



Member Handbook

Addendum to Standing Rules

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Costumes

Our chorus has several stage costumes, most of which are paid for and owned by the chorus. Those costumes, which are chorus-owned, are made and altered only by those designated to do so by the costume committee so that uniformity can be maintained. Some of the cost of materials is borne by the chorus treasury, but a costume rental fee per outfit is also paid by the members.

Shoes for these stage costumes are purchased through the chorus, usually from available stock. If we do not have your size, you will be informed where you can buy designated shoes.

Hosiery brand and color may be as specified by the committee. If not purchased as a lot through the chorus, each member will be given the information on exactly what to purchase herself.

Accessories, such as earrings, for each stage costume are determined by the chorus. Only those accessories which are part of the costume may be worn at performances. No jewelry other than wedding and/or engagement rings is permitted. Plan to be wearing only chorus earrings, no others. If a hair clip is needed, it needs to be obscured from sight.

Every time we are in costume, we wear other personally owned costume items: foundation garments (always) and hosiery. The costume committee has an illustrated brochure depicting the types and styles of undergarments that are expected to be purchased, depending on the type of costume, e.g., dress, slacks, etc. *Every member must wear appropriate and specified foundation garments when performing.* The costume committee will be happy to give you information on what to buy and will suggest where to purchase these items.

It is not unusual for the chorus to perform in a combination of outfits, all of which are black, white, or black-and-white. These are personally owned clothes. The outfit can be made up of slacks and a top, a dress, a skirt, blouse, and jacket, etc. Make sure that whatever you choose fits well and that the white is truly “bright white”.

Other suggested pieces of clothing that you will need include a pair of black dress pants (not denim), as they are often part of an informal outfit, a pair of black shoes, and a black turtleneck or mock turtleneck. At Valentine season, for example, having these and adding a colorful accessory can create an outfit and dresses up a Singing Valentine quartet.

Many chorus members own a black/white shirt with a rhinestone Pride of Kentucky logo on the front. These are in limited supply, but you still may be able to obtain one and we encourage you to do so.

Another outfit that might be used is what we call our “white and silver” outfit. It is comprised of white clothing—pants, skirts, dresses, blouses, etc. trimmed with silver sequins, sparkly jewels, etc. The components are personally owned and designed by each member. Advice on the trim is provided by the costume committee. Again, whatever the outfit, it must fit properly as determined by the costume committee and the white is to be “bright white.” The costume committee must view and approve all personal white and silver costumes prior to be worn on stage.

All costumes are maintained by the member. Chorus owned costumes must be cared for *only in the manner* specified by the costume committee and *only at the times* specified by the

costume committee. Care includes storing, cleaning, pressing (not pressing), repairing, altering and transporting.

Because costumes must look alike, they are to be worn only for chorus performances. If they become worn or faded from excessive wear and cleaning, they cannot be worn in performances. Costumes damaged or destroyed through member negligence must be replaced at the expense of the member.

Should you ever leave the chorus, you are expected to return all chorus-owned costumes and accessories in a timely manner. You may, if you like, offer any personally-owned costume to the chorus for sale on consignment to a future new member. The chorus will not buy any personally owned costume from you outright.

Now that you know a bit about the general requirements, it's time for you to see the costume folks to:

- Set up an appointment for a fitting.
- Check out availability of your shoe size and the cost.
- Check out foundation garments needed and where to purchase.

When setting up your appointment with committee members, it is very important to be flexible in both time and location. Because these ladies must provide services for all our members, it is critical that once an appointment is made it is kept as scheduled.

June, 2013

Costume fees

As of 2/26/2014:

Red costume: This outfit includes red shoes, red pants, and a red sparkly top. The fee for this costume is \$50. New members ages 25 and under will be charged half of that fee.

Earrings: Each member is required to have a pair of crystal, dangle earrings that are available in either clip or pierced ear styles. The fee to issue a member her first pair of earrings is \$16. Should the earrings be damaged, lost, or otherwise need replacement, the fee to replace a pair of earrings is \$25.

