



KANTOREI CHORAL SOCIETY MEMBER HANDBOOK

Music, spread thy voice around. G. F. Handel



September 1, 2020
Kantorei Choral Society
www.kantorei.ca

Kantorei Choral Society
c/o Mount Royal University Conservatory
4825 Mount Royal Gate SW
Calgary, AB T3E 6K6

Society Website: www.kantorei.ca
Mount Royal Choir website: mru.ca/kantorei

Find us on social media



Kantorei Members &
Mount Royal Kantorei



@Mount.Kantorei



@KantoreiCalgary



[Mount Royal Kantorei](#)



Mount Royal Kantorei Choir



[LinkedIn](#)



<https://www.canadahelps.org/en/charities/kantorei-choral-Society/>

Canada Revenue Agency Business Registration No.
896537842 RR0001

Table of Contents

Section 1: Mount Royal Kantorei & Kantorei Choral Society	4
History	4
Relationship to Mount Royal University	4
Diversity, Equity, and Inclusion	4
Section 2: About This Handbook	5
Purpose of the Handbook	5
Section 3: Membership.....	5
Open Rehearsals.....	5
Auditions.....	5
Auditions for solos.....	6
Choir and Society Membership.....	6
Membership Rights	6
Privacy Protection	6
Membership Dues & Financial Commitment.....	6
Bursaries.....	7
Deposits	7
Parking.....	8
Membership Expectations	8
Communication	8
Individual Practice	9
Attendance	9
Workshops & Clinics	10
Rehearsal Etiquette.....	10
Logistics	11
Dress Rehearsals.....	11
Performances.....	12
Member Conduct	13
Aroma Sensitivities & Allergies	13
Sanctions, Suspensions, Terminations	14
Termination	15
Section 4: Music and Uniforms.....	15

Music	15
Uniforms	15
Option 1	16
Option 2	16
Section 5 – KCS Governance	16
Financial Accountability	16
Board Meetings.....	17
General Meetings	17
Section 6: Supporting Your Society.....	17
Fundraising.....	18
Committees	18
Auditors	18
Section Representatives.....	19
Section 7: Society Contact Information	20
Office	20
Society Website & Social Media	20
Board of Directors & Artistic Director	20

Section 1: Mount Royal Kantorei & Kantorei Choral Society History

Welcome to Kantorei!

We are an adult, mixed voice, auditioned choir, flagship of the Mount Royal University Conservatory, established in 1995 by Founding Director, David Ferguson. Incorporated as a charitable organization in 1996, Kantorei Choral Society provides strategic direction, governance, and financial stewardship to the choir. After more than two decades, and currently guided by Artistic Director, John Morgan, Kantorei continues to delight audiences with varied repertoire from Mozart to Whitacre. Singing classical to contemporary works, the choir highlights Canadian works.

Kantorei Choral Society (KCS) seeks to support music education and vocal skills through activities that raise the profile of choral art. We seek to emphasize and encourage performances of Canadian choral works, including the composition of new choral works by Canadian artists. We value Canadian culture and seek to share our rich heritage and arts with others locally, provincially, nationally, and internationally. Through our performances and tours, we hope to demonstrate the vibrant arts programs available in Calgary, and in particular, vocal arts. Additionally, KCS acts as financial stewards to support the activities of the choir beyond the classroom as such, the Society actively engages in seeking community, corporate, and individual monetary support for the choir's programs and events.

Relationship to Mount Royal University

MRU Conservatory provides core activities of the course – the instructor (Artistic Director), space to rehearse, sheet music, and one concert per year. In addition, MRU graciously provides KCS the location of our physical office, phone, and additional benefits through risk management and other administrative and overhead supports.

The Society provides enhancement activities – additional concerts, tours, clinics & workshops, participation in competitions, and payment for the Artistic Director and Accompanist for enhancement activities. The Society supports the MRU choir by providing funding for these value-added experiences as well as uniforms, additional music, socials, and so on. For the Society to continue to offer enhancement activities we engage in additional fundraising activities discussed further on.

Diversity, Equity, and Inclusion

Be uniquely you. We celebrate every individual, member, employee, and contractor whatever your race, gender, ethnicity, national origin, age, sexual orientation or identity, education, and ability. We strive to ensure every individual feels valued and respected. We commit to a non-discriminatory approach and provide equal opportunities for membership, employment, contracting, donating, and stakeholder relationships.

