. 12, 6-7 p.m. Sectional Rehearsal. 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Sept. 19, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Sept. 26, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Oct. 3, 7-9 p.m. Rehearsal. FBC Choir Room  
Thursday, Oct. 6, 7:30 p.m. **FALL CONCERT**. Fellowship Hall. Call will be at 6:30 p.m.  
Monday, Oct. 10, 6-7 p.m. Sectional Rehearsal. 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Oct. 17, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Oct. 24, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Oct. 31, No rehearsal  
Tuesday, Nov. 1, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Nov. 7, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Nov. 14, 6-7 p.m. Sectional Rehearsal. 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Nov. 21, 6-9 p.m. Rehearsal. FBC Choir Room  
Monday, Nov. 28, 6:30 p.m. Rehearsal. St. John's Cathedral  
Tuesday, Nov. 29, 7:30 p.m. ***CHRISTMAS CONCERT***. St. John's Cathedral. Call will be at 6:30 p.m.  
Friday, December 2, 7:30 p.m. ***CHRISTMAS CONCERT***. St. John's Cathedral. Call will be at 6:30 p.m.  
Monday, December 5, 7-9 p.m. Rehearsal. TBA

Monday, December 12, 7-9 p.m. Rehearsal. FBC Choir Room  
Thursday, December 15, 7 p.m. **Christmas Concert** with ASO at HPAC. Call will be at 6 p.m.  
Monday, Jan. 2, 6-8 p.m. Auditions for all solos for Moonlight and Music.  
Monday, Jan. 9, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Jan. 16, 6-7 p.m. Sectional Rehearsal. 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Jan. 23, 6-6:30 p.m. Men/ 6:30-7 p.m./Women/7-9 p.m. Rehearsal. FBC Choir Room  
Monday, January 30, 6-6:30 p.m. Women/6:30-7 p.m./Men/7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Feb. 6, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Feb. 13, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Feb. 20, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, February 27, NO REHEARSAL. MARDI GRAS  
Thursday, March 2, 6-9 p.m. Rehearsal. FBC Choir Room  
Saturday, March 4, 9:30 a.m.-12 noon. Rehearsal. Petroleum Club  
Saturday, March 4, 7:00 p.m. **MOONLIGHT AND MUSIC**. Petroleum Club. Call will be at 6:00 p.m.  
Monday, Mar. 6,  
Saturday, Mar. 13, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Mar. 20, 6-7 p.m. Sectional. 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Mar. 27, 6-7 p.m. Sectional. 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, April 3, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Apr. 10, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Apr. 17, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, Apr. 24, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, May 1, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday May 8, 7-9 p.m. Rehearsal. FBC Choir Room  
Monday, May 15, 6-9 p.m. Rehearsal. FBC Choir Room  
Thursday, May 18, 6:30 p.m. Dress Rehearsal. ACA.  
Friday, May 19, 7:30 p. m. **SPRING CONCERT**. ACA. Call will be at 6:30 p.m.  
Sunday, May 21, 3:00 p.m. matinee. **SPRING CONCERT**. ACA. Call be at 2:00 p.m.

# **DIRECTORY**

## **STAFF**

**John Frank Reeve & Rusty Roden, Artistic Co-Directors**

**Kevin Martin, Accompanist**

## **OFFICERS**

Dr. Mary Neiheisel, President

Nanette Rabalais, Vice President

Parisa Liu, Secretary

Sheila Gough, Treasurer

Stuart Burgess, Immediate Past-President

## **BOARD OF DIRECTORS**

Don Blair

Dr. Beth Brooks

Dr. Shirley Covington

Dr. Jordan Kellman

Melanie Martin

Linda Rose

Judi Sarver

Mike Simon

Sue Sullivan

Marsha Trahan

Mallory Wainwright

Roger Wood

Patsy Bienvenu, Ex-Officio

## **Board Meetings 2016-2017**

Board meetings are, generally, the second Sunday of each month at 2pm. Unless otherwise indicated, held at First Presbyterian Church

July 17, 2016

January 8, 2017

August 14, 2016

February 12, 2017

September 11, 2016

March 12, 2017

October 9, 2016

April 9, 2017

November 13, 2016

May TBA

December TBA

June TBA (Board Retreat ?)