Pink/black jazz pants costume: The fee for this costume is \$150 for primary Pride of Kentucky members and \$200 for dual members. At present, it is not being issued to new members until we can solve the issues associated with the pink fabric. The costume includes black jazz pants, a pink/black top with fringe attachment, and black shoes with reflective decoration around the front and heel of each shoe.

Periodically, the chorus may create an outfit using individual black and white clothing components, or all white clothing. Typically the chorus has a collection of items which might be useful for putting together the needed look. There is not standard pricing for these items. Judy Rentschler will assist members in finding what might suit their needs among the collection on hand and will provide the sale pricing per item.

Dues Payments by Membership Category, as of May 1, 2013

Below is breakdown of dues for Ages 26 – Older:

\$ 90 – International dues (\$7.50 a month)
\$ 40 – Regional assessment (\$4 a month May-Aug/\$3 Sept-April)
\$182 – Chapter dues (\$14.50 a month May-Aug/\$15.50 Sept-April)
\$312 – Total annual dues
Dues are \$26 a month.

Below is breakdown of dues for Ages 18-25:

\$ 45 – International dues (1/2 of full dues--\$90)
\$ 27 – Regional assessment (2/3 of full assessment--\$40)
\$ 91 – Chapter dues (1/2 of full dues--\$182)
\$163 – Total annual dues
Dues are \$14 a month.

Below is breakdown of dues for Ages Under 18 :

\$ 45 – International dues (1/2 of full dues--\$90)
\$ 27 – Regional assessment (2/3 of full assessment--\$40)
\$ 46 – Chapter dues (1/4 of full dues--\$182)
\$118 – Total annual dues
Dues are \$10 a month.

Below is breakdown for dues of ASSOCIATE Members:

\$ 90 – International dues (\$7.50 a month)
\$ 40 – Regional assessment (\$4 a month May-Aug/\$3 Sept-April)
\$ 98 – Chapter dues (1/2 of full dues--\$182)—rounded up to even out
\$228 – Total annual dues
Dues are \$19 a month.

Below is breakdown of dues for DUAL Members:

\$182 – Annual dues (chapter dues only)
+ Regional Assessment if not a member of Region #4
Dues are \$15 a month.

Dues Breakdown All Categories

May 1, 2013

Fund Raising--Members' Share Accounts within Pride of Kentucky Chorus Treasury

For some chorus fund-raising events, there can be an opportunity for a member to accrue a portion of the profit in an account held within the chorus treasury. These accrued funds are called "Members' Share Accounts." These guidelines outline how such funds will be handled.

Share Tracker:

- Track all shared income and requested payouts at a chorus member level.
- Balance the members' share accounts to ensure accuracy.
- Report the members' share amounts to the treasurer.
- Prepare members' share statement for chorus members.

Chorus Member responsibilities:

- Review members' share account for accuracy
- Report any discrepancies ASAP to the share tracker
- Turn in the request for members' share payout via email or printed copy to treasurer and tracker

Treasurer responsibilities:

- Collect payout requests to be paid and take action as requested
- Ensure any payouts are communicated to the Tracker

Guidelines:

- Members' share is earned on designated chorus fund-raising events only.
- Members' share account is funded when the funds are received from the event.
- The funds in the members' share account can be used for:
 - anything the chorus directly pays for such as Hotel/Registrations for regional sponsored events, International events and competitions, photos, and/or mandatory meal functions at these events
 - dues and costume fees
 - special projects designated by the board of directors

Additionally, funds can be donated to Helping Hand, On the Other Hand, General Chorus Funds, or another named Chorus Member

- Upon termination of membership, all remaining undesignated members' share amounts will be returned to the chorus general fund.