Be aware that as students of MRU we are held to their diversity policies and other student policies. In addition, by joining us, you are committing to upholding the Society's policy and challenging barriers that might impede others. We recognize that some repertoire may not fit with some individual's beliefs. As such we invite Members to speak with the Artistic Director about the options available to them.

Section 2: About This Handbook

Purpose of the Handbook

Kantorei Choral Society has prepared this information to document policies and procedures that affect choir members and to orient members to the activities of the choir and Society. The policies we have presented here represent matters contained in our bylaws about membership, as well as policies that relate directly to your membership. Our bylaws are registered with the province of Alberta and are available for review. Similarly, the Society's policies are available for review for Members. We have done our best to summarize relevant policies and procedures here and present information that will improve and guide your experience.

This handbook is written to help Members orient to a successful experience both as members of the choir and members of the Society. Successful audition for the choir sets two things in motion: first, you may enroll in the MRU Conservatory course (the choir); and second, registration as a member in Kantorei Choral Society.

Section 3: Membership

Open Rehearsals

Open Rehearsals are held for new members at the start of the fall (September) and winter (January) MRU terms. Usually, the first two rehearsals in each of the fall and spring terms are open to anyone who might be interested in joining the choir. At these sessions we invite people to participate in a typical rehearsal including warm-ups, vocal exercise, and learning some of our repertoire. After attending open rehearsals, you can decide if you would like to audition for the choir. However, we are happy to audition new members throughout our performance season.

Auditions

Anyone interested in joining the choir should contact the Artistic Director.

The Artistic Director conducts auditions one-on-one with candidate members. Rehearsals take place immediately after open rehearsals or before regular rehearsals. Auditions typically consist of a warm-up and range check. You are not required to come with a prepared piece of music. Although we invite members to return season after season, the Society and Artistic Director may require returning members to re-audition. Within two weeks of their audition candidates will be contacted to inform them of the results of their auditions, usually by email.

Auditions for solos

During the season some of our repertoire may involve solo performances. From time to time the Board may elect to hire professional artists for these performances. Alternatively, some solos may be offered to members of the choir. In these circumstances the Artistic Director will audition choir members. These auditions may be conducted one-on-one, in small groups, or in front of the assembled choir at the Artistic Director's discretion. Soloist and ensembles from within the choir do not receive a performance fee.

Choir and Society Membership

When a candidate successfully auditions for the choir, they can register through MRU Conservatory as the choir is part of continuing education at the university. Registration fees grant access to the choir and a portion covers Society Membership dues.

Membership Rights

As a member of the Society you are afforded certain rights and privileges, as well as assuming certain responsibilities. Members of KCS may:

- Receive notice, attend, vote, & speak at meetings of the Society
- Receive notice, attend, & if invited, speak at Board Meetings
- Utilize the Society's music & uniforms for rehearsals & performances
- Participate in Society events, tours, functions, & performances

Privacy Protection

Members of the choir are afforded the protections of FOIP and for the Society, PIPA. The collection of personal information will be conducted in accordance with these policies. You will be asked to sign two releases of information one for the university (choir) and one as members of the Society. Because we wish to protect your privacy, it is necessary that we require two separate release forms. First, because Members are both students of MRU in the choir. Second as, Members of the Society, which is a separate legal organization.

Membership Dues & Financial Commitment

Annual dues help KCS defray, but do not completely cover the costs of:

- Choral music & copyrights
- Theory & vocal instruction
- Clinics, workshops, performance venues, marketing, & other associated expenses
- Professional choral experience
- Professional orchestras & soloists
- Bursaries
- Tours and other choral events not covered by the MRU course

Membership dues are collected as part of your tuition and registration through MRU Conservatory. Typically, these are paid in full, but you may inquire about installments by contacting the Conservatory Office at (403) 440-6821.

Your registration fees are tax-deductible because the choir is offered as a course through the university, contact the Conservatory for more information.

The amount of Membership Dues changes year-to-year. If you wish to know the breakdown of fees, please speak with the Treasurer. Please note the following information:

- Members who join in or after January pay prorated registration fees.
- Fees must be paid within 30 days of acceptance.
- We charge \$20 for all cheques that are returned due to insufficient funds. This applies to registration and any other cheques from Members for other matters.

Bursaries

The Society is pleased to offer a limited number of bursaries. If you would like to join us but have financial constraints, please contact the Artistic Director or Treasurer for an application or further information. Your request will be kept in confidence.

