

# LAWRENCE CIVIC CHOIR BYLAWS

## **Article I: Name and Objective**

The Lawrence Civic Choir is a (501)(3)(c) non-profit arts organization composed of singers from Lawrence and northeast Kansas who are interested in the performance of good choral music through a program of regular rehearsals and concerts.

## **Article II: Location/Address**

The Lawrence Civic Choir shall meet for rehearsals at an appropriate location. The mailing address is P.O. Box 442104, Lawrence, KS 66044.

## **Article III: Membership**

### **SECTION 1 (Choir Membership)**

Membership in the choir is open to all singers in the area who are at least eighteen years old or high school seniors. The artistic director may make exceptions to this guideline, on an individual basis. The director may call auditions to ensure vocal continuity. The Board may terminate a membership in the case of unseemly conduct.

### **SECTION 2 (Dues)**

Membership dues are set by the board. Only members who have paid dues may perform in the concert. In cases of financial need, fee waivers can be arranged through a letter of application to the board.

### **SECTION 3 (Attendance)**

Regular attendance at rehearsals is expected. Singers should be registered by the second rehearsal. Anyone who misses more than two rehearsals after registration must have permission from the director to sing in a performance.

### **SECTION 4 (Attire)**

Members shall be responsible for acquiring and wearing uniform performance attire as set by the Board. In cases of financial need, assistance can be arranged through application to the Board.

## **Article IV: Board of Directors**

### **SECTION 1 (Board Membership)**

The choir is governed by a board of directors consisting of fifteen members from the choir and community. One board position is designated for a non-choir member of the community.

### **SECTION 2 (Ex officio Board Members)**

The director, accompanist, immediate past president (if that person's board term has expired), and librarian are ex officio members of the board.

### **SECTION 3 (Terms)**

Members serve three-year terms, with new terms beginning in July. No board member shall serve more than two consecutive terms on the board. (Except that a board member may complete the unexpired term of a vacated position in addition to two regularly elected terms.)

### **SECTION 4 (Election of Board Members)**

One third of the Board positions are elected each year. The board may renew eligible board members for a second term. Any remaining positions are filled through a choir election each year at the first rehearsal in April.

## **SECTION 5 (Vacancies)**

A board member may resign by submitting a letter to the board president. The vacated position will be filled by the board. The person filling the vacated position may serve additional three-year terms as described in Section 3 above.

## **SECTION 6 (Board Responsibilities)**

The board sets direction for the choir. The board shall be responsible for all activities, property, and funds of the choir, and it shall have the right, power, and authority to perform all deeds necessary to accomplish the goals of the choir. The board shall conduct a performance review of all staff at the May board meeting. The board shall also set salary and duties for all staff members: artistic director, accompanist, and, if needed, an administrative assistant. Each board member shall serve on at least one committee or appointed position.

## **SECTION 7 (Conflict of Interest)**

The primary duty of board members should be to conduct business for the benefit of the LCC. When the Board is making financial and/or policy decisions, it is the responsibility of the board members to disclose any conflict of interest.

# **Article V: Officers**

## **SECTION 1 (Positions)**

Officers of the board of directors shall include president, president-elect, vice president, secretary, and treasurer.

## **SECTION 2 (Election of Officers)**

The candidates for office shall be solicited by a nominating committee chaired by the President-elect. Officers shall be elected by the board from the board membership in May of each year.

## **SECTION 3 (Terms of Office)**

The officers will assume office in July for a one-year term, and they may be elected for one additional term. No member may hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office, except the treasurer and the secretary, whose term may be extended on a year-to-year basis, by a two-thirds majority vote of the board.

## **SECTION 4 (Vacancies)**

An officer may resign by submitting a written resignation to the board president. Vacancy of an office shall be filled for the unexpired term by election from the board.

## **SECTION 5 (Duties of Officers)**

### **(a) President**

The president shall call and preside over monthly meetings and may call special meetings as necessary. The president shall also appoint ad hoc committees as needed (see Committees) and shall communicate essential information to board and choir members. The president shall work with the treasurer and finance committee in preparing the annual budget. The president shall also sign, execute, and approve all contracts and other materials authorized by the board. The president may designate another Executive Board member to sign or approve contracts authorized by the Board. The president may appoint a member of the board to serve as parliamentarian at board meetings.

### **(b) President-elect**

The president-elect shall preside over meetings in the absence of the president, assist the president as needed, and serve as an ad hoc member of the finance committee. The president-elect will assume the duties of president at the conclusion of the current president's term. The President-Elect will chair the nominating committee for board officers.

