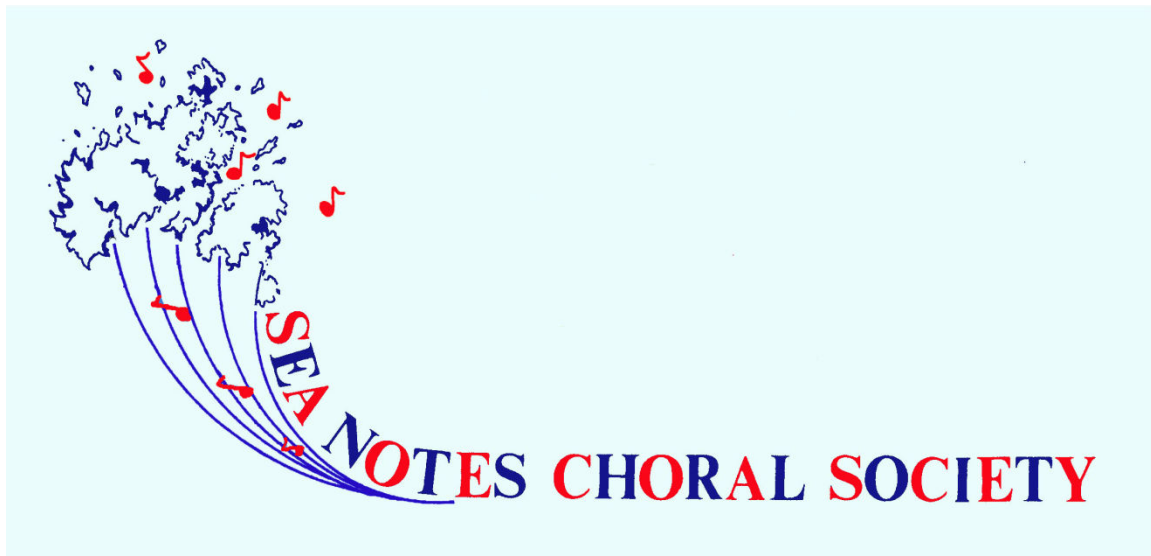


Sea Notes Choral Society Member's Packet

Constitution and By-Laws
Board Members
History of Sea Notes
General Information



www.sea-notes.com

2011
CONSTITUTION AND BY-LAWS
SEA NOTES CHORAL SOCIETY
Southport, North Carolina

CONSTITUTION

STATEMENT OF PURPOSE

The Sea Notes Choral Society, a non-profit organization, exists so that its members may experience the joy of singing great choral music and the satisfaction of singing it as well as possible. Within this primary purpose the aim is to:

1. Provide opportunity to develop individual and collective talents, both technically and interpretively.
2. Provide anyone of kindred spirit with the same opportunity to find joy, growth and satisfaction.
3. Contribute to the community's cultural vitality through the performances.

BY-LAWS

MEMBERSHIP

1. Anyone over the age of sixteen is eligible for membership in the Society; however this does not preclude the use of younger performers at the discretion of the director.
2. No auditions will be required to qualify for membership except for soloists; however the conductor may request that any member whose abilities are not compatible with the current program may serve in a non-singing capacity.
3. New members will be accepted during the first **two (2)** rehearsals for each performance. These rehearsals will be considered trial periods during which prospective members decide whether they are interested in joining the Society. Closing of the membership after the **second** rehearsal is designed to promote formation of a stable ensemble for the critical rehearsals leading up to a performance. This condition of membership may be waived at the sole discretion of the Conductor.
4. Copies of the Societies Constitution and By-Laws will available to all members at their request.