CBOD Approval: Aug. 22, 2013

Quartet/Small Chorus Audition Guidelines

As referenced in the Pride of Kentucky Chorus Standing Rules, outlined below are the guidelines as established and approved by the Music Team (MT) for quartet and small chorus auditions.

All quartets/small choruses are required to successfully pass an audition, as outlined below, prior to any public performance as representatives of the Pride of Kentucky Chorus. In the case of a performance request involving a specially formed quartet or small chorus, the Director must be notified in advance of accepting the performance.

I. Quartets/Small Choruses Established for Single/Limited Performance

Quartets/small choruses that form for the specific purpose of singing in a limited timeframe, i.e. Singing Valentines or chorus show, must successfully pass an audition prior to being permitted to sing. The audition must be done with the Director, MT and/or an authorized designee of the Music Team selected by the Director.

The quartet/small chorus must audition with the song(s) they will be performing and are only authorized to sing those song(s) they auditioned with and were approved on. Should a quartet decide it wishes to compete and/or sing publicly beyond the approved venue noted here, they must complete the full audition procedure as outlined below.

II. Registered Quartets

“Registered quartets” are defined as quartets that form for the purpose of competing in the Sweet Adelines International organization or pursuing quartet performances in public settings. The audition procedure applicable to registered quartets is as follows:

- A. Novice Quartets - If the entire quartet is comprised of novice members who have no prior experience in a registered quartet, then they must successfully pass a two step audition procedure.

The first part of the audition process consists of performing for the MT to receive general feedback and coaching to improve their performance. Once the quartet has successfully passed their audition with the MT they will then subsequently audition before the entire chorus with a performance package audition, as described below.

- B. Combination Experienced Quartet Singers and Novices - If 2 or 3 members of the quartet are novice quartet members then it is recommended, but not required, that the quartet audition for the MT first before auditioning in front of the entire chorus with a performance package, as described below. This is to provide an opportunity to receive feedback on their performance and correct any basic level skill deficiencies that may need to be addressed.

If the quartet chooses to skip the MT audition, they may still be asked to do an audition for the MT, should the MT feel it is warranted based on their audition performance for the chorus.

- C. New Quartets comprised of Experienced Quartet Singers - If a newly formed quartet is comprised of experienced quartet singers and/or has only one member of the quartet that is a novice, they can elect to audition first for the MT followed by a chorus performance package audition or they may skip the MT audition and do the performance package audition directly for to the chorus.
- D. Established Quartet Replacing a Member - an existing quartet that has previously passed their audition must audition again if they replace any member of the original foursome. See letter "C" above.

All quartets are strongly encouraged to audiotape and/or videotape their audition performances so they are able to evaluate their performance against the feedback received. It is the quartet's responsibility to arrange for any taping they wish to occur.

NOTE: Any quartet interested in competing in any Sweet Adelines International Regional level competition as a representative of Pride of Kentucky Chorus must have successfully passed, at a minimum, the MT audition prior to participating in the competition.

III. Quartets that do not intend to perform publicly or compete

Quartet singing, regardless of the goal of the quartet, results in strongly more skilled singers; therefore, quartet singing is strongly encouraged of all members of Pride of Kentucky Chorus. Quartets are encouraged to seek feedback and instruction from the Music Team even if they have no intention of performing publicly.

IV. Audition Content and Evaluation

Music Team Audition

Quartets are asked to sing a minimum of two (2) songs for evaluation by the MT to assess their ability to sing four-part harmony in-tune and in balance at a level acceptable for public performance

Performance Package Audition

Quartets are asked to conduct a short performance package during their audition for the chorus to demonstrate their ability to perform a show in public setting. The audition for the chorus must be prearranged with the Director and should consist of the following:

- A minimum of four (4) songs including
 1. A musical opener/introduction
 2. an uptune
 3. a ballad
 4. a closing song
- At least two (2) entertaining MC spots that are brief and are appropriate segues.
- The songs performed must contain at least one - two (1-2) songs that the quartet has learned on their own that are not part of the chorus repertoire.
- Length of time should be no more than 10-12 minutes.