Deposits

We obtain a music deposit of \$100 and a uniform deposit of \$100 in September, or in January from members joining mid-season. It is your discretion if you give the Society one cheque or two for these deposits. Deposit cheques are completed as follows:

Date: June 30 of the fiscal year end

(e.g., if you join in September 2025, the cheque is for June 30, 2026)

Payable to: Kantorei Choral Society

We will either destroy the cheque(s) at the end of season or return it to you at the start of the next season, if requested.

Deposit cheques are only cashed if your music or uniform are damaged. We charge a minimum of \$5.00 per title for loss, damage, and abuse to sheet music owned by MRU and / or the Society. The cost of uniform replacement will be for the current market

value. Depending upon the cost of replacing items, unused portions will be returned to you.

Parking

MRU monitors parking Monday – Saturday 7:00 a.m. through 9:00 p.m. When you park on campus, be sure to put the receipt facing upward on your dashboard to avoid a ticket.

Alternatively, you may choose to purchase a parking permit from the MRU Parking Office or the Conservatory. These numbers are listed in the contacts on the last page of the handbook.

Membership Expectations

As a Member of the choir and Kantorei Choral Society there are certain expectations that we have of you. This section focuses upon your actions as a chorister and are aimed at creating a professional, positive, engaging experience for everyone.

Without sufficient income KCS would not exist. We expect each chorister to participate in the Society's charitable casinos and other fundraising activities. These are partially explained starting on page 15. Casinos are the source of about 50% of our annual budget. They take place every 18 to 24 months depending upon the schedule of the Alberta Gaming and Liquor Commission.

KCS is a voluntary organization committed to providing safe and welcoming space for everyone. We have a policy of diversity, inclusivity, and equity that we expect each member to uphold. To that end, we have committed and expect your commitment to confront and eliminate language and actions that are counter to this policy while participating with us.

Communication

KCS uses Slack, an application for productivity and project communications and a shared Google Drive to file documents important to members.

Upon your acceptance and payment of fees you will be sent an email inviting you to our Slack site. Here you will find channels for each major section (SATB), various committees that you can take part in, announcements, and so forth. You will also find communications about our events and programs and meetings of the Society. Google Drive is our archive and online filing system for some Society documents (e.g., policies & procedures, pdfs of music, YouTube links for practice tracks, etc.).

We expect you to access both Slack and Google Drive for information you need. If you have trouble, please see a Board Member or the Artistic Director.

Individual Practice

Sufficient preparation of our choral works requires each member to commit to practicing at least one (1) hour at home each week. Please spend more time practicing if you feel it is warranted. The Artistic Director typically explains which pieces should be focused on at home. We make every effort to provide you with YouTube links and MP3s, when possible, for use rehearsing at home. Typically, these are provided on our Google Drive.

Practice tips

- Start working on pieces that require memorization right away.
- Practice pronunciation and rhythms, following any specific instructions given by the Artistic Director.
- Know the vowel sound for each note, if in doubt, ask.
- Read through the text to get an understanding of lyrics. You cannot communicate to the audience if you do not know what a piece is about. After all we are performing artists.
- Make score markings in pencil only, no ink!
- Analyze your music, look for passages that are identical or similar.
- Ask questions. You are likely not the only person who has a question, even if a piece has been performed before.
- Use the electronic and hard copy media we provide you while practicing.
- Practice with others.

Attendance

If you are sick stay home.

If you attend rehearsal with any of the following symptoms you will be asked to leave to prevent the transmission of any illnesses:

- fever
- dry cough
- tiredness

Full participation is the goal! We seek members who are enthusiastic about choral music, passionate about Kantorei, and devoted to helping us grow as an organization and artistically. We expect members to attend rehearsals, sectionals, dress rehearsals, and workshops, and clinics. This kind of participation enhances the experience for everyone, enriches our harmony as we sing together consistently, and reduces time spent on administration and overhead.

Absenteeism

If you must be absent, please inform your Section Representative prior to the start of rehearsal. Section Representatives are appointed each year to each of the major divisions (Soprano, Alto, Tenor, Bass). These individuals assist the Artistic Director and

Board in a number of ways. At the start of each rehearsal and workshop they take attendance and report absences. If absent, we expect that you will follow up with your Section Representative to acquire any score markings or other information you may have missed.