1. BOARD OF DIRECTORS

The officers of the Board of Directors shall be elected for a term of one year
(See 2 ELECTIONS)

- a. **PRESIDENT** - The President is the chief officer of the Society and takes overall responsibility for all administrative needs of the group. The President calls meetings of the Board or general membership as needed and presides at these meetings. (See 4. BOARD MEETINGS) The President represents the Society to the public when required. All other officers of the Society are responsible to the President for the performance of their duties.
- b. **VICE PRESIDENT** - The Vice President will assume the duties of the President in the absence of that officer and assumes the office of President when permanently vacated. The Vice President should work closely with the President and the Past President to learn as much as possible about the responsibilities of the President and assist these officers as necessary. The Vice President will also be responsible for any outside fundraising that the Society will deem necessary.
- c. **PAST PRESIDENT** – The immediate Past President serves on the Board to provide assistance and counsel to all officers as needed and to assure that experienced leadership is available at all times. If the President and Vice President both are temporarily unavailable to conduct the business of the Society, the Past President may be requested by the President to serve as interim President.
- d. **SECRETARY** – The Secretary will keep minutes of all meetings of the Board of Directors and the general membership, take care of correspondence as required, and maintain a current roster of the membership with the assistance of the Vice President and Treasurer.
- e. **TREASURER** – The Treasurer is responsible for disbursing Society funds and presenting a report of the Society’s financial status at each Board Meeting and to the general membership at the opening of each season.
- f. **LIBRARIAN** – The Librarian will order, catalog, distribute and store all music, books, and other property of the Society. This person will assist the Concert Chairman as required.
- g. **CONCERT CHAIR** – The Concert Chair will be responsible for making rehearsal and concert hall arrangements and preparations and for preparing and printing the concert programs. The Concert Chair will consult with the Conductor in all phases of this activity. The Concert Chair will assist the Librarian as required.

- h. PUBLICITY CHAIR – The Publicity Chair and a chosen committee will publicize all activities of the Society and the Historian will maintain a record of all the Society’s activities, publicity, posters, media coverage, etc., in appropriate form.
- i. These eight officers will constitute the BOARD OF DIRECTORS.
- j. CONDUCTOR – The Conductor may be invited to attend Board meetings if the Board members deem it necessary.

2. ELECTIONS

- a. Annually, at the first rehearsal in April, the President shall appoint a Nominating Committee, consisting of the President, another member of the Board and two (2) representatives of the general membership who are not Board members. This committee will prepare a slate of candidates, all of whom have agreed to accept the duties of the office for which they are nominated. This slate of candidates will be presented to the general membership of the Society at the first rehearsal in May. Following presentation of the slate and nominations from the floor, if any, those candidates winning a simple majority of the members present and voting will be considered elected. They will assume office commencing July 5.
- b. Vacancies in any office other than President, Vice President or Past President occurring in mid-year may be filled by Presidential appointment.
- c. When the President indicates an inability to fulfill the duties, the Vice President automatically assumes the office of President.
- d. When the office of Vice President becomes vacant, a special election must be called to fill that office.
- e. The President cannot succeed himself and automatically becomes the next year’s Past President. Since the Past President is not filled by direct election, any vacancy in this will not be filled in mid-year.
- f. In the case of any other vacancy, the position will be appointed by the President with the approval of the Board of Directors.

3. BOARD MEETINGS AND RESPONSIBILITIES

- a. Meetings of the Board of Directors will be held quarterly or at the call of the President. A majority of all members of the Board of Directors will constitute a quorum for conducting business.

- b. Making arrangements for the use of facilities in which to perform.
- c. Creating the publicity necessary to notify the community of forthcoming musical events.
- d. Deciding with the Conductor the types of music to be sung and how it is to be presented.
- e. Deciding the most practical and legal means by which to raise funds to support the Society.
- f. Non-budgeted expenditures over \$200 must be approved by the Board of Directors with input from the membership.
- g. The President and Treasurer will have a petty cash fund that needs no authorization for expenditures under \$100.