Evaluation

Regardless of the audition format, all quartets must demonstrate a satisfactory level of vocal skills and performance proficiency to successfully pass their audition. The quartet will be evaluated on the following criteria:

- Ability to take pitch properly
- Singing correct words and notes
- Singing in tune
- Demonstration of good showmanship throughout the performance
- MC spots – Appropriateness, delivery and timing
- Unit appearance – Suitable costuming that fits well, proper grooming.

V. Audition Feedback

The auditioning quartet will receive feedback on their audition on the same day the audition was held.

The MT will meet no later than the close of rehearsal on the day of the audition to evaluate the quartet's performance, and make a group determination of whether the quartet has successfully passed the audition.

The Director and Music Chair will meet with all members of the auditioning quartet to provide feedback regarding their audition, i.e. whether they are ready for their performance package audition, whether additional work needs to be done first and the audition needs to be repeated, or whether they have officially been passed to sing at public performances and represent Pride of Kentucky Chorus.

A copy of these guidelines will be maintained in the members only section of the chorus website at >>>www.prideofkentuckychorus.org

A copy of the guidelines can also be requested from the Music Chair at any time. Quartets who are newly forming are advised to notify the Music Chair and they will be provided a copy of these guidelines to assist them in preparation for their audition.

November 2004

The Helping Hand

In an effort to assist financially challenged chorus members attend regional and international events, the chorus established the Helping Hand fund. The Helping Hand fund is completely funded by donations from the general membership and is intended to assist with some but not all expenses a member could expect to have.

Our expectations are that members who request assistance from the Helping Hand fund will plan their travel appropriately to minimize their own expenses as well as those of the chorus. As such they should plan to incur expenses, both personal and those of Helping Hand, only for those days they must be present at that event. Personal expenses, additional time spent for vacation, etc., either before or after the event indicates available personal finances the member could have used during the chorus related event and not asked for from the chorus.

All members requesting Helping Hand assistance are to be given a copy of this document **prior to the event** so that all are clear on the policies and expectations.

The policies of the Helping Hand fund are outlined below:

1. The Helping Hand will be a fund held in escrow in the Pride of Kentucky Chorus treasury to help members in times of financial need for certain chorus related expenses. It will be funded by free-will contributions from chorus members. Such contributions can be made at any time.
2. Although most donations to the Helping Hand will be for anyone in need, a restricted contribution can be made designating a particular member as the recipient. The money will be applied to the expenses of the designated member in accordance with these policies. The donor shall remain anonymous.
3. Individuals may apply for funds for an event such as competition or a regional meeting. When attendance is required of all chorus members, money from the Helping Hand will be given with no requirement for repayment; however, a recipient is encouraged to return money in part or in whole. In such cases, the money will become part of the fund to help others.

For events where the chorus' attendance is not mandatory, i.e. a regional meeting, a member may borrow up to \$25 for items listed in #5 below, for a period of 90 days. In this event, a signed note will be required by the treasurer.

4. At no time will a chorus member be given money directly. The treasurer will pay the designated expenses directly to the region, airline, hotel, etc.
5. Money from the Helping Hand will be distributed only for essential expenses that are necessary for the member's participation. Examples of expenses covered by the Helping Hand include, but are not limited to, all-events, lodging, travel, etc. Examples of items NOT covered include chorus photographs, personal clothing, personal make-up, hair-styling and food.
6. Funds will be disbursed for all-events, lodging, and travel, in that order. Helping Hand funds may not be used to pay back dues or any other fees owed by the member.

