

# **Fort Walton Beach Community Chorus**

## **By Laws**

(Revised January 13, 2015)

### **ARTICLE I**

#### **NAME AND PURPOSE**

##### **Section 1: Name**

The name of this organization is the Fort Walton Beach Community Chorus. Address: Post Office Box 2221, Fort Walton Beach, Florida 32549, herein referred to as the Chorus.

##### **Section 2: Purpose**

The purpose of the Chorus is:

- A. to establish and maintain a tradition of choral excellence.
- B. to promote and stimulate a knowledge of and appreciation for music throughout the community.
- C. to present performances of choral literature accompanied and unaccompanied, secular and sacred, of general interest to the community.
- D. to provide a challenging and rewarding experience for its members through active participation in rehearsals, performances, and related social activities.
- E. to raise funds for the Fort Walton Beach Memorial Scholarship Fund.

### **ARTICLE II**

#### **GENERAL PROVISIONS**

The chorus shall be a self-governing organization operating within the framework of these by-laws. As such, it will assist in its own financial support through assessments of dues, fundraising activities, and box-office receipts. The Chorus will be encouraged to affiliate with and participate in the activities of community fine arts councils.

### **ARTICLE III**

#### **MEMBERSHIP, REHEARSALS, AND DUES**

##### **Section 1: Membership**

Membership in the Chorus is for interested persons who demonstrate proper qualifications as determined by the Music Director.

- A. Age requirement is restricted to age 18 and older unless specifically voted by the executive board on an individual basis.
- B. Retention of membership is based upon consistent attendance at rehearsals and concerts as defined in Section 2 below, regular payment of dues as defined in Section 3 below, and continued vocal proficiency as determined by the Music Director.

### **Section 2: Rehearsals**

Rehearsals and concerts shall be held throughout the year at times and places to be designated by the Music Director. In addition to regular weekly rehearsals, special rehearsals may be held prior to concerts.

- A. Regular attendance at rehearsals and performances is expected of all members.
- B. Continued absence for any reason shall call for review and such action as may be appropriate.
- C. Required attendance: Attendance at all required rehearsals eight weeks prior to a concert is expected for all performing members. Absence of any member for any reason will require Music Director approval for said member to perform in the concert.

### **Section 3: Dues**

- A. Members shall pay annual dues in an amount and at a time determined by the Executive Board. These dues, once determined, shall not be changed during the time for which they are specified.
- B. Acceptance of membership in the Fort Walton Beach Community Chorus under these by-laws implies agreement that, upon resignation, suspension, or dismissal, no member shall be entitled to any refund of dues paid.
- C. The fiscal year of the organization shall begin on January 1<sup>st</sup> of each year. Annual membership dues are to be paid prior to or by the fourth rehearsal for the Spring Show.

## **ARTICLE IV**

### **OFFICERS AND GOVERNING BODY**

The Executive Board shall conduct all affairs of the Chorus, except where provided otherwise in these by-laws. A simple majority shall decide issues; each member shall have one vote.

#### **Section 1: Composition**

The Executive Board shall consist of the elected officers of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and the ex-officio positions of the Music Director and Section Leaders. The Executive Board's duties are to:

- A. Hold meetings at such times and places as necessary.
- B. Conduct the business of the Chorus and recommend policies except those specified by the Music Director.
- C. Advise and plan for the annual budget.
- D. Make final decisions about suspension, dismissal and readmission of members.

- E. Appoint committees, revise and execute activities deemed proper and constructive for the Chorus and the welfare of its members.
- F. Appoint the Music Director for the Chorus.
- G. Appoint Assistant Director, Assistant Treasurer, and/or Parliamentarian as necessary. These shall be non-voting positions.

## **Section 2: Meetings**

The Executive Board shall meet monthly, or at least four times a year. Additional meeting may be held at the discretion of the President or the Music Director, or when asked for by the written request of two or more board members.

## **Section 3: Line of Authority**

- A. The President is the Chief Executive Officer and shall preside at all meetings.
- B. The Vice President shall preside in the absence of the President.
- C. In the absence of the President and Vice President, authority shall continue in the following order:
  - 1. Treasurer
  - 2. Recording Secretary
  - 3. Corresponding Secretary

## **Section 4: Resignation**

A member of the Executive Board may resign at any time by giving written notice to the President or Vice President. Acceptance of such resignation shall be automatic or effective on a specified date.

## **Section 5: Removal from the Board**

Any member of the Executive Board may be removed from office for cause, by a majority vote of the Board.

## **Section 6: Vacancies**

A vacancy on the Executive Board shall be filled without delay by a majority vote of the Board at a special meeting called for that purpose. Board member(s) thus chosen shall hold office for the balance of the current year.

## **Section 7: Elected Officers Duties**

- A. President: The President shall be the Chief Executive Officer of the Chorus. He/she shall preside over all meetings of the Chorus. He/she presents the annual report at the annual meeting on the transaction and conditions of the organization.
- B. Vice President: The Vice President shall assume the responsibilities and carry out the duties of the President in his/her absence.
- C. Recording Secretary: The Recording Secretary shall keep an accurate record of the meetings of the Executive Board and the Chorus. A record will also be maintained of business meetings, membership rolls, and liability disclosure/release forms.

- D. Corresponding Secretary: The Corresponding Secretary will be responsible for all Chorus correspondence and keeping record of the same.
- E. Treasurer: The Treasurer shall collect and disburse all monies acquired by the Chorus as directed by the Executive Board and keep accurate account of all receipts and disbursements, and shall make a financial report at the organization's monthly and annual meeting, together with such reports as the Executive Board may request from time to time.
  - 1. An Assistant Treasurer, if appointed, shall work with the Treasurer in collecting monies and assist with keeping an accurate account of receipts and disbursements.