4. CONDUCTOR

- a. the seasons unless the membership is notified of special exception.
- a. Every member is expected to attend every rehearsal and every scheduled performance if possible. **Each member will be allowed a total of three(3) absences during each concert season. Members will be reminded after the second absence. Only the director may excuse absences beyond three (3).**
- b. The Board of Directors is responsible for retaining a Conductor and accompanist whose qualifications and expectations are consistent with the stated purpose of the Society. A majority of the Board members must favor a candidate for Conductor.
- c. The Conductor will agree to provide services on a per concert basis.
- d. Responsibilities of the Conductor include the musical preparation of the Society for the performance, council on the selection of the accompanist, and conduction during the performance. The Conductor shall select music with the concurrence of a majority of the Board of Directors.
- e. The Conductor shall not be responsible for administrative duties such as ordering and distributing music, collecting dues, publicity, etc.

5. PERFORMANCES, REHEARSALS

- b. The Society's seasons are of flexible length to be defined by the Board of Directors.

- c. Rehearsals will begin promptly at 7:00 p.m. on Monday evening during the concert season.

6. DUES

- a. The Society's dues shall be determined each year by the Board of Directors and will be applied towards the cost of music (which will become the property of the Society) and general expenses such as publicity, programs, etc.
- b. **Annual dues will be due and payable no later than the third rehearsal in January. For those joining Sea Notes for later concerts in the year, dues will remain the same and be due no later than the third rehearsal for that concert. Dues are not refundable.**

7. AMENDMENTS

- a. An amendment to the By-Laws may be proposed by any member of the Board of Directors or by petition signed by no less than 25% of the current membership. The current membership is defined as the members included on the Secretary's roster.
- b. A simple majority of the Board of Directors is necessary for the proposed amendment to be considered by the full membership.
- c. The President shall inform the Society of the vote on the proposed amendment two weeks in advance of any voting.
- d. Announcement at any regularly scheduled rehearsal will constitute adequate notice.
- e. The proposed amendment will be adopted if favored by a majority of the members present and voting.

Adopted March 4, 2002
Amended November 29, 2010

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2010-2011**

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Sea Notes Choral Society – A Brief History

Since the mid-seventies, the Sea Notes Choral Society has provided quality choral entertainment. Organized in May of 1974 for a Brunswick County Bicentennial Committee fundraiser, the group decided to continue singing together as a new Community Chorus, performing that year for the North Carolina Fourth of July Festival and at Christmas for the Southport Woman's Club Holiday House. The fledgling chorus borrowed music from New Hanover High School in Wilmington to get the ball rolling. In early 1975, the name Sea Notes was chosen and officers were elected. The borrowed music was returned and members paid dues in order to start building a choral music library of their own.

They say variety is the spice of life, and so it has been with Sea Notes. On the serious side of the spectrum, Sea Notes has performed an impressive list of works including the Bach *Magnificat*, Mozart's *Mass in C*, Faure's *Requiem*, the Vivaldi *Gloria*, Dubois' *Seven Last Words of Christ*, Britten's *Ceremony of Carols* with Harp, and of course the complete *Messiah* with professional orchestra. On the lighter side, performances have included numerous artistic choral pieces, sacred, gospel, folk, pop and Broadway selections, Gilbert and Sullivan, and a wide array of Christmas octavos. Patriotic programs have been produced annually since 1974 for the NC Fourth of July Festival in Southport; consequently the repertoire includes almost every notable patriotic choral work published. *I Love America*, a musical by John W. Peterson and Don Wyrzten, was performed twice in 1976 with singers from New Hanover and Brunswick Counties as part of the Bicentennial Celebration. It was much loved by singers and audiences alike and has been repeated often through the years, most recently on July 4, 2001. The Brunswick Concert Band has performed with Sea Notes in numerous July 4th concerts. And in 1996 Sea Notes collaborated with Brunswick Little Theatre on a production of *Fiddler on the Roof*. In 1994, Sea Notes produced a two-day USO Show and World War II memorabilia display at the Southport Community Building (one of the first USO buildings built in the United States.) Sea Notes Christmas Concert that same year was the last event held in the building before it burned in January of '95.