If you exceed 3 absences prior to any given performance the Board or Artistic Director may ask that you not participate. We expect you to be punctual and ready for rehearsals and performances. Similarly, we expect you to stay for the entire rehearsal. Section Representatives help enforce our attendance policy in a uniform fashion.

If you have any questions about your attendance status please speak first with your Section Representative, then if more information is needed, approach the Artistic Director. The Artistic Director has final discretion about a member's inclusion in any performance. They may require you to audition for a performance to demonstrate readiness. If they feel you are not committed to the choir, they can recommend that the Board institute sanctions as allowed by our bylaws. Similarly, an ongoing or excessive pattern of absenteeism may result in sanctions. (See Sanctions, Suspensions, Termination on page 13)

Workshops & Clinics

We typically have workshops or clinics during the year. These maybe day long or begin Friday and run through Sunday morning. The Society pays for your lodging at longer workshops, and when funding allows, one meal. These are usually scheduled well in advance and announced early in the season to allow you time to prepare. During these workshops we bring in special guest clinicians and facilitators to broaden our exposure to various aspects of choral art including instruction, musical styles, artistic direction, and so on. These workshops are important to team building and group cohesion.

Rehearsal Etiquette

Attendance is critical as mentioned. So too, is punctuality and preparation. Both are crucial factors that affect our cohesiveness as an ensemble, our ability to learn music, and the quality of our performances. Therefore, we ask that you follow the following rules of etiquette for rehearsals:

- Arrive at least 10 minutes prior to rehearsals, which start at 7:15. This will allow you to store your belongings, retrieve any handouts, and take a seat ready to begin singing.
- Organize your music according to the list posted on Slack by the Artistic Director, each week.
- Have a sharpened pencil & eraser handy for notes and score marking. Score marking includes breaths, dynamics, measure numbers, and other information provided by the Artistic Director.
- Bring a plastic water bottle with a closable lid.
- Participate in warm-ups.

- Do not chat during rehearsals except on breaks. If your section is not presently rehearsing, follow along or review your section. Refrain from humming or singing along.
- Turn cell phones to silent, avoid taking calls during rehearsal. If you must text or take a call, please excuse yourself temporarily.
- Respect others and adhere to our aroma & odour policy. No perfume, cologne, aftershave. (See page 13)
- Announcements are typically made before or after breaks.

Online Rehearsals

If necessary and prudent, rehearsals maybe held online via video conferencing webhost. In these circumstances a link will be provided to you. Please follow these guidelines for online rehearsals:

- Have your music, computer, headphones, pencil & eraser at hand.
- Ensure your microphone is muted, until the host instructs otherwise or invites questions.
- Please locate yourself in a place free from distractions and excessive ambient noise (e.g., turn off the tv/radio, ask other family members for privacy, etc.).
- Turn cell phones to silent, avoid taking calls during rehearsal. If you must text or take a call, please excuse yourself temporarily.
- If you join the meeting while another section is rehearsing, please do not interrupt until invited.

Logistics

Weekly Rehearsals take place Monday evenings, 7:15 p.m. until 9:45 p.m. in the TransAlta Pavilion, room ED2102, mezzanine level, at the Taylor Centre for Performing Arts. Weekly rehearsals often include sectional breakouts, room announcements are made during rehearsals.

Dress Rehearsals

Attendance at dress rehearsals is mandatory. The Artistic Director will announce when dress rehearsals are taking place 1 – 2 weeks in advance at a minimum. Unlike theatre productions, we do not normally wear our uniforms. If there is an exception to this it will be announced ahead of time. Members are encouraged to wear comfortable attire and shoes; and be patient as various elements of the production (e.g., staging, sound, guest artists, orchestra, and so on) are refined. Please use your black performance folders at dress rehearsal and for the performance.

Performances

Members are expected to participate in all performances. Anyone unable to participate must speak with the Artistic Director and their Section Representative.

Performance Etiquette

- Be professional
- Do not chat while entering or leaving the stage
- Maintain good posture while sitting & standing
- No water bottles on stage
- No chewing gum
- Do not wear scented products.
- No unnecessary movement, do not wave to audience members

Arrival

- Arrive before the designated call time, store your belongings, and prepare for warm-ups.
- Bring a water bottle with you but leave it in our holding room during the performance.
- Do not bring guests or patrons early with you backstage.

Entering the Stage

- File on to the stage in a professional manner so that you come to your position in an orderly fashion.
- Carry music in your upstage hand (the one away from the audience).
- Enter as instructed by the Artistic Director or Section Representatives at rehearsals.
- In the loft, remain standing when you reach your seat.
- Watch the Artistic Director for the cue to be seated.
- If you must enter separately or late, do so unobtrusively and quietly.

