

SHAWNEE CHORAL SOCIETY

Established July 2002

Constitution and By-Laws

CONSTITUTION

Article I – Name

The name of this organization shall be the Shawnee Choral Society.

Article II – Purpose

The purpose of this organization shall be to provide the means for singers in the community to share their common interest in high quality performances of choral literature, both sacred and secular, by practicing and performing in public concerts a variety of such literature.

Article III – Membership

The membership of this organization shall consist of singers from Northeast Kansas.

Article IV – Officers

Section 1. Officers of this organization shall be President, President-elect, Secretary and Treasurer.

Section 2. The duties of the officers shall be:

- A. The President shall function as the Chief Executive Officer of the society and shall be accountable to the Board of Directors. S/HE shall preside at all meetings of the entire membership and at meetings of the Board of Directors.
- B. The President-elect, in the absence or inability of the President to perform his/her duties, shall assume his/her prerogatives and power for all purposes. The President-elect shall assume the Presidency the year following his/her election as President-elect.
- C. The Secretary shall record the minutes of the business meetings and the Board of Directors and shall make copies available for inspection by the membership.
- D. The Treasurer, in compliance with the action of the Board of Directors, shall be responsible for the collection and disposition of all dues, fees, and other income of the organization. S/he shall serve as an ex officio member of the Finance Committee.

Article V – Management

Section 1. The affairs of this organization shall be managed by the Board of Directors consisting of the officers, the immediate past president, the chairmen of all standing committees, the section representatives and any other members who shall be appointed by the President.

Total membership of said Board shall not exceed fifteen (15) members.

Section 2. The Board of Directors shall transact all the business of the Society. It shall provide an annual budget, and delegate authority to expend funds within the budget. The Board of Directors must authorize any other expenditure of funds. In addition, they shall set concert dates in consultation with the choral director and accompanist.

Section 3. It shall be the duty of the Board of Directors to secure the services of a choral director and an accompanist.

Section 4. The Board of Directors shall request an annual examination of the SCS financial records by persons not serving on the finance committee or serving as Treasurer. This report shall be available to members at the fall annual meeting.

Section 5. The Board of Directors and committee members shall be held harmless when serving within the scope of their authority as herein described.

Article VI – Amendments

Amendments to this constitution, after approval by two-thirds vote of the entire Board of Directors, must be submitted to the membership twenty (20) days prior to being acted upon. Amendments will be adopted upon approval of two-thirds of the members present at the successive membership meeting.

BY-LAWS

Article I – Meetings

Section 1. Meetings of the entire membership shall be held at least twice (2) yearly.

Section 2. A quorum shall be defined as those present after due notice given to those on the last active membership roster.

Section 3. The Shawnee Choral Society as directed by the Board of Directors shall hold regular weekly rehearsals.

Section 4. Sectional informational meeting led by the section leaders will be held as called.

Section 5. Meetings of the Board of Directors shall be held at the call of the President.

Section 6. At least 50% of the Board of Directors shall constitute a quorum.

Article II – Elections

Section 1. Officers shall be elected by a simple majority of those members at the annual spring business meeting of the Society and shall serve for a term of one year or until their successors shall be elected.

Section 2. The President shall appoint and announce the nominating committee of not less than three members at the beginning of the spring concert season. This committee shall announce the proposed candidates at least twenty (20) days prior to the annual meeting. Other candidates may be nominated from the floor provided the consent of the nominee has been obtained.

Section 3. The Board of Directors shall fill a vacancy in any office or in the Board of Directors for the un-expired term by a majority vote.

Article III – Monetary Support

Section 1. The amount of individual membership dues shall be fixed annually by the Board of Directors and shall be announced at the time of the first fall rehearsal.

Section 2. Community sponsors shall be encouraged and shall be acknowledged in the concert programs.

Article IV – Membership

Section 1. The Board of Directors, upon consultation with the choral director shall determine whether or not a member has a good standing in the Society.

Section 2. Each member shall pay his/her dues by their third rehearsal. Dues shall not be returnable except by action of the Board of Directors. Dues may be waived in individual cases by action of the Board of Directors.

Section 3. Rehearsal absence policy is as follows: (a) any members exceeding two (2) absences per season may perform in the season's concert only after discussion with the section leader/director; (b) only under the most extenuating of circumstances and at the discretion of the section leader and director will a member be allowed to perform in a concert for which the member has been absent at either of the two rehearsals immediately preceding that concert.

Section 4. New members shall be accepted only through the fourth rehearsal for a particular concert. Exceptions may be at the discretion of the director.

Article V – Appointments

Section 1. After election, the President shall appoint a librarian and historian and the following standing committee chairmen: membership, concerts, finance, marketing, (advertising/social media), music and section leaders.

Section 2. The President shall make other appointments as necessary or as the Board of Directors may specify. Committees shall consist of at least 2 members.

Section 3. The **Membership Committee** shall be responsible for collecting dues and providing a directory and nametags.

Section 4. The **Concerts Committee** shall make necessary arrangement for concerts upon advice and consent of the Board of Directors. These arrangements shall include those for the physical facility, ushers, program distribution, and in coordination with the Finance Committee cash collection at concerts, and other physical details of the concerts. The chair shall work with the concert site facilities coordinator to ensure a successful event. The Concerts committee shall arrange for taping of concerts and for production and sale of recordings.

Section 5. The **Finance Committee** shall propose an annual budget to the Board of Directors, showing anticipated income and expenses. The committee shall be responsible for seeking, developing and applying for grants and assure annual financial audits. The committee shall collect donations at concerts for the support of the Society's activities. The committee shall be responsible for all physical properties.

Section 6. The **Marketing Committee** shall arrange all publicity for the Society, utilizing radio, newspaper, television, printed matter, social media and other media. It shall also arrange for printed programs for all concerts.

Section 7. The **Music Committee** shall be responsible for choosing and acquiring concert music. If needed, they will arrange for additional accompanists such as brass, strings etc, as well as other groups who may be invited to perform with the SCS. The choral director, accompanist and librarian shall serve as members of the music committee.

Section 8. The **Section Representatives** shall be responsible for monitoring the attendance of their sections and conferring with the choral director regarding member absences. They shall hold section meetings as needed to ensure communication and rehearse individual parts for musical works.

Section 9. The Board may create such other committees as appropriate on an annual basis based on activities for the upcoming year.

Article VI – Amendments

Amendments to the By-Laws shall follow the same procedure as in Article VI of the Constitution.