7. Requests for money from the Helping Hand will be considered by a standing committee of three members appointed by the president and ratified by the chapter board of directors. The decisions of this committee are final.
8. To be eligible to receive funds for the Helping Hand, a member must be in good standing, having met all of her expenses in full and have been a member of Pride of Kentucky for at least one calendar year.
9. A member who does not meet the criterion indicated in #8 above may be helped through a restricted donation as identified in #2 above or through funds available in the "On the Other Hand" Fund (OTOH). OTOH is intended to assist members with such items as back dues, costume fees, etc. and any other fees not covered by Helping Hand to return the member to good standing.
10. OTOH funds may also be used as Helping Hand funds for members of less than one year's duration. The procedure for distributing funds in this case will be the same as outlined above for regular Helping Hand donations to members and the same policies will apply.

Expectations for Long Distance and Dual Members

The purpose of this document is to outline guidelines for Dual and Long Distance members interested in joining Pride of Kentucky with the desire to compete at an international event. A more specific version of these guidelines will be available for each international effort.

The Audition Process

Dual or long distance members may audition with any piece of music in the chorus repertoire. All Pride of Kentucky auditions require 100% note and word accuracy, singing privately for our director, Debbie Hite, and members of the Music Team in quartet formation with three members of the Music Team. You may audition as soon as you feel prepared to do so.

Our Attendance Philosophy, Rehearsal and Performance Readiness Expectations

Pride of Kentucky does not have attendance requirements nor do we maintain a "mandatory rehearsal" schedule in preparation for competition. To ensure that each member receives the same instruction and learning experience from our director on her desired vocal production, sound, showmanship, etc, all members are expected to attend all scheduled rehearsals whenever possible. We have a mutual expectation that chorus members will attend rehearsals regularly and will participate fully in order to create the vocal and visual product we collectively strive to achieve. Our membership understands that the performance of one impacts the overall chorus and we demonstrate our respect for one another by being prepared and attending rehearsals regularly.

For dual and long distance members the *minimum* attendance expectations include all scheduled coaching sessions, any extra Saturday rehearsals, and our retreats. Dual and long distance members are strongly encouraged to attend our regular Tuesday night rehearsals in addition to the minimum outlined above.

Performance expectations for both long distance and dual members are virtually the same as for any "core" member of Pride of Kentucky Chorus. In order to perform with the chorus whether at a competition or public performance, all members must be Performance Ready - visually and vocally. That places the responsibility on the member to ensure they are completely prepared in order to perform. The Visual Team will confirm visual readiness and the Music Team will confirm vocal readiness. Long distance and dual members who may not be able to attend rehearsal each week are still held to the same performance standard and will be expected to take the necessary measures to be equally as ready to perform as any other member.

Preparation Requires Partnership

In order to assist dual/long distance members in quickly coming up to speed on Pride of Kentucky Visual and Vocal standards, we have the following tools and technology available:

- Any recorded Tuesday night rehearsals will be posted on our website to assist in learning the interpretive plans provided by Debbie.
- Regular evaluation and critiques by your section leader will be provided with your routine submission of emailed digital recordings of your work on competition and package songs.

- Choreography demonstrations and performance standards recordings will be provided on the website, along with access to early, extra, and pre-scheduled choreography sessions with members of the visual team.

Cost of Membership

Dual members already have moneys escrowed for International and Regional dues through their primary chapter, however, they are required to pay our current chapter dues. (If a dual member is not a member of Region 4, she will need to pay Region #4's assessment.) In addition, dual members will pay costume rental fees, expected hotel and meal function costs, and All Events Pass charges, etc. The exact amount of said fees and charges will vary from year to year and prospective dual members can expect to be given a close estimate 6-9 months in advance.

Anyone wishing to join Pride of Kentucky in the International competition in the autumn is expected to begin attending rehearsals no later than our first rehearsal in January of that year, and to complete the membership process as soon as possible. No one visiting the chorus after April, for the purpose of competing in the fall international will be considered eligible to do so without the express permission of the director.

Pride of Kentucky rehearses on Tuesday nights @ 7:30 pm at:

The Clifton Center
2117 Payne Street
Louisville, KY 40206

For more information please contact our President, president@prideofkentuckychorus.org