During the Concert

- Watch the Artistic Director for cues to stand or sit.
- Do not lock your knees when standing. This can cause fainting and injuries.
- If on risers, stand as far forward as possible to allow those behind you to hold their music in the correct position.
 - If you are standing on the floor in front of the risers, stand about 18 – 24 inches forward from the edge of the bottom riser.
- Music folders should be opened as you stand and held at singing level.

- We are performing artists. Strive to convey the emotion of the text to the audience.
- Close and lower your folder as cued by the Artistic Director or as they step away from the podium.
- If for any reason you must leave and re-enter during a performance do so as unobtrusively as possible.

Standard Choral Practices

- *Never hum or sing during instrumentals, during another section or soloist's performance.*
- *Maintain vertical embouchure. That is, a mouth position that is tall and open rather than flat and closed off.*
- *Stand tall, chest lifted, legs shoulder width apart, weight evenly distributed so that you can sing with precision.*
- *Follow along while others are singing so that you are ready for your part.*
- *Breathe prior to singing. Use longer rests to get a full, deep breath.*
- *Hold music up and as flat as possible to allow you to see: the conductor, the audience, your music, and project your voice out over the audience.*
- *Know where your window is between the people in front of you. This will allow you to see the conductor and audience.*
- *Remember the meaning of the text so that you can effectively communicate it to the audience.*

Intermission & Post Concert

- Leave the stage as cued by the Artistic Director, carrying music in your upstage hand, in the reverse order from which you entered.
- At intermission, do not mix with the audience. You may use the restroom or get a drink, but we expect you to remain in our holding room otherwise.

Member Conduct

We value dignity and respect. In any group it is not uncommon for people to have concerns or disagreements. We expect that members will handle these situations with professional courtesy and go directly to the source. Otherwise, musical concerns should be taken to the Artistic Director, non-musical concerns should be addressed to your Section Representative or a Board Member.

Aroma Sensitivities & Allergies

Some choir Members have allergies and sensitivities to aromas and strong odours. In support of our Diversity, Equity, and Inclusion and our Aroma Sensitivity & Allergies policies, we ask that you adhere to no fragrance practices at rehearsals, workshops, and performances. People who have these sensitivities are not simply annoyed, it has a negative affect on their ability to breathe.

Choir is intimate. We stand shoulder to shoulder and are admonished to breathe deeply. We share the same air and share a responsibility to be aware of others that we share space with. We want to provide a positive experience for everyone and ask that Members kindly refrain from any fragrances and practice good hygiene. Be aware that using a fragrance in the morning does not negate the effects it has on others. You may view our Aroma & Allergies Policy for further information on our Google Drive.

Sanctions, Suspensions, Terminations

This section addresses the sanctions, suspensions, and terminations as dealt with by KCS.

It must be understood that as an individual in the choir you are a student of MRU Conservatory and therefore, are subject to their disciplinary procedures in addition to any set forward by the Society. The Artistic Director is their representative and has the authority to act on their behalf as regards students inclusive of members of the Society Board. In the event, that a student is suspended or terminated from the University, they will be likewise be deemed to be suspended or terminated from the Society.

We want to ensure that choir and Society membership are positive experiences for everyone. However, we retain the right to issue certain sanctions up to and including suspension and termination of membership for any Member or Board Member. Our bylaws enumerate the following reasons as cause for possible sanctions:

- Failure to abide by the mission, bylaws, and/ or policies and procedures; or,
- Act in a way that is harmful to the reputation of the Society; or,
- If the Member has been found to be disruptive at meetings of the Society, functions, or events of the Society; or,
- If the Member has done or failed to do anything judged to be harmful to the Society.

Sanctions may include things like attendance plans, coaching, suspension from performances, suspension from events and functions, and in some cases termination. This applies equally to Members and Members of the Board.

In the event that membership is to be suspended for more than a single event or performance or terminated, the Board working with the Artistic Director will gather information about an individual's attendance, conduct, and adherence to Society bylaws, policies and procedures. The Member in question will have an opportunity to meet with the Board and discuss their actions. The Board exercises these censures when a Member's actions have been egregious and deemed harmful to the Society. Because Members are students of the Conservatory, such processes are communicated with the Board's Conservatory Representative and the University may elect to act as they see fit.