# Welcome to Chorale Acadienne

Guidelines and some information are given to help you become a part of this group. Please read them carefully. This handout outlines your responsibility as a member of Chorale Acadienne.

## **Auditions**

Chorale Acadienne is a choral group with professional standards. An audition is held to determine admission. After three years of membership, a singer may be asked to have a routine audition in the interest of group excellence. Auditions are held in August and January.

## **Membership**

There is a \$75 membership fee which is due in August of each year. The fee remains the same during the entire performance season. If the fee is a hardship, a member may contact the Artistic Director, President, or Treasurer to make arrangements. Although it is not required, each member is asked to sell a minimum of two (2) season tickets per year.

## **Acceptance and Commitment**

Your entry into Chorale Acadienne implies a sincere desire on your part to participate in the creation of beautiful music. This privilege requires a dedication and commitment to sing the entire complement of concerts dictated by the schedule of a particular season.

## **Concert Dress**

Ladies - Concert dress includes an approved Chorale Acadienne gown, closed toe black shoes and black or off black hose. Necklaces and earrings are not to be worn.

Men - Black tuxedo, white tux shirt (with no ruffles), black bow tie, black cummerbund, black socks, and black dress shoes.

## **Rehearsal Routine**

- Be on time. Allow for inclement weather, crowded parking, issuing of music, locating your place, setting up chairs, helping with coffee, etc....
- A break is usually taken from 8 to 8:10 p.m. Return promptly.

- All rehearsals are mandatory. You are expected to notify the director or your section leader prior to an absence. After two absences a singer may be asked to sing selections of music to determine musical preparedness.
- Anyone who is dismissed during one year must schedule an interview with the director prior to re-admission.
- Smoking is not allowed in the building.
- Strong perfume, colognes and shaving lotion can affect breathing. For this reason, they are PROHIBITED.
- Music preparation outside of rehearsal is REQUIRED by all. Prior to each performance, random groups of singers may be asked to sing their parts.
- Absence from dress rehearsal or a performance requires a WRITTEN request to the director well in advance.
- EVERYONE is needed to do his/her part to make the Chorale Acadienne experience good for all.
- Be aware and willing to help as needs arise.
- A POSITIVE, RECEPTIVE ATTITUDE IS BENEFICIAL TO ALL.

### **Concert Routine**

- Arrive at the performance location ON TIME! This enables you to warm-up, get in the proper place and receive any last minute instructions.
- No matter where a concert is held, please respect the venue. Our goal is to leave the venue as we found it. It is important that you pick up any trash or personal possessions before you leave.
- When concerts take place in a church, remember that a Church is the House of God. The Altar is the place where offerings are presented to God; it is not a repository for music, books, beverage containers or personal belongings..
- Please park your car away from the entrance doors. Our patrons need and deserve front row parking.
- Irreverent or rude behavior of any sort, including talking on the risers before, during or after the presentation of music, is unacceptable.

### **Chorale Acadienne Concert Decorum**

- CONCERT ATTIRE IS NON-NEGOTIAL. It is designed to make the group as uniform as possible.
- Process with your folder in your UPSTAGE hand. That is the hand away from the audience.
- Walk in a relaxed but DISCIPLINED manner to insure uniformity and respectful decorum.
- REMAIN QUIET once you are on stage and in place. Talking is unprofessional as well as distracting to the audience and the other singers. A simple smile to acknowledge audience members is appropriate. NOTHING MORE.

- BE SENSITIVE to the needs of the singers behind you. If someone touches your back, move in the necessary direction to avoid blocking his/her view of the director.
- WAIT to turn the page until the entire selection of music is completed either by voice or orchestra. If there are pages to skip between numbers, CLIP them ahead of time to avoid flipping pages in Concert.
- CLIP pages to avoid following along with soloists. Mark each choral entry. Keep your folder still and movement to a minimum to avoid distraction of the audience.
- As stated before, STRONG SCENTS ARE NOT ALLOWED during performances due to the proximity to other singers. Also, please be sensitive to this fact during REHEARSALS.
- WATCH THE DIRECTOR AS MUCH AS POSSIBLE WHILE SINGING. It is also important to watch him between selections to get last minute tempo instructions.
- It is INAPPROPRIATE for performers to APPLAUD at any time before, during or after the concert

### Your Music

Music will be distributed as necessary. Each singer is assigned a number and is asked to put that number and his/her name on each piece. The first rehearsal following a performance, please return the music. By doing this we will be able to reuse music in the future. You are responsible for a black music folder for all concerts. Also be sure your name is on it.