In addition to the regular concert seasons, Sea Notes has participated in major civic and cultural functions over the years, notably the Dedication of the Governor Russell Ferry, the dedication of the Thomas J. Harrelson segment of US Highway 17, from Winnabow south to the South Carolina State Line (Tommy Harrelson, former NC Transportation Secretary, is a charter member of the Sea Notes,) and more recently at the Dedication of the Coastal Carolina Museum and Ingram Planetarium. During the NC Fourth of July Festivals, Sea Notes has sung for many of the annual Ecumenical Worship Services and for several of the Naturalization Ceremonies. During the Christmas season, Sea Notes has on occasion caroled for the Christmas by the Sea Candlelight Tour in Southport, for the historic Brunswick Town Open House, and in Wilmington for the Festival of Trees, the Olde Wilmington Candlelight Tour, and the Tree Lighting at Hilton Park. In 1992 Sea Notes participated in several events for the Southport Bicentennial Celebration. In 1993 Sea Notes was featured at the Pawley's Island Autumn Music Festival. In both 2002 and 2003 Sea Notes entertained for the Bald Head Island Conservancy's annual July

3rd barbecue and auction fundraiser. In the wake of the tragic events of September 11th, 2001, Sea Notes was proud to contribute time and talent to Southport's 'Operation Flagwaving' on the Garrison Lawn on Southport's waterfront. A beautiful program to honor those lost also raised more than \$16,000 for the American Red Cross. A similar memorial event was held one year later on September 11, 2002 and Sea Notes once again gave their best. As current events develop and civic duty demands, Sea Notes steps up to the plate.

In the beginning, concerts cost little or nothing. Then, as the years went by, costs of music and performance venues escalated, and member dues were not enough. Yet, the group remained committed to providing concerts free of charge. A milestone for the society was reached in 1993-94 when, under the progressive leadership of Presidents Isobel Beebe and Sally Thomas, the Sea Notes Choral Society became a non-profit corporation, and tax-deductible, tax exempt status was achieved. "Friends" of Sea Notes was instituted as a primary source of funding, as individual gifts could be tax-deductible. Sea Notes also qualified at that point for corporate matching gifts as it still does today. Please see our ["Friends of Sea Notes"](#) page.

Artistic and musical guidance for the Sea Notes has come from a number of talented and enthusiastic local directors. In the early years, the baton was passed between a group of congenial directors who enjoyed working with each other, sometimes directing, sometimes accompanying, and sometimes singing. Cindy Sellers, Leila Pigott, Randy Page, and Debbie Skillman shared these various duties through several concert seasons, joined by guest conductors Preston Faggart, Joyce Carmichael, and Carmen Coles.

In 1980 Debbie Skillman became the first official choral director and held that position until retiring in 1985. Debbie was followed by Carmen Coles who served from 1986 until 1989. 1989 brought back Cindy Sellers for a July 4th concert and introduced Gayle Walker, who led the group into 1990. Thom Clemmons stepped in for Christmas of that year. Cindy Sellers again took the helm from 1991 until 1995.

In 1995, Sea Notes opted for the "one director, one concert" style of directorship, giving more people an opportunity to share their talents in the leadership of the Society and giving past directors a chance to step out in front on occasion. The ensuing years brought back Debbie, Carmen and Cindy and introduced Phil Tate, Dianne Hoffman, Dr. Robert Jones, Dr. Charles Ellington, and most recently, Diane Kulp, with each director bringing to Sea Notes a wealth of choral experience and his or her own personal conducting style, enhancing the quality of performance and the enjoyment of the singers. Consequently, Sea Notes, which numbered between 20 and 40 members for most of the first 20 years, has grown in the last ten years to more than 100 members.

General Information

Performances:

There are three performance “seasons” each year.

