VIRGIL I. GRISHOM HIGH SCHOOL
CHORAL DEPARTMENT HANDBOOK
2018-2019

Tucker Ratcliff, Choral Director

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A note from the director,

I am very excited to see what this new year has in store for the Virgil I. Grissom High School Choral Program. If you are returning, welcome back. I hope that this year brings opportunity for you to learn and grow as a musician. For those that are new, I welcome you into my classroom. I like to look at this choral program as being unique. We not only teach and perform the music, but we strive for an all-around music education that strengthens you as a musician. This encompasses learning the theory behind what we sing, the history behind what we sing, as well as the technical aspects and enjoyments of WHY we sing. I hope that this year challenges you. I hope that it instills a passion for music that you never had before.

Sincerely,

Tucker Ratcliff, Choral Director

Virgil I. Grissom High School

Huntsville City Schools

tucker.ratcliff@hsv-k12.org
INTRODUCTORY PAGE FOR PARENTS/GUARDIANS

Welcome, Parents and Students, to another great year at Virgil I. Grissom High School. This handbook was prepared with the intent of giving stakeholders more information and direct links to important parts of the choral program.

Items include:

Pg. 2  Welcome Letter
Pg. 3  Introductory Page for Parents/Guardians
Pg. 4  Course Syllabi
Pg. 11  Departmental Basic Support Fee Information
Pg. 14  Charms Office Assistant Information
Pg. 15  Teacher/Student/Parent Agreement
Pg. 16  Bylaws of Grissom Choral Parent Association
Pg. 22  Yearly Calendar
Pg. 23  Event Medical Release Form
Pg. 24  Choral Handbook Acknowledgement

We also welcome you to the August 16th Choral Parents Meeting.

Some topics of discussion include:

📅 Review of Choral Department Handbook
📅 Choral Department Budget
📅 Uniforms
📅 Fundraisers
📅 Calendar of Events
📅 Charms Office Instructions

If you need Mr. Ratcliff, he can be reached at tucker.ratcliff@hsv-k12.org

If you have any questions, please feel free to contact any of the GCPA Board. (Pg. 16)

Sincerely,

Tucker Ratcliff, Choral Director
Grissom Choral Parents Association Board
**CHORAL DEPARTMENT COURSE DESCRIPTIONS:**

**Mixed Chorus I (Women’s Choir)** is primarily for incoming freshmen women (or singers), however it is open to 10th-12th grade seasoned women. These women have been singing in middle school or are looking to join for the first time. As many of these singers have just been through a voice change, we spend a lot of time focusing on vocal technique, so singing is a comfortable activity for them. This ensemble focuses on singing 2-3 part women’s choral literature, while learning proper vocal technique, music theory, and sight-singing. At the end of each year, all women have the chance to audition Chamber Choir.

**Mixed Chorus II (Men’s Choir)** is primarily for incoming freshmen men (or singers), however it is open to 10th-12th grade seasoned men. These men have been singing in middle school or are looking to join for the first time. As many of these singers have just been through a voice change, we spend a lot of time focusing on vocal technique, so singing is a comfortable activity for them. This ensemble focuses on singing 2-3 part men's choral literature, while learning proper vocal technique and music theory. At the end of each year, all men have the chance to audition Chamber Choir.

**Mixed Chorus III (Concert Choir)** is a non-auditioned choir open to students in 10th-12th grade. This ensemble focuses on learning 4 part repertoire. They perform at concerts, competitions and other events. Students take the fundamental concepts learned in Vocal Level I and Vocal Level II to grow their musicianship skills. These students are not only involved in choir and other fine arts, but other areas of our school community, such as football, basketball, AP courses and more. At the end of each year, these students have the chance to audition Chamber Choir.

**Mixed Chorus IV (Chamber Choir)** is an auditioned, advanced ensemble open to students in 10th-12th grade. Each year, students are auditioned and selected based upon their performance in the audition, performance during the previous school year and a variety of other areas. Students must maintain a level of music proficiency that would enable them to be a contributing member of the ensemble. 24 students are selected to be in the ensemble. These students perform Early choral music, Chamber and Madrigal genres, Jazz selections, and acapella pop selections. Throughout the year, the Chamber Choir splits into two different groups, a women's ensemble and a men's ensemble, each performing 4 part acapella music. They perform at concerts, competitions, and other events throughout the Huntsville area.

All courses are one credit electives that meet every other day for the entire year. In these courses, students perform standard choral literature, at various difficult levels (I-IV), following standards and guidelines as stated in the Alabama Course of Study and the National Standards of Music Education. The content of these courses support the standards of the Common Core Curriculum.
**GOALS:**

- To increase individual performing and reading ability.
- To increase knowledge and appreciation of the repertoire performed.
- To perform quality choral literature (accompanied and unaccompanied harmony).
- To develop an all-inclusive music education classroom that includes the need for music theory, history, and pedagogy instruction.
- To afford an opportunity for students to perform and compete at the district, state, regional, and national level.