### **Section 8: Ex-Officio Officers**

- A. Music Director: duties shall include, but not be restricted to the following:
  - 1. Audition (as the situation requires) and selection of members.
  - 2. Programming of concerts and selection and ordering of music.
  - 3. Selection of soloists.
  - 4. Selection of accompanist and instrumental groups to assist the Chorus.
  - 5. Conducting and scheduling all rehearsals and all performances.
  - 6. Disbursement of approved budgetary funds for music, accompanist, soloists, and instrumental groups.
  - 7. Appoint the Section Leaders.
- B. Non-voting Assistant Director: the Assistant Director, if appointed, will direct the Chorus in the Music Director's absence.
- C. Section Leaders: One member from each choral section (Soprano, Alto, Tenor/Bass) shall serve as a member of the Executive Board. Section Leaders will maintain weekly rehearsal attendance records and notify absent members of annual or special meetings.
- D. Non-voting Parliamentarian: If appointed, it shall be the duty of the Parliamentarian to advise the presiding officer on point so f law, and also give similar advice to the Chorus and the Executive Board when requested.

## **ARTICLE V**

### **MEMBERSHIP MEETINGS**

#### **Section 1: Annual Meeting**

The annual meeting of the Chorus for the election of officers and the transaction of other business shall be held at a time designated by the Board, at least one (1) month, but not more than two (2) months prior to the end of the fiscal year.

#### **Section 2: Special Meetings**

Special meetings may be held upon call from the President, Vice President, or any two (2) Board Members, or upon petition of at least one-third of the Chorus membership.

#### **Section 3: Notice of Meetings**

Notice of each meeting of the Chorus whether monthly, annual, or special, shall be given to the membership at a previous rehearsal at least seven (7) days before the meeting. Members not present shall be notified. Such notice shall state the purpose, time, and place of the meeting.

#### **Section 4: Quorum**

Fifty-one percent (51%) of dues paying members of the Chorus qualifying under ART III Sec. 2 of these by-laws shall constitute a quorum at any meeting.

#### **Section 5: Voting**

Every member of the Chorus qualifying under ART III of these by-laws shall be entitled to one vote at every meeting. Absent members shall not be entitled to a vote by proxy. All matters shall be decided by a simple majority.

#### **Section 6: Conduct of Meetings**

Meetings shall be conducted by the presiding officer according to the proper parliamentary procedure.

## **ARTICLE VI**

### **NOMINATIONS AND ELECTION OF OFFICERS**

#### **Section 1: Nominations**

The Nominating Committee shall report all nominations to the Executive Board at least two (2) weeks prior to the date of the Annual Meeting. The nominations shall be presented to the active membership as determined by the Section Leaders and Music Director in writing at least one (1) week prior to the Annual Meeting. Further nominations from the floor will be accepted at the Annual Meeting.

#### **Section 2: Elections**

Elections shall be conducted as follows:

- A. The Recording Secretary of the Chorus shall read the slate drawn by the Nominating Committee. The President shall then open the meeting for the nominations from the floor.
- B. If any office is contested, ballots shall be distributed to all members present.
- C. If no nominations are presented from the floor the entire slate drawn up by the Nominating Committee shall be considered elected after the Recording Secretary casts one (1) official ballot for the entire slate.
- D. Official ballots cast shall be collected, counted, and the results announced by the Recording Secretary.

## **ARTICLE VII**

### **COMMITTEES**

#### **Section 1: Permanent Committees**

The permanent committees of the Fort Walton Beach Community Chorus shall be as follows:

- A. Scholarship
- B. Publicity
- C. Social
- D. Concert
- E. Sponsor/Season Ticket Holders
- F. Program
- G. Advertisement

#### **Section 2: Ad Hoc Committees**

Other appropriate committees may be assembled for specific projects at the discretion of the President or Executive Board.

## **ARTICLE VIII**

### **AMENDMENTS**

Petition for amendments to the by-laws of the Chorus will be accepted by the Executive Board at any time. Proposed amendments shall be considered and voted upon at the next Board meeting. The by-laws may be amended by a majority vote.

## **ARTICLE IX**

### **PARLIAMENTARY PROCEDURE**

The current edition of "Roberts Rules of Order" shall govern the proceedings of all meetings of the active membership and the Executive Board except where inconsistent with the by-laws of the organization.

## **ARTICLE X**

### **DISSOLUTION**

A board of 5 trustees will be elected from the current membership to oversee the process. Replacements to the board will be elected from area volunteers and approved by the current Board members.

Music and props will be maintained at a storage location for a minimum of 3 years and a maximum of 5 years. If storage fees are required they will be paid from the Chorus assets.

Refund all season ticket holders and advertisement funds to individuals and/or companies.

Cancel all contracts negotiated and bonded into by the Chorus.

All funds will be monitored and invested by the Board of Trustees. All fees and costs will be paid to insure music and props are protected and the status of the Chorus remains in good standing with the city, state, and federal provisions.

Charitable account (i.e. Fort Walton Beach Community Chorus Memorial Scholarship Fund) will remain separate from the Chorus funds. Income from Chorus invested funds will be placed in the charitable account.

The Board of Trustees will determine when and if charitable contributions (i.e. Fort Walton Beach Community Chorus Memorial Scholarship Fund) will be distributed until the dollar amount of the funds are depleted.

If at the end of the 3 – 5 year period there is no interest in activating the Chorus, the music, props, and equipment will be disposed of, sold or donated and any funds received from such sale will be deposited in the Chorus account.

All funds will then be used for future charitable distribution (i.e. Fort Walton Beach Community Chorus Memorial Scholarship Fund) as determined by the Board of Trustees.