

Lake Region Community Chorus By-Laws and Operating Procedures

Article I: Name

The name of the organization shall be the Lake Region Community Chorus. (LRCC)

Article II: Mission

The LRCC is a community of voices joined together in song.

Its purpose is twofold:

1. To provide an opportunity for individuals with an interest in singing to share their love of choral music through regularly scheduled rehearsals that will culminate in community and outreach performances.
2. To enhance each member's ability to sing by teaching vocal exercises and techniques and to enrich their choral experience by providing a wide variety of musical selections that will increase their knowledge and appreciation of choral literature.

Article III: Membership

1. Membership in the Lake Region Community Chorus is open to all persons who are interested in and supportive of the purpose of the organization as stated in Article II and who can demonstrate the ability to sing tunefully and on pitch.
2. Members participate in the chorus activities on a voluntary basis. Membership is open to all people without regard to race, gender, creed, color, religion, national origin, sexual orientation, age, disability, veteran status or marital status.

Article IV: Activities

The Lake Region Community Chorus will perform concerts and provide music for two concerts each year during the winter and the spring. The chorus may also perform in other venues at the discretion of the officers, as a form of community outreach.

No substantial part of the activities of the organization shall be for the carrying on of propaganda or otherwise attempting to influence legislation; and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) of any political campaign on behalf of, or in opposition to, any candidate for public office.

Article V: Finances

The activities of the organization will be financed through grants, donations and contributions from individuals, businesses, organizations and foundations.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of the organization.

The fiscal year of the organization shall be from September 1 to August 31.

Article VI: The Board of Directors

The organization shall be governed by a Board of Directors. The Board shall be responsible to the Membership for implementation of the stated purposes of the LRCC and shall provide guidance and direction to the Officers – the President, Vice-President, Secretary, Treasurer, and 2 Members-at-Large. A quorum of the majority of the officers is required to conduct the business of the organization. The Principal Conductor will also be given a vote.

Officers of the organization shall be nominated from among the members of the chorus. The candidates shall be elected by a quorum of the members for two (2) year terms following the last concert of the spring season. Board members may remain beyond the two year commitment if willing to do so.

No one person will fill more than one voting position on the board.

In the event of a resignation of any duly elected officer, the President, or the next officer available, shall nominate a new officer to serve out the remainder of the term of the resigning officer with the approval of a majority of the other officers. Officers may also be terminated because of incompetence. Such termination will be determined by a majority vote of the Board of Directors.

Officers of the organization shall serve without compensation except that they shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties.

Officers of the organization shall not be personally liable for the debts, liabilities or other obligations of the organization.

Article VII: Duties of the Officers

PRESIDENT

- Organize and administer the chorus to insure its best possible form for public performances.
- Schedule, prepare and distribute an agenda; and preside over meetings of the Board of Directors and general membership.
- Insure that responsibilities of all officers are properly carried out.
- Carry out the special appointments made by the board.
- Shall appoint standing and ad hoc committees as required.
- Shall be the Legal Signatory for the LRCC.
- The President or designee will be the Registered Agent for Lake Region Community Chorus, Incorporated.

VICE PRESIDENT

- Preside over meetings in the absence of the President, and assist the President in carrying out responsibilities.

SECRETARY

- Record minutes of meetings, transcribe and distribute by email or at the next meeting.
- Initiate registration procedure at start of each rehearsal season.
- Take attendance at concerts and rehearsals.
- Keep member list (email, phone, address, etc.) updated and made available as requested.
- Schedule rehearsal and concert venues.
- Maintain correspondence as necessary.

TREASURER

- Record all monies received.
- Provide budget status updates monthly to the Board of Directors.
- Provide direction for the Budget Committee.

REHEARSAL MANAGER

At the direction of the Principal Conductor and in consideration of the rehearsal format:

- Oversee rehearsal seating arrangement
- Initiate start of rehearsal and break time
- Monitor amount of break time
- Facilitate transition of conductors

PUBLICITY CHAIRPERSON:

- Submit articles and photos to local newspapers regarding rehearsals and performances
- Update Facebook page regarding rehearsals and performances
- Arrange for video recordings

MEMBERS-AT-LARGE

- Elected as representatives of the chorus members, to give their point of view on all matters.

The Board shall appoint the Principal Conductor, Librarian, Stage Manager, and all area chairpersons as necessary.

Section Leaders will be appointed by the Principal Conductor as needed. Duties will also be assigned by the Principal Conductor.

Article VIII: Duties of Appointed Positions

PRINCIPAL CONDUCTOR

The **principal conductor** shall:

- Appoint assistant conductors as needed.
- Select music in collaboration with assistant conductors for each performance. Consideration should be given to such factors as the season, audience, musical ability of members, and program variety.
- Present a rehearsal and performance schedule to the Board of Directors for approval.
- Communicate rehearsal and performance protocols.
- Study scores before each rehearsal and performance.