**COURSE COMPONENTS:**

Using a variety of vocal literature, the program trains each student in the following vocal skills:

- Tone Production
- Music Literacy
- Music Theory
- Auditory Perception
- Expression
- Ensemble Blending
- Communication
- Critical Listening

**STUDENT COURSE MATERIALS:**

- Department issued octavos
- HCS issued laptop and power supply
- Water-bottle (optional)
- Pencil (required!)
- Regular folder with paper
- Concert Attire (information listed in Choral Handbook pg. 12)
- Recording device for testing purposes.

**STUDENT EXPECTATIONS**

- Students are to be in the classroom and prepared for class to begin when the bell rings.
- Students are to come to class prepared with supplies, such as Huntsville City Schools computer, choir folder, pencil, etc.
- Students are to complete assignments, assessments, or projects by the scheduled date.
- Students are to participate and contribute during each rehearsal, including after school rehearsals or special events.
- Students are to learn their vocal part for each piece.
- Students are to attend and be on time for all required performances in specified attire.
CLASSROOM RULES*

- Students are to follow all school rules.
- Students are to follow all rules regarding Huntsville City Schools laptops.
- Students are to use technology (cell phone, tablet, laptop, or other device) as a learning tool, when permitted by the teacher.
- Students are to fulfill course/student expectations.
- Students are to be respectful of the instructor, their peers, and any other presenters or guests.
- Students are to refrain from drinking or eating on the classroom carpet. Water is permitted.
- Students are to remain in the classroom unless otherwise permitted by the instructor.
- Students will be allowed the first 3 minutes of the period to go to the fine arts restroom.

ASSIGNMENTS & GRADING*

90-100 = A  
89-80 = B  
79-70 = C  
69-60 = D  
59 and below = F

60%: PERFORMANCES, SUMMATIVE ASSESSMENTS

Performances: (200 points) Students are required to participate in all performances. They include but are not limited to:
- Fall Concert
- Veteran’s Day Program
- Winter Concert
- Chili Supper
- State Choral Performance Assessment.
- Spring Concert

Summative Assessments: (100 points) Students will complete a summative assessment at the end of each semester, along with summative assessments prior to or immediately after concerts (Quartet/Octet Testing). Students will perform the current literature individually or in groups to hold students accountable for their contribution to the group. Summative Assessments include, but are not limited to:
- Semester Exams
- Music Theory Quizzes
- Sight-Reading Assignments
- Quartet/Octet Testing
**40%: WEEKLY REHEARSAL PERFORMANCE ASSESSMENTS, FORMATIVE ASSESSMENTS**

**Weekly Rehearsal Performance Assessment:** (100 points) Each week, students will have the opportunity to earn points for their Weekly Rehearsal Performance Assessment. Assessments include, but are not limited to:
- Adhering to classroom rules and expectations
- Following all school rules
- Performing to the best of their ability during rehearsal

**Formative Assessments:** (50 points) Students will have the opportunity to earn Mid-Unit points for credit. Formative Assessments include, but are not limited to:
- Returning Forms
- Online Sight-Reading
- Writing Assignments
- Quartet/Octet Testing

"It Works in Theory" - A Comprehensive Music Theory Program:

**Description:** A sequential and comprehensive approach to learning music theory in the performance classroom. Students will work independently and in small groups to progress through various levels of music theory concepts.

**Process:** As students master the concepts in each level on Theory Days, they will "test out" of that level and move on to the next on Test Days.

**Theory Days:** Theory days are scheduled every 4 weeks at the end of the week. On those days students will work in their assigned group and/or independently to learn, practice and master the material in their current level of music theory. It is REQUIRED that students take notes, complete any assigned worksheets, practice tests, level assessments, or make-up tests on those theory days. Students will be graded for completing assignments on Theory Days. Should a student be absent on one of these days, it is their responsibility to learn the material during Tiger Time.

**Test Days:** Test days are scheduled every 4 weeks at the beginning of the week. Students are to take the test level that they learned the previous weeks. They must score a 90% or higher in order to advance to the next level. If a student scores less than a 90% on a test, he/she will be required to review the same material on the next Theory Day, and take another test version of the same level on the next Test Day. All Test Days have been entered into iNOW for the entire year. These days (along with Theory Days) are subject to change due to unforeseen circumstances. If a day is changed, students will be made aware in the "This Week in Choir" updated and in class announcements. Should a student be absent on one of these days, it is their responsibility to make-up the missed test during Tiger Time.
**Student Leaders:** Students who have mastered levels may be asked to be student leaders for various other groups. (Example: If you have mastered Level 1-3, you may be asked to lead the group that is working on Level 1). Student leaders will be responsible for helping the students assigned to them master the material and will be given a leader sheet to help teach the concepts. Student leaders can administer a music theory level test, but must give tests to Mr. Ratcliff to be graded. Student leaders are still responsible for progressing in the music theory program as well.

**Semester Theory Exams:** Students will be given a cumulative semester exam based on the levels of theory that have been mastered.

Students are responsible for taking notes during lessons. Music Staff paper will be provided in the choral room, and is also available on Canvas and the Grissom Choir Website, www.grissomchoir.com. I expect students to be progressing through levels and trying their best to master as many concepts as they can. If students ever want additional practice or have questions, do not hesitate to ask.