### Membership Policies

Continuance of membership shall be conditional upon satisfactory attendance at rehearsals and performances and punctuality. Any member who, without good cause, fails to attend rehearsal, or misses a scheduled performance without good cause, or whose attendance is deemed by the Director and the Board of Directors to be too irregular to justify continued membership may be dismissed from membership. You must treat your membership as a serious, season-long commitment, doing your best to attend all functions. (as set forth in the guidelines governing vocal ensembles).

## **CHORALE ACADIENNE BYLAWS**

### **Article I - Members**

**Section 1. Admission:** Members are volunteers selected by audition. Other members include elected non-singing members of the Board of Directors

**Section 2. Continuation of Membership:** Continuance of membership shall be conditional upon compliance with the Articles of Incorporation, these Bylaws, and provisions as set out in the Member's Handbook.

**Section 3. Dismissal from Membership:** Any member who, without good cause, fails to comply with the policies as established by the Board of Directors and set forth in the Member' Handbook, shall be dismissed from membership upon recommendation of the Board of Directors and/or Artistic Director.

**Section 4. Annual Meeting:** An annual meeting of members shall be held in the spring of each year for the purpose of electing Directors. Other business meetings shall be called as deemed necessary by the Board of Directors.

**Section 5. Voting:** Each member in good standing shall be entitled to one vote.

**Section 6. Financial Obligations:** To remain in good standing, members shall be required to meet the financial responsibilities of membership as established by the Board of Directors.

## **Article II - Board of Directors**

Chorale Acadienne shall be administered by a Board of Directors. The Board shall be subject to the Articles of Incorporation and none of the acts shall conflict with these Articles.

**Section 1. Number, Election, and Terms of Directors:** The Board of Directors shall number not more than twenty-one (21) and no fewer than eleven (11) persons. Terms of Directors are staggered with each Director serving a three (3) year term. No Director shall serve more than six (6) consecutive years without at least one (1) year off the Board prior to renewed service, except to ascend to Executive Committee or to chair a standing committee deemed necessary by the Board of Directors for the continued function of the organization. In that event, that board member may serve in the new capacity for no more than one additional year.

**Section 2. Qualifications:** Members in good standing of the organization and other persons deemed qualified may be nominated for election to the board.

**Section 3. Vacancies:** Vacancies may be created by expiration of term, resignation, removal from the area, or by a Director's absence from three (3) consecutive meetings of the Board without having secured prior approval. The Board of Directors, by a two-thirds (2/3) vote of those Directors present and voting, may declare a vacancy. All vacancies on the Board of Directors may be

filled in the interim between elections by vote of the Board upon recommendation of the Nominating Committee.

**Section 4. General Powers:** The Board of Directors shall plan, coordinate, evaluate, and administer the business of the organization. The Board of Directors shall have all the corporate powers necessary to transact the business and accomplish the purposes of the organization. These shall include, but not be limited to the following:

- The final approval and oversight of the annual budget.
- The authority to receive funds from any source.
- The power to own, buy, sell, mortgage, lease, exchange, manage, or otherwise control and dispose of the assets of the organization, both movable and immovable.
- The authority to maintain, manage, and control bank accounts.
- The power to borrow such sums as deemed advisable, with or without security, on such terms and conditions as it shall see fit.
- The authority to engage and dismiss professional staff and to contract other services.

**Section 5. Meetings:** Regular meetings of the Board of Directors shall be held. Special meetings may be called at any time by the President of the Board upon at least three (3) days advance notice. Meetings, whether regular or special, may be held at any place deemed suitable by the Board. A majority of Directors constitutes a quorum for the transaction of business.

**Section 6. Voting:** Each member of the Board of Directors shall have one vote. There shall be no voting by proxy, absentee ballot, or telephone at Board Meetings, except at the discretion of the Board of Directors. Such votes shall be ratified at the next scheduled meeting of the Board of Directors.

**Section 7. Ex-officio members:** Ex-officio members shall include the paid professional staff and other persons so designated by the Executive Committee and approved by the Board of Directors. Ex-officio members shall have no vote.