**(c) Vice-president**

The vice-president shall serve as chairperson of the finance committee. The vice president shall preside at meetings in the absence of the president and the president-elect and shall assist the president as needed.

**(d) Secretary**

The secretary shall take minutes of all meetings and distribute copies to board members prior to the next meeting. The secretary shall maintain all mailing lists (e.g. choir and board members, donations, publicity, etc.). The secretary shall manage choir correspondence as directed by the president. The secretary will also update and maintain the term status of each board member and officer.

**(e) Treasurer**

The treasurer shall maintain accurate financial records, receive all income of the choir, make bank deposits, maintain investments, and pay bills, including staff paychecks, in a timely manner. At least quarterly, as of the end of March, June, September and December, the treasurer will present to the board a report comparing actual receipts and expenditures to budget categories. The treasurer shall serve on the Finance committee and assist in preparing the annual budget. The treasurer shall be responsible for all tax reporting (ex. 990 and 1099-Misc.), maintaining the organizations tax-exempt status, and preparing the Annual Report for the State of Kansas in order to maintain incorporation status.

**SECTION 6 (Officers' Records)**

The officers shall maintain and pass along to their successors all records pertaining to their offices for the past five years. Officers will place records prior to that period in the LCC archives (administered by the historian). The historian, with the advice of the Board, shall destroy any records more than ten years old that are without historical value.

**Article VI: LCC Staff**

**SECTION 1 (Artistic Director)**

The artistic director is selected by and serves at the discretion of the board. The artistic director shall be responsible for the musical quality and artistic level of both rehearsals and concerts and shall promote excellence in the performance of the choir. The artistic director, with assistance of the Music Committee, shall choose the program for each concert. The musical selections for each concert scheduled for the coming year will be presented to the Board at the February meeting. The artistic director shall appoint section leaders, as needed. The artistic director is responsible for attending and conducting all rehearsals or will provide a substitute.

**SECTION 2 (Accompanist)**

The accompanist is selected by and serves at the discretion of the director, in consultation with the board. The accompanist is responsible for attending all rehearsals or will provide a substitute, in consultation with the director. The accompanist will usually be called on to perform with the choir in concert.

**SECTION 3 (Administrative Assistant)**

An administrative assistant may be hired at the discretion of the board. Preferably this person is an individual with prior board experience and knowledge of current choir activities. The administrative assistant shall carry out directions of the board, under the supervision of the president, and serve as support person for the officers and committees as needed.

**SECTION 4 (Contract year)**

The staff shall have a written contract defining duties and pay. The staff contract year shall be July 1 through June 30.

## **Article VII: Meetings**

### **SECTION 1 (Schedule, etc.)**

Regularly scheduled meetings of the board are the second Monday of September and the first Monday of the month from October through May (except January) at a time to be established by the board. An organizational meeting is held in August prior to the new season. The president may call special meetings as necessary through notification of all board members.

### **SECTION 2 (Quorum)**

A quorum is defined as at least fifty-one percent of the current members of the board. A quorum must be in attendance before business can be transacted or motions made or passed. Decisions of the board are made by simple majority of a quorum assembled at the call of the president.

### **SECTION 3 (Parliamentary Procedure)**

Rules contained in the current edition of Robert's Rules of Order shall govern LCC subject to such special rules as have been or may be adopted.

## **Article VIII: Committees/Appointed Positions**

All board members should serve on at least one Committee or Appointed Position.

### **SECTION 1 (Executive Committee)**

The executive committee, consisting of the officers, shall have the authority to make timely emergency decisions as needed between regular meetings.

### **SECTION 2 (Standing Committees)**

These standing committees are composed of board and choir members. The president shall appoint as necessary, with board and director approval, the following committees:

#### **(a) Finance Committee**

The vice-president shall serve as chairperson of the finance committee. The treasurer will also serve on this committee. The finance committee will meet to develop the budget and to determine priorities for fundraising. The budget will be submitted to the Board for approval in February. The committee will select a Chair- person for each fundraising sub-committee and propose a timeline for activities. The finance committee shall conduct regular audits of the treasurer's books. In addition, an audit will occur when a treasurer leaves office.

#### **(b) Music Committee**

The music committee serves as an advisory board to the artistic director. The committee meets monthly. Members are selected by the artistic director for a two-year term, with an optional two-year renewal. The optimum number of members is eight, two per vocal section. Members must have been in the choir for at least a year. They should have prior experience singing in fine choral ensembles, should understand the mission of the choir, and should be active listeners to quality choral music.

#### **(c) Public Relations/Publicity**

This committee publicizes the choir's concerts and activities to the community.