**ATTENDANCE:**

The students must attend class in order to learn the material. The nature of this performance based course requires the participation of every student in a “team effort”. Each student is required to attend every public performance, including SCPA and large group festivals. The schedule of all the events in this department is published and sent to the parents/guardians and students at the beginning of the school year, as well as listed at the end of the Choral Handbook.

*Students WILL receive a ZERO in the class should they choose to not attend concerts.*

**OPPORTUNITIES**

- Departmental Officers
- Section Leaders
- Huntsville Choral Director’s Association: All-City Choral Festival
- Various University Choral Festivals
- Alabama Vocal Association (AVA): All State Choral Festival, Solo & Ensemble Festival, State Choral Performance Assessment.

*Items are the responsibility of the Choral Director (not the GCPA).*
COMMUNICATION

The following communication tools will be used to send announcements and assignments to parents and students:

<table>
<thead>
<tr>
<th>Course</th>
<th>Remind</th>
<th>Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed Chorus I</td>
<td>ghschoir1</td>
<td>Already Enrolled</td>
</tr>
<tr>
<td>Mixed Chorus II</td>
<td>ghschoir2</td>
<td>Already Enrolled</td>
</tr>
<tr>
<td>Mixed Chorus III</td>
<td>ghschoir3</td>
<td>Already Enrolled</td>
</tr>
<tr>
<td>Mixed Chorus IV</td>
<td>ghschoir4</td>
<td>Already Enrolled</td>
</tr>
</tbody>
</table>

Each week, the director will send out a weekly update titled “This Week in Choir”. These emails will list what each class's objectives are for the week, as well as upcoming event formation/any other announcements that concern the Choral Department. Please make sure your family has entered in all current information (including email) into Charms Office Assistant in order to receive these updates (See page 13 for Charms information).

EVENT DESCRIPTIONS

Students will have the opportunity to perform and compete at the district, state, regional, and national levels and also have the opportunity to audition for district, state, regional honor groups. Students will also be exposed to professional performers, audio, and video recordings throughout the year. Student are encouraged to study private voice, and prepare solos & ensembles for the State Solo & Ensemble Festival

All-City Festival (HCSCDA) - This is an auditioned opportunity for all students in the department. It requires one mandatory evening rehearsal, one rehearsal during school, and one evening performance. The students must buy their music packets through the department by August 31st. Students will not be allowed to audition with copies or PDFs. Students from all across the city participate in a large concert at a selected church in the evening. The auditions are conducted by the choral directors within the HCS system. Department uniforms are required along with a $25 event fee if the student makes the festival (due in October).

All-State Festival (AVA) - This festival is held in March and features outstanding choral students from all across the state. Students must audition before a panel of judges at a selected school. Each student who wishes to auditions must purchase their own music through the department. Students will not be allowed to audition with copies or PDFs. There are three different choirs available - SSA, TTBB, and SATB. Students who are chosen to participate will spend a weekend in March rehearsing with a renowned clinician, and will perform in a concert at the host facility. Students pay for their lodging and food. Lodging must be with the student's school group. Uniforms are required, along with an event fee if the student makes the festival (due in February).
Outstanding Choral Student for All-City (HCSCDA) - This student, selected by the Choral Director, must be a senior and must have participated in AllCity the previous year. This student must prepare two solos of contrasting styles and a choral resume. He or she will audition on an assigned day before a panel.

Outstanding Choral Student for All-State (AVA) - This student, selected by the Choral Director, may be a junior or senior and must have participated in the AllState Festival the previous year. The student must audition at the district level with two solos of contrasting styles and must also submit a choral resume and picture. If selected as the district winner, he or she will then audition with the other district winners from across the state for the honor of being named Outstanding Choral Student for the state.

Solo & Ensemble Performance Assessment (AVA) - Open to any working ensemble in the choral department. An ensemble is a group of sixteen singers or fewer, and includes duets, trios, quartets, etc.. This assessment is held once in the spring, and all groups and soloists receiving superior ratings earn medals. Soloists must sing two contrasting pieces. Voice lessons or vocal coaching is recommended to prepare for this. In school voice coaching from voice instructors will be available for set session fees. Schedules for voice coaching can be made through the director.

State Performance Assessment (AVA) - The State Performance Assessment held in the Spring at a venue, to be announced. All students in the department are required to participate with their respective choir in this event. The choirs sing before three performance judges for ratings ranging from Superior to Poor. They also must sightread before another judge. These festivals are usually held outside of the city and require bus transportation. Uniforms are required.

Various University Choral Festivals - These festivals consists of two “All-State” quality honor choirs comprised of high school and middle school students, nominated by their choir directors, from public and private high schools throughout the State of Alabama. Students work closely with the Festival Clinicians in intense rehearsals focusing on musicianship skills, voice building, and ensemble performance.

HCSCDA - Huntsville City Schools Choral Directors Association; hscda.wordpress.com
AVA - Alabama Vocal Association; alavocal.org
AMEA - Alabama Music Educator’s Association; alabamamea.org
DEPARTMENTAL BASIC SUPPORT FEE INFORMATION

A Basic Support Fee is established yearly by the Grissom Choral Parents Association, which is used for the vernal operations of the Choral Department. Students are also required to purchase a uniform for participation within this group.