- Procure and approve soloists and instrumentalists as needed.
- Set and teach toward performance standards.
- Develop final concert program order.
- Make cancellation decisions due to bad weather in collaboration with the president.

STAGE MANAGER:

- Act as a facilitator for equipment (chairs, piano, risers, etc.).
- Insure that people, equipment and facilities are in place for each performance.
- Facilitate movement of chorus members, conductors, accompanists and instrumentalists during concert performances.

LIBRARIAN

- Maintain and store the Music Library in good order.
- Maintain a catalog of the music library.
- Have music available in folders, for members, as selected by the conductor.
- Collect music at close of each season.

GRAPHIC ARTIST

- Create and maintain a LRCC website.
- Work with the Advertising/Publicity committee to create a standardized format for concert programs, posters and other hardcopy advertisements.

Article IX: Meetings

Meetings of the Board of Directors shall be held monthly or as deemed necessary to conduct the business of the organization at a time and place designated by the officers.

An annual meeting of the members shall be held following the final concert at a date, time and location set by the board for the purpose of electing new officers. Members shall be notified in writing by electronic mail or by announcement two weeks prior to the date of the meeting. A quorum at any annual meeting shall be a majority of the members present at the meeting.

Special meetings may be called by the President at any time.

Article X: Parliamentary Procedures

Robert's Rules of Order, current edition, shall govern the proceedings of the organization, when not in conflict with these bylaws of the Articles of organization.

Article XI: Nondiscrimination Policy

The Lake Region Community Chorus performs musical programs for all persons without regard to race, gender, creed, color, religion, national origin, sexual orientation, age, disability, veteran status or marital status.

Article XII: Dissolution

In the event of the dissolution of the organization, and prior to the completion thereof, all of the remaining assets, property, and income owned or held by the organization shall be expended for, or applied to, the purposes of the organization, one or more of such purposes, by transforming

and conveying such assets, property and income to one or more organizations organized and operated exclusively for charitable or educational purposes.

Article XIII: Amendments

Amendments to these bylaws may be made at any meeting of the officers by a majority of those present, after notification in writing to each officer at least two weeks before the meeting at which the voting is to take place.

Approved this _____ day of _____, 20_____.

Signed: _____, President

Signed: _____, Secretary

Signed: _____, Treasurer

Signed: _____, Recording Secretary

Signed: _____, Member at Large

Signed: _____, Member at Large

Signed: _____, Conductor

LAKE REGION COMMUNITY CHORUS
OPERATING PROCEDURES

COMMITTEES

Budget Committee: Under the leadership of the Treasurer, work with other committees to determine anticipated incoming funds and expenditures in order to establish and track a workable budget. Provide quarterly updates of the budget, which the Treasurer shall provide to the Board of Directors.

Advertising/Publicity: Work with local newspapers, Lake Region TV and local radio stations to provide information on rehearsals, concerts, and community activities.

Facilities: Prepare the rehearsal/concert spaces for choral activity, to include piano placement, chair arrangement for rehearsals and risers set-up for concerts; and return the spaces to the pre rehearsal/concert configuration and level of order and cleanliness.
Confirm concert lighting is in place and functioning correctly.

Assure entrances and exits for rehearsals and concerts are clear, and that they are properly secured after musical activities.
Arrange for ushers for concerts.

Fund Raising: Investigate the various grants that may be available to non-profit organizations to assist in purchasing music and covering other costs of operation.
Lead the search for support from local businesses. Maintain a mailing list of sponsors and contributors.

Outreach: As one of the goals of LRCC is to provide a source of musical enjoyment for the community, this committee will seek out opportunities outside the standard concert venue to share the joy of music with those unable to attend concerts, and to showcase LRCC's talents at community events.

MEMBER RESPONSIBILITIES

In preparation for our concerts it is the responsibility of members to attend at least 50% of rehearsals and all concerts, unless a waiver is granted by the Principal Conductor. If excessive absenteeism occurs, or if members are not able to demonstrate acceptable performance of the selected music, such members may be excused from a concert performance by the Principal Conductor. Attendance will be taken at each rehearsal.

- Members will arrive 90 minutes before the concert for final preparation and warm-up.
- Members with special circumstances should see the conductor.
- Additional community concerts are optional, but please try to attend.

Membership dues are set by the Board of Directors to assist with the purchasing of music and to help cover operational expenses. Fee waivers, in cases of need, may be granted by majority vote of the Board of Directors.

Members are responsible for the condition of their music. Personal markings are to be made with erasable pencils. Music should not be punched. Damaged music shall be replaced with new copies and reimbursement made to LRCC by the assigned chorus member. All Music is to be returned following concerts in the same condition as received, with all personal markings removed.