**Section 8. Financial Benefit:** No member of the Board of Directors, nor any member of his/her immediate family, shall in any way benefit from the operations and programs of Chorale Acadienne, except for appearances as vocal soloists, unless a prior authorization is given by a two-thirds (2/3) vote of the Board of Directors.

## Article III - Officers

**Section 1. Titles:** The officers of the corporation shall be a President, one or more Vice presidents, a Secretary, a Treasurer, and other officers as may from time to time be appointed or elected by the Board.

**Section 2. Annual Election and Terms of Officers:** the officers shall be elected by the Board of Directors within thirty (30) days after the annual meeting. Officers shall be elected from a slate presented by the nominating Committee. The officers shall serve for one (1) year and take office immediately on July 1<sup>st</sup>. No officer shall serve more that two (2) consecutive terms in any one office without approval by the Board by a two-thirds (2/3) vote. If any office becomes vacant for any reason, the vacancy may be filled by the Board upon the recommendation of the Nominating Committee.

**Section 3. Appointment of Other Officers and Agents:** The Board may elect such other officers and agents as it shall be deemed necessary. These officers and agents shall be given the terms, powers, and duties that the Board determines.

**Section 4. Duties:**

**President:** the President is the chief executive of the corporation and shall preside at all meetings of the members and the Board. The president is charged with the general management of the organization's business. The President shall see that the Board's orders are put into effect, direct other officers in the performance of their duties, have the power to execute all authorized instruments, sit ex-officio on all committee assignments, except the Nominating Committee, and present reports of activities at the annual meeting.

**Vice-President:** Each Vice-President shall have such powers and shall perform such duties as set by the Board of Directors. In the absence of the President, any one of the Vice-Presidents may be designated to preside in the place of the President.

**Secretary:** The Secretary shall keep minutes of all meetings of the Board, the Executive Committee, and the membership. The Secretary shall give notice of all meetings and shall perform other secretarial duties as assigned by the President. The Secretary is charged with keeping a file of the important records of the organization.

**Treasurer:** The Treasurer shall have custody of all funds, securities, evidence of indebtedness, and other financial documents. The Treasurer shall receive and give receipts and acceptances for moneys paid into the corporation and shall pay all just debts. The Treasurer shall supervise the books of the corporation so as

to show a true record of the expenses, gains, losses, assets, and liabilities, according to generally accepted accounting procedures. If required by the Board, the Treasurer shall present periodic reports, submit the books to an approved auditor as necessary, and file all required tax reports and tax returns in a timely manner.

#### **Article IV - Committees**

**Section 1. Standing Committees:** Committees of the Board may be any of the following (as deemed necessary):

**Executive Committee** – Shall consist of all duly elected officers of the Board of Directors and shall have the power to transact all regular business on behalf of the corporation during the interim between regular meetings of the Board. Matters of extraordinary importance shall be referred to a special meeting of the whole Board of Directors.

**Nominating Committee** – Shall consist of the members whose terms are expiring with the Chairperson appointed by the President. The committee shall report its slate of nominations at the Board meeting prior to the annual meeting and then to the annual meeting of all members. The committee is also responsible for presenting a slate of officers for election by the Board at the first Board meeting after the annual meeting.

**Long-Range Planning Committee** – Shall be composed of the President, past Presidents, Fund Drive Chairperson, Grants Chairperson, Treasurer, and Artistic Director and shall be responsible for considering overall goals for Chorale and ways to accomplish them, evaluating current programs and procedures and defining lines of responsibility and authority.

**Piano Use Committee** – Shall oversee the use of Chorale's Yamaha Grand Piano under the Rules and Guidelines Statement. Membership on the Committee shall consist of three to five members appointed by the President, with the Chair being named by the President. The Artistic Director shall be a permanent member of the Committee. Other appointees shall serve for two (2) years. The Committee should have representation or input from the First Presbyterian Church as long as Chorale is housed there.

**Program Committee** – Shall prepare written programs for each concert, arrange for printing of programs and tickets, coordinate the delivery of the program copy to the printer and the delivery of the programs to the concerts.

**Performance Committee** – Shall coordinate set up of concerts, distribute the programs, and pick up the discarded programs after the concerts.

**Publicity Committee** – Shall arrange for newspaper, radio, and television publicity prior to each concert and for reviews after the concerts, arrange for photographs as needed, and establish community recognition of the organization.