All students are expected to pay Basic Support by the established deadline, unless they qualify for financial assistance. If Basic Support cannot be paid in full by the deadline, a payment schedule must be established with the Grissom Choral Parents Association. Fees for various events must be paid by the established deadline or the student will not be allowed to participate in the event. Uniform costs must be paid in full or via payment schedule before the first concert. Students are also responsible for keeping up with any tickets or other fundraiser items that they agree to sell. If said items are lost, the student will be responsible for reimbursing the choral department for these losses.

The Choral Department relies on the funds that are raised to cover expenses during the year. It is imperative that we raise funds to pay for our department’s needs. Some of these include: registration fees, accompanist/guest musicians, security guards, piano tuning, transportation, sight-reading/theory curriculum, and music expenses. We raise these funds through the Basic Support, which is an annual fee.

**Basic Support Fees:**

<table>
<thead>
<tr>
<th>Choir Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's/Men's Choir</td>
<td>$200.00 per student.</td>
</tr>
<tr>
<td>Concert/Chamber Choir</td>
<td>$250.00 per student.</td>
</tr>
</tbody>
</table>

Due to the large amount of money owed at the beginning of the school year for the Choral Department, we provide a payment schedule, if needed. However, you may elect to pay the Basic Support in full, and a $25 discount is given if Basic Support is paid in full at the Parents Meeting (August 16).

The following payment schedule and other payment information can be found online on Charms:

**Payment Schedule**

<table>
<thead>
<tr>
<th>Choir Type</th>
<th>Payment Schedule</th>
</tr>
</thead>
</table>
| Women's/Men's Choir        | September: $66.66  
                              | October: $66.66    
                              | November: $66.67   |
| Concert/Chamber Choir      | September: $83.33  
                              | October: $83.33     
                              | November: $83.34    |
Please note that if payment has not been received by the specified date, then extra opportunities may be limited for your student. All payments should be made to GCPA (Grissom Choral Parents Association) and put into the designated black Money Box in the Choral Room (1299). Be assured that the monies you provide to support the Grissom Choral Program are used wisely. Our intent is that every choral member will receive a rewarding and well-rounded experience while participating in the choral program.

If you have any questions, feel free to contact Leslie Hill (Treasurer) or other members of the Choral Board.

**Uniforms**

Students will be required to wear the Choral Department uniform (dresses and tuxes) at all public, formal events and concerts.

**Women’s Dress:**

- New: $90
- Used (if available): $45

**Men’s Tuxedo:**

- New: $120
- Used (if available): $60

Along with the mandatory uniforms, students are expected to have:

- Women: Black closed toed shoes, stud earrings (optional).
- Men: Long black socks, black dress shoes

*Watches, necklaces, and hooped ear-rings are not allowed.*

Students will be sized and fitted for uniforms shortly after school begins. Uniforms will be ordered and available by the first concert (See Yearly Calendar on Page 22).

**Optional Activity Expenses**

Festivals/Opportunities:

- All-City Music: $10
- All-City Participation Fee: $25 (Only if selected for All-City)
- Montevallo All-State Choir Workshop: $10
- All-State Music/Audition Fee: $25
- All-State Registration Fee: $25 (Only if selected for All-State)
- All-State Rooming Fee: $150-175 (Varies)
- Solo & Ensemble: $10 Solo/Member of Ensemble
- Various University Choral Festivals: $25-50
Other Miscellaneous Items:

Pre-Buy Concert Tickets: $5.00/ticket/person for each concert (Parent night ONLY)
Awards Banquets Tickets: $12 (Available in the Spring)
Choir T-Shirt: $15

Fundraising

We provide many opportunities to offset all costs through individual fundraisers that directly benefit the student's Charms account:

Sheet Sale: Sell for $40, student gets $18 per set sold. (August)
See's Candy: Students earn a percentage to their account. (October)
Belk Tickets: Sell for $5 each and turns money into Money Box. (Fall and Spring)
Car Washes: Money earned is split between the students that work.

Department wide fundraisers that benefit the choir as a whole:

Pancake Breakfast (Required): 5 tickets at $5/ticket = $25
Chili Supper (Required): 5 tickets at $6/ticket = $30
Concession Stands: Percentage of profit goes towards the department.
Spirit Nights: Percentage of ticket goes towards the department.
Charms Office Assistant is used by the Grissom Choir to help keep parents and students up to date with choir events. Each individual student has an account that has a great deal of information within it, including financial status, choir assignments, downloadable handouts and files, uniform assignment, etc. This tool has proven to be one of the most invaluable items we use; it helps when creating lists, composing mass emails, updating the music library, recording student attendance at rehearsals and performances, and much more.

We ask that each of you visit your Charms account on a regular basis to check things out and stay updated. We also ask that you check your information to be sure it is current, especially if you have recently changed email addresses or phone numbers. We rely on mass emails to communicate information to all parents and students throughout the year, so please make sure your email address is updated.