Termination

In addition to the above, any person who does not return year-to-year, register for the Conservatory course, and pay their fees is deemed to have withdrawn. Membership and choir participation are not transferrable to other individuals. Finally, anyone who does not pass an audition, even if they intended upon returning, will be terminated.

Section 4: Music and Uniforms

Music

Most music is distributed the first few weeks of September and January. Additional pieces will be distributed during the season. You will be given a black folder that is to be used for at performances just before the first performance of the year. Both music and folders are numbered, the Librarian will record your name and the number assigned to you. This allows us to maintain an inventory of our property.

Care of Music

Each chorister is responsible to maintain their music and folder in good condition. Be mindful that in addition to music owned by KCS, we frequently access sheet music belonging to MRU on loan to Kantorei Choral Society Members. Therefore, we ask you to adhere to the following.

- Keep music protected in a music folio or similar protective space.
- Keep water and food away from your music. If you are transporting music folio and water bottles in the same bag, make sure your water bottle is well sealed.
- Mark music with a pencil as much as you need.
- Do not punch holes in music.
- The Librarian makes all repairs to scores. Please ask your Section Representative to connect you with the Librarian if you need a repair.
- Except for the last performance, erase all notes and markings, prior to returning scores.
- Return scores at the first rehearsal after a performance. At the end of the year, we will provide a drop box for music and folders at our performance venue. Deposit your music and folders here, prior to leaving the last performance.
- Upon return of music in good condition, your cheque for the year will be destroyed or returned as indicated under "Deposits".

Uniforms

Uniforms support the professional appearance of the choir and are property of Kantorei Choral Society. Each chorister is expected to care for the uniforms and keep them good condition. If a Member leaves the choir, the uniform is to be returned to an Officer of the

Board or the MRU Conservatory office. Upon return of uniforms in good condition, your cheque will be destroyed or returned as indicated under “Deposits”.

Two options are available for choristers:

Option 1

The first option is black pants and a black tunic style shirt in a traditionally feminine style. Members are to pair these with their personal opaque tights and dress shoes. Jewelry may be worn as approved by the Board.

Care instructions for Option 1

Pants and tunic are to be washed on the gentle or delicates cycle in cold water and hung to dry.

Option 2

The second option is black pants, a black button-down shirt, and a tie in a traditionally masculine style. Members pair these items with their personal black dress socks and dress shoes. Tie clips may be used but are subject to approval by the Board.

Care instructions for Option 2

Shirts are washable in cold or warm water and may be tumble dried on the low setting. Pants are dry clean only as they are 100% wool. Washing pants may cause damage causing your uniform deposit to be forfeited towards the replacement cost.

Section 5 – KCS Governance

Kantorei Choral Society is self-governing by its Board of Directors in compliance with the Society’s bylaws and the regulations of Alberta. The Board consists of four (4) officers and up to nine (9) At-large Directors. Collectively, we manage the business and property of the non-profit corporation (e.g., Kantorei Choral Society). We are responsible to set and lead the strategic direction and guide the organization toward fulfilling its mission and objectives, by creating policies and procedures to protect the interests of the Society. The Board acts as stewards of the Society’s finances, drafts budgets, supports and encourages fundraising, and drafts long-range plans, as well as, overseeing and administering the business of the Society. Board Members serve in a voluntary capacity. You may request an inspection of the Society’s books and records and time will be arranged to allow this.

Financial Accountability

KCS operates in partnership with MRU to provide the choral program. MRU pays for our core programming expenses. The Society pays for at least two (2) additional concerts each year, as well as, all aspects of marketing, ticketing, and other associated costs for those concerts. The Society additionally pays for enhancement activities such as workshops, guest clinicians, tours, competitions, music, uniforms, our paid

administrator, and so on. KCS has an independent budget drafted by the Board of Directors and approved at the Spring General Meeting for the coming fiscal year. Membership dues alone cannot cover the costs of Society operations and therefore, we ask you to participate in helping us raise awareness and funds to support our work.

Board Meetings

Board Meetings are held at least 8 times per year, typically on the first Monday of the month at 5:30 p.m. until 7:00 p.m. These meetings are subject to change to allow all Board Members to participate and are announced one week prior. Board meetings are open to our members and we encourage you to attend at least one Board Meeting so that you can gain an understanding of the Board's role. From time-to-time the Board may close all or part of a session to allow them to address matters that may be considered private.