**Grants Committee** – Shall keep current information on grants available (deadlines, requirements, etc), write up grant applications and reports. Its chairperson shall serve on the Lon-Range Planning Committee and the Finance Committee.

**Long-Range Planning Committee** – Shall be composed of the President, past Presidents, Fund Drive Chairperson, Grants Chairperson, Treasurer, and Artistic Director and shall be responsible for considering overall goals for Chorale and ways to accomplish them, evaluating current programs and procedures and defining lines of responsibility and authority.

**Section 2. Special Committees:** As specific needs arise, the Board shall develop committees to meet those needs.

**Section 3. Appointment of Committee:** Personnel of all committees of the Board shall be appointed by the President. Exceptions are the Executive, Finance, Nominating, and Long-Range Planning Committees. The makeup of these committees is prescribed in these Bylaws.

**Section 4. Procedures and Records:** Each committee shall meet at such times as it shall determine or at any time on the call of the committee chairperson. A simple majority constitutes a quorum for all business of the committee. All Committees shall report their proceedings at the next Board meeting

## **Article V - Finances**

**Section 1. Fiscal Year:** The Fiscal year shall be July 1 to June 30.

**Section 2. Budget:** An annual budget shall be prepared by the Finance Committee with input from the Artistic Director. It shall be presented to the Board for approval prior to presentation to the membership at the annual meeting.

**Section 3. Audit:** there shall be an annual audit of the corporation at the close of the fiscal year if deemed necessary by the Board of Directors.



## **Article VI - Organizations**

**Section 1. Small Ensemble:** Small Ensemble is a group which is formed to accommodate requests for performances that Chorale Acadienne is unable to accept, such as corporate and private functions. It consists of members of Chorale Acadienne selected by the Artistic Director.

## **Article VII - Professional Staff**

The professional staff shall consist of an Artistic Director, Accompanist, and any other professional personnel deemed necessary by the Board for the operations of the organization. Professional staff shall be engaged and dismissed by the Board of Directors. Contractual agreements between the professional staff and the organization will be signed by the President.

**Section 1.**The **Artistic Director** shall:

- Conduct rehearsal and performances of Chorale Acadienne and the Small Ensemble
- Choose repertoire and order music and books
- Schedule performances and rehearsals
- Conduct annual and special auditions
- Select soloists and secure musicians
- Assume responsibility for physical arrangements for rehearsals and performances
- Prepare members' handbooks annually
- Serve as an ex-officio member of the Board of Directors and as a member of the Long-Range Planning Committee, the Program Committee, and any other committee deemed necessary for the successful operation of the organization.

**Section 2.**The **Accompanist** shall accompany at rehearsals, auditions, and performances, and serve as an ex-officio member of the Board of Directors. The Accompanist is engaged by the Board of Directors upon the recommendation of the Artistic Director and is responsible to the Artistic Director.

**Section 3.**The **Section Leaders** shall:

- Conduct section rehearsals as needed, teaching notes, rhythm, pronunciation of text, phrasing, articulation, and all proper vocal/singing techniques; help the artistic director with auditions; and be able to substitute for the Director in rehearsals, if necessary.
- Monitor section performance at rehearsals and lead the section by example.

- Maintain an accurate roll of section members, report absences to Internal Relations chair, and check the musical preparedness of absentees in the section.
- Be responsible to the Artistic Director, as well as to the Board of Directors.

**Article VIII - Professional Affiliations**

**Section 1. Acadiana Arts Council:** Chorale Acadienne is affiliated with the Acadiana Arts and is represented at the annual meeting of the Council by the President or an appointed delegate.

**Section 2. Chorus America:** Chorale Acadienne is an associate member of Chorus America.

**Section 3. Other Affiliations:** Chorale Acadienne may affiliate with other arts organizations as deemed appropriate.

**Article IX - Amendments**

The Bylaws may be revised, amended, or repealed and new Bylaws may be adopted by the Board of Directors at any regular or special meeting by a two-thirds (2/3) vote and upon thirty (30) day written notice to the Board of Directors. Members of the corporation shall be notified of any changes in the Bylaws in writing with thirty (30) days of the Board’s vote.

**Article X - Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order, newly revised, shall govern Chorale Acadienne and its officers in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that Chorale Acadienne may adopt.

.....  
**These bylaws amended 9-11-05.**