To access your account:
- Go to charmsoffice.com and hover over the blue “LOGIN” button.
- Select Parents/Students/Members.
- Enter “GrissomHSChoir” as the School Code.
- The new window is the public site.
- Enter your Student Area Password.
- You are now in the secure student area.
- (New students will need to set a new password).

Contact Mr. Ratcliff or a board member if you have forgotten your password or have never logged in before. Video tutorials are available at www.grissomchoir.com.

Please note:
Once logged in, you will see MANY more icons with lots of information. You can update all of your information here and change your password if you wish. A Charms calendar with all Choral Events is located here. Please visit www.grissomchoir.com to learn how to import this calendar onto your mobile device!

BE SURE TO CLICK THE GREEN “UPDATE” BUTTON IN THE UPPER RIGHHAND CORNER OF THE PAGE BEFORE EXITING.
TEACHER-STUDENT-PARENT AGREEMENT

Re: Syllabi, photographs, multi-media, and performance eligibility

By signing the Choral Handbook Acknowledgment on page 24, I confirm that my parents and I have read the Virgil I. Grissom High School Choral Department syllabus and understand the requirements for Mixed Chorus I, II, III, and IV. My parents/guardians and I understand that failure to follow these requirements will directly affect my grade and performance eligibility. All grades will be posted weekly on iNow. Students are required to keep up with assignments, due dates, rehearsals, and performances. Assignments are not accepted more than one day after the due date.

All photographs and video taken during choral classes, rehearsals, performances or departmental field trips are property of the Virgil I. Grissom High School Choral Department and may be used in posters, programs, departmental social media counts, or our website.

Parents and students must also understand that Mr. Ratcliff can remove or replace a student from a class, performance, or the department due to the following:

- Failure to participate in class/rehearsal
- Behavioral or academic problems
- Chronic injuries
- Health issues
- Excessive abscess or negative/cruel comments (including social media venues.)

If for any reason I or my parents have a question, we should contact Mr. Ratcliff during school hours. All signed documents will be kept on file by Mr. Ratcliff. All student materials and conferences are confidential between Mr. Ratcliff, the student, parents, and school administrators.
ARTICLE 1. NAME, OFFICES, NATURE, & PURPOSE

1.1 Name & Office. The name of the corporation is Grissom Choral Parents Association, hereinafter referred to as GCPA. The principal office of GCPA shall be located at Grissom High School, 1001 Haysland Road SE in Huntsville, AL 35802. GCPA may have other offices, either within or without the State of Alabama, as the Board of Directors, hereinafter referred to as “the Board”, may designate or as the business of GCPA may require.

1.2 Purpose. GCPA is a nonprofit corporation with the purpose of providing financial, physical, and educational support for the students enrolled in the Choral Department Programs of Grissom High School, as well as any faculty, coaches, or other personnel employed or engaged by the Huntsville City Board of Education in an instructional capacity in the Choral Department of Grissom High School.

The purpose shall also be to foster, promote, and increase the musical knowledge of, and appreciation for, choral music to the participants and the public, exclusively through educational activities, by helping to organize and present (primarily but not exclusively in the City of Huntsville, AL) performances of choral music to be suitable at the time and place for such exclusively educational purposes.

The purpose shall be further stated to be the promotion of, and the encouragement of participation in, activities sponsored by the Huntsville City Choral Directors Association, the Alabama Choral Directors Association, and the Alabama Music Educators Association by such individuals, ensembles, and choruses as the Director of the Grissom High School Choral Department deems appropriate.

ARTICLE 2. MEMBERS

2.1 Members. GCPA shall have one class of members. A member shall be: a parent,
grandparent, or guardian of students enrolled in the Choral Department of Grissom High School; faculty, teachers, coaches, or other assistants employed or engaged by the Huntsville City School Board for the Grissom High School Music Department; and any other faculty or adult members interested in the promotion of choral music education at Grissom High School.

2.2 Meetings of Members
2.2.1 Conduct of Meetings. All formal meetings of GPCA will be conducted in accordance with “Robert’s Rules of Order”.
2.2.2 Annual Meeting. The annual meeting of the membership shall be held in May of each year for the purpose of electing Officers and Directors and transacting such other business as may come before the meeting. The day and time of the meeting shall be determined by the President, with notification provided in accordance with Article 2.2.5 below.
2.2.3 Special Meetings. The President, the Board, or the members constituting not less than five percent of the total membership of GCPA may call special meetings of GCPA for any purpose. Voting at special meetings shall be limited to issues and actions set forth in the meeting notification.
2.2.4 Place of Meeting. All meetings shall be held at the principal office of GCPA or at another such place within or without the State of Alabama designated by the Board.
2.2.5 Notice of Meetings. The annual meeting and any special meeting shall be announced in a timely manner in any manner calculated to notify as many GCPA members as possible, including (but not limited to) Charms, Facebook, email, or other written or electronic notice.
2.2.6 Waiver of Notice. Whenever any notice is required to be given to any member by the provisions of these Bylaws or by the provisions of the Articles of Incorporation or by the provisions of the corporate law of the State of Alabama, a waiver thereof in writing, signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.
2.2.7 Quorum. Five percent of the current members of GCPA shall constitute a quorum at a meeting of the membership. If less than a quorum is present at a meeting, a majority of the members so present may adjourn the meeting. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.
2.2.8 Manner of Acting. If a quorum is present, the affirmative vote of the majority of the members at the meeting and who are entitled to vote on the subject matter shall be the act of the members, unless the vote of a greater number is required by the corporate law of Alabama.
2.2.9 Voting by Members. Each member shall be entitled to one vote upon each matter submitted to a vote at a meeting of the members.

