

THE BROCKVILLE COMMUNITY

CHOIR CONSTITUTION AND

BY-LAWS

1. CONSTITUTION

- 1.1 The Name of the organization shall be "THE BROCKVILLE COMMUNITY CHOIR", hereinafter referred to as "The Choir".
- 1.2 The Mission of The Choir is to:
 - 1.2.1 Perform concerts in Brockville and the surrounding community.
 - 1.2.2 Enhance the community's cultural life.
- 1.3 Members of The Choir will be singers performing in sections soprano, alto, tenor, bass, (SATB); the Choir Director and the Accompanist/Collaborator.
 - 1.3.1. Friends of the Choir will be non-singing supporters who render a service to the Choir.
- 1.4 Officers of The Choir, elected from the membership at large, shall be President, Vice- President, Past-President, Secretary and Treasurer.
 - 1.4.1. Officers may be limited to two (2) consecutive annual terms in any one position. The Vice President normally replaces the President.
- 1.5 The Choir Executive may comprise the Officers of The Choir, plus the Chairs of [Standing] Sub-Committees and/or Members holding functioning portfolios. (see Annex)
- 1.6. The Choir's fiscal year shall be from June 1 to May 31st.
- 1.7 Proposals to amend the constitution shall be presented to the executive in writing, for discussion, at least two months in advance of the Annual General Meeting, then may be brought for a vote and ratification at the Annual General Meeting.
- 1.8 In the event of the dissolution of The Choir, all net assets shall be donated to one or more local arts organisations, provided such organisations are registered charities.

2. BY-LAWS

2.1 MEMBERSHIP

2.1.1 Membership is open to any person who is in accord with the Constitution and By-Laws of The Choir.

2.1.2 Membership is in effect upon payment of membership fees, either fully at the beginning of the fiscal year, or at the beginning of the fall and/or winter/spring sessions. With the following exceptions:

2.1.2.1. The Choir Director and Accompanist/Collaborator are exempt from the payment of fees by virtue of their written contracts.

2.1.2.2. A Founding Member and A Friend of the Choir are exempt from the payment of fees in lieu of a service rendered to the choir.

2.1.2.3. On confidential application to the President, fee assistance is available in the form of a bursary.

2.1.4 A Prospective Member is one who has never before sung in concert with the choir. A Returning Member is one who has previously sung in concert with the choir.

2.1.5 A Prospective Member may attend three consecutive practices free of charge, after which time fees are due. Returning members shall abide by 2.1.2.

2.1.6. Each member is expected to, when asked, contribute to, or volunteer for a task to meet the Choir's objectives. (Choir Participation)

2.1.7 A member who misses 2 consecutive rehearsals without a valid reason communicated to the section representative, shall be asked by the rep to clarify his/her membership intentions. Performance in a concert may be jeopardised.

2.2 EXECUTIVE NOMINATIONS AND ELECTIONS.

2.2.1. The nomination of the Officers of the Executive shall be conducted under the authority of the incumbent Executive. An election shall take place in June at the Annual General Meeting.-(see also 2.4.3).

2.2.2. A Nominating Committee will be established consisting of a Chair and one or two other members appointed by the Chair. The Chair will be a Past President, or barring that, another choir member appointed by the Executive.

2.2.3. Candidates for nomination to Executive officer positions must be members in good standing and may be Friends of the Choir.

2.2.4. All members in good standing shall be eligible to vote in any election. A simple majority denotes acceptance of a motion, providing a quorum is present. A quorum is defined as 50% of members plus one member.

2.2.5. In the event of a tie, the Choir Director shall have the deciding vote.

2.3 FINANCE

2.2.1 For Choir financial transactions, there shall be a maximum of three signing authorities from the Executive, and two signatures on any Choir cheque.

2.4 MEETINGS

2.4.1. The Executive may meet once a month.

2.4.2. Extraordinary meetings may be convened by the President in consultation with the Executive.

2.4.3. An Annual General Meeting shall be held in June, the purpose of which shall be to elect the Executive for the following fiscal year, to propose the general plans and activities for the following year, and to review member fees for the following year.

2.5 CONCERTS

2.5.1 The major concerts of The Choir shall be held in the fall and spring. Additional concerts and sing-outs will be held when interest or opportunity warrants.

2.5.2 A member may not sing in a concert if the membership fee is not paid.

2.5.3 Members singing in a concert are expected to attend the pre-concert Dress Rehearsal.

2.5.4 Outside soloists and musicians may perform in concerts under contract.

3. ANNEX

3.1. EXECUTIVE OFFICERS

The Executive Officers are responsible for managing and supervising the activities and affairs of the choir, including those duties or portfolios delegated to others who act on behalf of the choir.

3.1.1 The **President** represents the choir to the public; chairs meetings, manages the choir's objectives.

3.1.2. The **Vice President** assists the president on request; fills in for the president in his/her absence.

3.1.3. The **Past President** assumes responsibility for concert production; & oversees the election of the next executive.

3.1.4. The **Secretary** records minutes of meetings and attends to written correspondence.

3.1.5. The **Treasurer** manages the choir's finances & maintains accurate fiscal records.

3.2 SECTION REPRESENTATIVES

3.2.1. The section representative is the first line of contact between a choir member & the administration. Representatives liaise with the Membership portfolio-holder, keep attendance records, relay emailed announcements to off-liners, arrange sectional practices, and are informed of all their members' concerns. Attendance at executive meetings is optional.

3.3. SUB-COMMITTEES & PORTFOLIOS

3.3.1. Sub-committees & Portfolios may be created at the discretion of the Executive to assist with fulfilling the Choir's mission.

3.3.2. Portfolio-holders & Chairs of Sub-committees may volunteer or be nominated by the executive, and these individuals may invite assistance from the membership (see Participation list) as needed. Length of office is at the portfolio-holder's discretion, with the exception of the concert producer (see 3.1.3.). Attendance at executive meetings is optional for some portfolios, but expected of sub-committee chairs.

3.3.3. Portfolios may include the following:

3.3.3.1. The **Music Sub-Committee**, chaired by the Librarian, manages choir music to allow organised use by members for concert rehearsals; maintains files of all things musical.

3.3.3.2. The **Membership Portfolio** maintains the member master list, and liaises with the section reps and website manager to ensure that the member listing is kept up-to-date for all files and distributes communication to the choir members.

3.3.3.3. The **Concert Producer** (usually the past president), manages the details of producing concerts, with additional volunteers from the participation list.

3.3.3.4 The **Publicity Portfolio** is responsible for promoting & publicising the Choir. This includes sessional start-ups, concerts, fund-raising activities and anything deemed promotional by the executive. Liaising with the Concert Producer must be done for concerts.

3.3.3.4. The **Webmaster** manages the choir website, keeping it up-to-date (Optional board meeting attendance).

3.3.3.5. The **Fund-raising portfolio**, working closely with the President and Treasurer, manages tasks to raise funds for the Choir, including the approach to funding agencies, donors and sponsors, and maintains a master file of all donor categories. (Optional exec meeting attendance)

3.3.3.6. The **Archivist** maintains the Scrapbook and archival documents. (Optional exec meeting attendance)

3.3.3.7. The **Outreach Coordinator** liaises with schools and other institutions to set up concerts/sing-outs, and advises membership of same. (Optional exec meeting attendance)

3.3.3.8. The **Hospitality Portfolio** organises the choir's social functions. (Optional exec. meeting attendance)

Substantially reformatted & updated by V.P. Marilyn White, June 2010. Amended 2011. Based on 2006 revision of the Constitution by V.P. Paul Sheppard.

*Amended March 2019/C. Patterson
Approved at 2019 AGM*