The Spring concert usually begins rehearsals the first Monday after New Year’s Day and is generally performed at the end of March or first of April. Our goal is two performances. Because of the large size of the group, most spring and Christmas concerts are held at Hatch Auditorium in the Baptist Assembly in Caswell Beach on Oak Island. Should an adequate venue become available, the Society would like to schedule performances in both the east and west ends of the county.

Rehearsals for the July 4th concert series begin one or two Mondays after the spring concert. Three performances are scheduled for the Southport Baptist Church – two evening concerts prior to the 4th and one at 3:00 pm of July 4th.

The Christmas or holiday concert rehearsals usually begin the Monday after Labor Day with the concert scheduled for a Friday evening at 8:00 and Sunday afternoon at 3:00 the first full weekend in December. Again because of the size of the group, these concerts are held in Hatch Auditorium.

Performance Attire:

Clothing is furnished by each member.

Spring and Christmas concert attire are similar. Men will wear black tuxedos, white long sleeve dress or tux shirts and red or black bow ties. Sea Notes owns some red bow ties for the Christmas concert and enough variety colored ties for spring should the director choose to use them. Ladies will wear black dresses (long or mid-calf), long(ish) sleeves, with modest necklines. A long black skirt and long sleeve blouse is acceptable. Accessories include simple earrings, black shoes and black hose.

The July 4th concert series is more casual with all singers wearing Sea Notes polo shirts (Sea Notes logo) and navy skirts (no knees please) or slacks. The polo shirts will be available for order before the concert at an approximate cost of \$20.

Rehearsals:

Rehearsals are held on Monday nights usually at 7:00 pm. Sectionals may be required for men or women at 6:30.

Since the Trinity United Methodist Church began renovation of their fellowship hall, rehearsals have been held at St Peters Evangelical Lutheran Church. Indications are that we will continue at that location unless a future conflict develops. The last one or two pre-concert

rehearsals (Monday and a Thursday) are held as dress rehearsals (no concert clothing) in the concert venue.

There are no rehearsals after the July 4th concert until the Monday after Labor Day.

Because rehearsals are held in church facilities (St. Peters in the sanctuary) members are asked to respect the sanctity of the facility. Even though rehearsals are casual, expectations are that there will be silence while other sections are rehearsing (no talking, singing your part or humming along).

Usually after the 4th practice, a social may be held from 8:30 til 9:00. Members will be asked to sign up to bring their favorite treat. After the last concert, the groups will usually gather at a mutually agreed location for a social time and meal (depending on the location).

Attendance

Regular attendance is important to solidify the learning process, to develop the desired choral sound, and to create a quality performance. Everyone is expected to attend rehearsals unless ill or out of town. Only **three (3)** total absences will be allowed. Absences beyond **three** will be handled on a case by case basis by the director.

Every member is expected to attend the last two regular rehearsals before a concert.

Music Folders

A numbered set of music is issued to each member at the first rehearsal of each concert. This music is to be kept by the individual until the last performance of that concert. However, if a member finds they will not be able to sing that concert, the music should be returned immediately. Black performance folders may be borrowed or purchased (\$26 – current price). Borrowed folders are to be returned after each concert or should you decide to drop out before the concert. You are encouraged to make notes in you music in soft lead pencil. You may highlight copied music. Please don't punch holes in the music.

Finances

To be a member of the choral society and sing members must pay annual dues to help cover a portion of the cost of music, rehearsal and concert venues and other expenses. Dues are set annually by the Board of Directors (usually \$20-\$25). These are due no later than the third rehearsal and are not refundable. Dues are the same regardless of whether you sing any one or all of the concerts.

Sea Notes is a not for profit organization and never charges an admission fee for its concerts. A “good will” offering is collected at the end of each concert.

Contributions are also received through the support of “Friends of Sea Notes”. Members may make an annual donation of at least \$25 for membership. Different levels of membership are available and can be viewed on the web at www.sea-notes.com.

Board of Directors

An elected Board of Directors meets at least quarterly, usually monthly to manage the day to day business of the Sea Notes Choral Society.