ARTICLE 3. OFFICERS

3.1 Number. The officers of GCPA shall be a President, VicePresident, PresidentElect, Secretary, Treasurer, and TreasurerElect.
3.2 **Election and Term of Office.** The officer of GCPA shall be elected from the membership for a term of one year or until successors are elected and qualified. Such elections shall be held at the Annual Meeting in May.

3.3 **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause may be filled by appointment of the President with the approval of the Executive Board for the unexpired portion of the term.

3.4 **President.** The duties of the President shall be as follows: to preside over all meetings of the GCPA membership and the Board; to sign all awards, contracts, reports, and make all appointments of committee directors except the Nominating Committee; provide a copy of "Robert’s Rules"; to act in an emergency for which there is no guidance available; to cast the deciding vote of the Executive Board; to serve as ex-officio member of all committees except the Nominating Committee; and to fill vacancies on the Executive Board. The President shall have such other duties as commonly pertain to the office or as stated in the Bylaws.

3.5 **Vice President.** The Vice President shall: encourage and oversee the directors of the Uniform, Trips/Chaperone, and Decorations committees; to act in the absence of the President; and to have such other duties as commonly pertain the office or as stated in the Bylaws.

3.6 **President Elect.** The President Elect is the chosen president upon the exit of the current president from office, for the succeeding school year. The President Elect shall: encourage and oversee the directors of the Fundraising and Special Events committees; assist the President as needed; and have such other duties as pertain to the office or assigned by the president, or as stated in the Bylaws.

3.7 **Secretary.** The Secretary shall: encourage and oversee the directors of the Website and Publicity committees; record and file in the Choral Department all minutes of meetings of the GCPA membership and the Executive Board; supply the Executive Board with copies of the minutes; write and mail all official correspondences of GCPA; file copies in the Choral Department; and have such other duties as pertain to the office, or as assigned by the President, or as are stated in the Bylaws.

3.8 **Treasurer.** The Treasurer shall: act as custodian of all monies of GCPA; pay all vouchers and debts incurred by GCPA in accordance with the budget; collect all monies from Choral Department Drop Box and deposit them in the appropriate account in a timely manner; keep complete and accurate records of all receipts and expenditures during his/her term of office; provide change funds for concert ticket sales and fundraising events; present the budget at the August meeting of GCPA; release to the Auditing Committee for auditing complete and accurate records by September 30 of his/her term of office; to keep the Executive board informed of outstanding debt or student NonPayment through the monthly Written Treasure report; and have such other duties as pertain to the office or as assigned by the President, or as stated in the Bylaws. All checks shall require one signature of either the Treasurer or the Treasurer Elect, each of whom must be properly bonded.

3.9 **Treasurer Elect.** The Treasure Elect is the chosen treasurer for the succeeding school year. The Treasurer Elect shall: act in the absence of the Treasurer; manage the Student accounting part of Charms; assist the Treasurer as needed; and have such other duties as pertain to the office or as assigned by the President, or as stated in the Bylaws.
ARTICLE 4. EXECUTIVE BOARD

4.1 General Powers. The Executive Board shall manage the business and affairs of GCPA.
4.2 Number and Tenure of Executive Board Members. The Executive Board shall consist of the President, Vice President, President Elect, Secretary, Treasurer, Treasurer Elect, and Choral Director. The President and President Elect of the Student Board shall also be members. The members shall serve for one year.
4.3 Duties of the Executive Board. The Executive Board shall exert its best efforts in fulfilling the purpose of GCPA and exercising the powers given it in the Articles of Incorporation.
4.4 Meetings. Meetings shall be held monthly and prior to each membership meeting, and at the call of the President or on the request of a majority of the GCPA membership.
4.5 Quorum. Four Executive Board members shall constitute a quorum.