General Meetings

KCS holds two (2) general meetings each year: one between September and December; and the other between April and June. General meetings provide members information about the operations of the Society, our financial status, information on events, tours, and other functions facilitated by the Society. The spring meeting includes elections for the Board of Directors and the proposed budget for the coming fiscal year. The fall meeting includes the nomination of auditors.

Section 6: Supporting Your Society

As a non-profit organization one way that we keep operating costs lower is through the help of members. Volunteers are always needed from Board roles, to organizing for performances, to helping staff various events, and always fundraising.

We expect each chorister to participate in the Society's charitable casinos. But your support does not end there. With your help we can meet our organizational and performance goals. There is always more work than there are volunteers.

We have numerous roles in which you can help us reach success:

- Officer of the Board (President, Vice President, Secretary, Treasurer)
- At-large Board Member (e. g., Fundraising/Grants, Concert Planning, Marketing, Communications, Social Media)
- Finance Committee
- Nominating Committee
- Marketing Committee
- Society Audits

- Librarian
- Section Representative
- Casino Coordinator
- Hospitality & Engagement

Fundraising

We depend on you for our success.

Operating costs are largely met through fundraising. The Society hosts charitable gaming (also called casinos), seeks grants, and personal and corporate donations. Members are asked to support fundraising endeavours. *It is these fundraising activities that allow us to provide the fullness of the enhancement activities.* We ask that you consider making a personal donation and approaching your employer, friends, family, and colleagues to support the choir. The Board has made this commitment too. We know from experience and watching other arts organizations that building relationships with others can help us meet our financial goals and helps build a successful organization. If you know individuals who may be interested in supporting us through short or long-term donor commitments, please see a Board Member.

Committees

The Board strikes committees to help with operations and governance. The finance committee is responsible to help recommend the annual budget. Marketing helps develop, administer, and oversee publicity and promotes our performances and brand. The Nominating committee helps identify and encourage Members toward participation on the Board of Directors. The Social Committee helps us stay connected to one another through recognizing important life events, spearheading gatherings, and so on.

Auditors

The Societies Act of Alberta requires that the society conduct an annual audit of our finances. Because we are a small society, we have the option of asking members to fulfill this role rather than spend thousands of dollars on an accountant. Ideally, auditors have experience with budgets and finance. The Society has developed a guide that helps auditors work through an audit and ensure that they have a good sense of the Society's financial standing.

Section Representatives

Section Representatives are solicited at the beginning of each season and serve as liaisons between members, the Artistic Director, and the Board. Section Representatives take on tasks to help us remain professional and accountable to one another and our art.

Section Representatives help the Artistic Director by carefully tracking score markings for their section. They learn the music as soon as they can to help others with this task. Section Representatives keep attendance and report excessive absences to the Artistic Director and the Board. Prior to performances, they work with the Director of Concert Planning and the Artistic Director to coordinate and direct our staging, entrances, and exits. On performance days, Section Representatives are charged with helping the Director of Internal Affairs and Director of Concert Planning ensuring members are in uniform and that accessories comply with guidelines set by the Artistic Director and the Board of Directors.

About two weeks after open rehearsals we provide each member with a list of current Section Representatives, a contact email and their phone numbers so that you may contact them if you intend on being absent. When possible, please call or email at least one (1) hour prior to the start of rehearsals.

Section 7: Society Contact Information

Office

Kantorei Choral Society Office: Phone 403.440.8509
Fax 403.440.7237
Email: BusinessManager@kantorei.ca or
kantorei@mtroyal.ca

Society Website & Social Media

Society Website: <http://www.kantorei.ca>

Society Members Facebook: [Kantorei Members](#)

Society Instagram: [mount.kantorei](#)

Society Twitter: [@KantoreiCalgary](#)

Society SoundCloud: [MRU Kantorei](#)

Board of Directors & Artistic Director

President President@kantorei.ca

Vice President VicePresident@kantorei.ca

Treasurer Treasurer@kantorei.ca

Secretary Secretary@kantorei.ca

Concert Planning Concerts@kantorei.ca

Internal Affairs Internal.affairs@kantorei.ca

Fundraising Fundraising@kantorei.ca

Marketing & Social Media Marketing@kantorei.ca

Board Group Email Board@kantorei.ca

Artistic Director Artistic.director@kantorei.ca

Business Manager BusinessManager@kantorei.ca or
kantorei@mtroyal.ca