ARTICLE 5. COMMITTEES

5.1 The Board may establish committees as required. The designation of any committee and delegation of authority thereto shall not relieve the Board, or any member thereof, of any responsibility imposed by law.
5.2 The Finance Committee shall be chaired by the Treasurer and consist of the Treasurer, two other Executive Board Members, and the Choral Director. The committee shall prepare a budget for presentation to GCPA membership at the August meeting. They may approve expenditures in the budget of up to $50, provided the budget is not in jeopardy. All expenditures over $50 not previously provided for in the budget require an amendment to the budget and must be approved by the Executive Board at its next regularly scheduled meeting.
5.3 The Publicity Committee Coordinator shall be appointed by the President and shall consist of the Publicity Chair, the Webmaster, and one Executive Student Board chorus member. The Publicity Committee Coordinator may enlist additional members to carry out publicity responsibilities, which include: association newsletters; notifications concerning upcoming events, fundraisers, concerts, and festivals; preparing the Choir Directory; and payment reminders. This communication may be distributed to association members by phone, mail, flyers, email, text message, or other means of electronic communication.
5.4 The Trip/Chaperone Committee shall consist of three members and the Choral Director. The President shall appoint the chairman and he/she shall select the other two members. The Trip/Chaperone Committee shall have the responsibility of coordinating and arranging such transportation and chaperones as deemed necessary by the Choral Director, including but not limited to: providing vehicles and drivers in accordance with rules established by the Huntsville City Board of Education and the Administration of Grissom High School; arranging for rest stops en route to performances when necessary; and making rules and regulations governing the transportation of Choral Students. The committee shall prepare or update policies of conduct for students and chaperones representing the Grissom Choral Department, and shall clearly define consequences for failure to adhere to such policies.
These policies for conduct will be published in the handbook of the Grissom Choral Department and distributed before each major trip. The policies for conduct of the Huntsville City Board of Education will be followed.

5.5 The Uniform Committee shall consist of three members and the Choral Director, and shall have the responsibility for assisting the Director in the selection, purchase, storage, repair, and maintenance of all costumes owned by the GCPA. The chairman shall be appointed by the President and shall select the other two members. The Uniform Committee shall meet in July of each year to make or review policies concerning the loan, rental, or purchase of costumes, and shall prepare in writing such recommendations for the Executive Board in July. Once approved or amended, the policies will be posted on the website. Additional meetings may be held at the call of the Director.

5.6 The Decorations Committee shall consist of three members, and shall have responsibility for decoration of all parties, receptions, socials, and concerts for the Choral Department. The chairman shall be appointed by the President and he/she shall select the other two members. Meetings will be held as necessary.

5.7 The Nominating Committee shall consist of three members elected by GCPA board at its February meeting. The committee members shall elect their own chairman and shall prepare, with input from the Choral Director, a slate of one nominee for each office. Nominees shall be presented to the Executive Board at its March meeting, posted on the web site for vote by the GCPA membership, and presented at the Annual meeting in May.

5.8 The Fundraising Committee shall consist of four members. The President shall appoint the chairman and he/she shall select one additional adult board member and two student board members. The Fundraising Committee shall research and select possible fundraisers to present to the Executive Board for approval, and is responsible for the planning of and followthrough of those activities. The Committee is also responsible for all interaction with all fundraising companies and the promotion of, publicity for, and maintenance of any inventory items associated with the chosen activity.

5.9 The Events Committee shall consist of three board members and have the responsibility for coordinating and planning two primary income producing events. The chairman shall be appointed by the President and he/she shall select the other two members.

5.10 The Volunteer Committee Coordinator shall be appointed by the President and shall select two other members (two adults and the Student Board Secretary). This committee shall provide volunteers to assist in all programs of the GCPA.

5.11 The Webmaster is appointed by the President to coordinate and maintain the department website. The Student Board will form a committee to help assist the webmaster in constructing and maintaining the website and Facebook account. The Choir Director will appoint the student who will chair the student committee.

5.12 All committees shall prepare and submit to the Treasurer in writing, budget requirements before July 30 of each year. Each committee shall abide by the approved budget.

ARTICLE 6. CONTRACTS, CHECKS AND DEPOSITS
6.1 **Contracts.** The Executive Board may authorize any officer/officer or agent/agents to enter into any contract or execute and deliver any instrument in the same name of and behalf of GCPA, and such authority may be general or confined to specific instances as predetermined by the Board.

6.2 **Checks, Drafts, Etc.** All checks, drafts, or other orders for the payment of monies, notes, or other evidences of indebtedness issued in the name of GCPA shall be signed by the Treasurer or TreasurerElect of GCPA, each of whom must be properly bonded.

6.3 **Deposits.** All funds of GCPA not otherwise employed shall be deposited to the credit of GCPA in such banks, trust companies, or other depositories as the Board may select.

**ARTICLE 7. BOOKS AND RECORDS**

7.1 GCPA shall: keep correct and complete books and records of account; keep minutes of the proceedings of its members and Board; and keep a record of its members, giving the names and addresses of all members, at its registered office of principal place of business or at the office of its transfer agent or registrar. Books and records of account will be made available to any member upon written request to the Board.

7.2 An independent audit of the books and records of GCPA shall be conducted annually. The Executive Board will appoint a three member committee from among the membership. This committee will then secure a qualified, independent auditor who has no affiliation with GCPA, its members, or officers. Further, the independent auditor cannot be an immediate relative of a GCPA associate (i.e., husband, wife, father, mother, aunt or uncle) or be of any other relationship that would give the appearance of impropriety.

**ARTICLE 8. FISCAL YEAR**

The fiscal year of GCPA shall be from July 1 through June 30.

**ARTICLE 9. AMENDMENTS**

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by the Board at any regular or special meeting of the Board. The members may also make, alter, amend, and repeal the Bylaws of GCPA at any annual meeting or at a special meeting called for that purpose. All bylaws made by the Board may be amended, repealed, altered, or modified by the members at any regular or special meeting called for that purpose.

**CERTIFICATION:**

These amendments to the Bylaws were approved by the Board of Directors of GCPA at a regularly scheduled meeting on Tuesday, August 17, 2009, at which a quorum was present, with a majority of directors voting in the affirmative for approval.
YEÑRLY CALENDAR

Fall Semester

August
16  Choral Parents Meeting  7:00 p.m. Martha deFord Hayes Auditorium
25  Charity Sale  6:00 a.m. BELK

September
23-24  Choral Festival of Voices  University of Montevallo
24  Choral All-City Auditions SSA  Morris P-8
25  Choral All-City Auditions SATB  Huntsville High School

October
4  Fall Concert  7:00 p.m. Martha deFord Hayes Auditorium
20  All-State Choral Preparation Workshop  University of Montevallo
22-23  All-City Choral Festival  First Baptist Church, Governors Dr.

November
3  Pancake Breakfast  6:30 a.m. Applebee’s Grill & Bar
5-6  All-State Choral Festival Auditions  Huntsville, AL
9  Veteran’s Day Program  Virgil I. Grissom High School Competition Gym
20-24th  Choral Department Trip  New York City, NY

December
13  Winter Concert  7:00 p.m. Martha deFord Hayes Auditorium

Spring Semester

January
17-19  AMEA Professional Development Conference  Birmingham, AL
25  Men’s Festival Chorus  University of Montevallo

February
7  Chili Supper Solo Auditions  Choral Room 1299
19-20  Solo & Ensemble  First Baptist Church
21  Chili Supper  6:00 p.m. Cafeteria

March
7-9  All-State Choral Festival  Samford University

April
8-9  State Choral Performance Assessment  TBA

May
2  Spring Concert  7:00 p.m. Martha deFord Hayes Auditorium
18  Choral Department Banquet  6:00 p.m Cafeteria
Huntsville City Schools
Out of County/Overnight Student Trip/Event Medical Release Form

Student’s Name: __________________________ Date of Birth: __________________________
Street Address: __________________________ City: __________________________
Parent/Guardian #1 __________________________ Parent/Guardian #2 __________________________
Address: __________________________ Address: __________________________
Home Phone #: __________________________ Home Phone #: __________________________
Phone # @ Work: __________________________ Phone # @ Work: __________________________
Employer: __________________________ Employer: __________________________
Cell Ph. # or Pager: __________________________ Cell Ph. # or Pager: __________________________
Health Insurance: __________________________ Effective Date: __________________________
Contract Number: __________________________ Group Number: __________________________

If unable to reach parent/guardian, please notify:
Name: __________________________ Relationship __________________________
Home Ph. #: __________________________ Cell Ph. # or Pager: __________________________

Student’s General Health Information
1. List your child’s daily medications: (doses and times of administration)
   (1) __________________________ __________________________
   (2) __________________________ __________________________
   (3) __________________________ __________________________
   (4) __________________________ __________________________

2. List any Emergency and PRN medications OTC or prescribed for your child and the circumstances under which they are to be given.
   (1) __________________________ __________________________
   (2) __________________________ __________________________
   (3) __________________________ __________________________

☐ Yes ☐ No  A completed and signed School Medication Prescriber/Parent Authorization Form (PPA) is required for each medication – prescription or over-the-counter (OTC) is on file at school?

3. List student’s health conditions requiring procedures or medication; i.e. Asthma, Environmental, Seasonal Food allergies (Be specific), Diabetes, Seizures, etc.
   (1) __________________________ __________________________
   (2) __________________________ __________________________
   (3) __________________________ __________________________

4. An Individual Health Care Plan (IHP) is on file at school ☐ Yes ☐ No
   List IHP(s):
   __________________________ __________________________
   __________________________ __________________________

Family Physician: __________________________
Address: __________________________ Phone: __________________________
City: __________________________ State: __________________________ Zip Code: __________________________

I give permission for an adult representative for Huntsville City Schools to authorize emergency medical treatment and give reasonable necessary medical decisions my son/daughter may need while participating in the student event/trip(s).

__________________________ __________________________
Signature of Parent/Guardian Date:

* It is the responsibility of the parent/guardian to update this form.
*Signature of parent/guardian on this form acknowledges their financial responsibly for medical and dental care when required for their child.
HCS280-11Rev12-01-14 This form is valid for the remainder of this school year.
CHORAL HANDBOOK ACKNOWLEDGEMENT

I, ________________________________________________, am enrolled in the GHS Choral Department, and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have received a copy of the Choral Department Handbook (which includes the Course Syllabi on pg. 4), and agree to the Teacher-Student-Parent agreement on pg. 12, all requirements, procedures, policies, fees, mandatory events, and any other information listed within it.

______________________________________________________________
Student Name (Printed)

______________________________________________________________
Student Signature

______________________________________________________________
Parent/Guardian Name (Printed)

______________________________________________________________
Parent/Guardian Signature

______________________________________________________________
Parent/Guardian Phone Number

______________________________________________________________
Parent/Guardian Email

______________________________________________________________
Date