#### **(d) Nominating (Board members)**

Prior to the March meeting, the nominating committee shall present to the board a slate of candidates for board members. At the first rehearsal in April, the nominating committee will present the slate to the choir; the president will call for nominations from the floor; and the committee will conduct the election and present the results of the election to the choir.

**(e) Hospitality**

The Hospitality committee arranges for refreshments for each rehearsal and any receptions that might occur.

**(f) Scholarship**

The Scholarship committee notifies Douglas County high schools (Student Services and Music Departments) of the availability of a scholarship. The committee selects candidates from the applications and names the scholarship winner in May.

**SECTION 3 (Appointed Positions)**

Appointed positions may be selected from choir or board members. These individuals may solicit other choir members to assist in the duties of the position with approval of the board.

**(a) Music Librarian**

The Music Librarian shall order, distribute and collect all music used by the choir.

**(b) Grant Writer**

The Grant Writer shall research, write, and submit grant applications. These grant applications shall be reviewed and approved by the board.

**(c) Historian**

The historian shall receive all records: choir minutes, program announcements, news articles and maintain them in an organized archive.

**(d) Attendance Monitor**

The attendance monitor shall oversee choir attendance as directed by the President.

**(e) Webmaster**

The webmaster shall maintain and update the LCC website as directed by the President.

**SECTION 4 (Special Committees)**

The president may also appoint additional committees and individuals as needed, such as bylaws, transportation, poinsettia sales.

**Article IX: Financial Policies**

**SECTION 1 (Budget)**

The budget will follow standard format. The treasurer's monthly financial report to the board will be by budget category. The treasurer will present to the board a report comparing expenditures to the budget line categories [quarterly as of the end of March, June, Sept & December](#).

**SECTION 2 (Exceeding Budget)**

Board approval is required if expenditures for the fiscal year will exceed 10% of the total budget. Any non-budgeted expense over \$500 requires board approval prior to the expenditure.

**SECTION 3 (Endowment Fund)**

The purpose of the LCC endowment fund is to provide for the long-term financial stability of the Lawrence Civic Choir by placing funds outside the general operation budget. A separate endowment policy will delineate circumstances in which the principal and income can be used.

**SECTION 4 (Investments)**

The Executive Committee is authorized to make investment decisions for the Choir.

## **Article X: Non-discriminatory Policy**

The Lawrence Civic Choir, its board, committees, and staff shall not discriminate regarding membership or employment because of race, color, religion, sex, age, handicap, or sexual orientation.

## **Article XI: Amendments**

Amendments to the bylaws may be proposed in writing to the board of directors at any meeting. Amendments must first be approved by a majority vote of the board of directors prior to being presented to the LCC membership for a vote. Amendments will become effective following a majority vote of the LCC membership.

## **Article XII: Additional Policies**

The Board of Directors will have written policies for:

1. Recognizing businesses and individuals who have contributed to LCC.
2. Choir members applying for financial assistance.
3. Schedule for concerts
4. Writing contracts for Artistic Director and Accompanist
5. Obtaining music
6. Designating official choir attire
7. Applying for LCC scholarship (for area high school seniors)
8. Destruction of records
9. Endowment policy
10. Choir calendar
11. Accesses to choir records

Other procedures may be adopted as the Board sees fit. The procedures will be attached as an addendum to these By-laws. These written procedures may be adopted and/or changed by a majority vote of a quorum of the Board.

Revised March 2003

Revised October 2005

## **LAWRENCE CIVIC CHOIR ENDOWMENT POLICY**

**Purpose:** The purpose of the endowment policy is to provide for the long term financial stability of the Lawrence Civic Choir by placing funds outside the general operating budget.

Funds will be invested with the Douglas County Community Foundation according to their investment policy. The LCC will not establish a true endowment with the DCCF because their policy would never again allow access to the principal—even in an emergency. Although endowment funds should be seen as money “set aside,” this policy does not preclude use of the funds for specific and critical needs of the Lawrence Civic Choir.

Endowment funds are composed of money:

- Given in memory of or in honor of a specific person
- Specially designated for the endowment by the giver
- Set aside by the Board

As a normal matter of course, all principal and income will be left in the endowment fund.

**Principal:** This will be defined as any deposits made into the fund plus any unused income from previous years.

**Income:** By this definition, income will include dividends and interest received on the principal plus any gain earned during the LCC fiscal year.

Access to endowment funds would be available in the following order:

- 1) Current income for the fiscal year—May be accessed upon approval of the Board Finance Committee. Examples of possible uses might be to help fund the LCC Scholarship or pay bills. This should be reported to Board but does not require general Board approval.
- 2) Average gain and income from past 3 years. Calculated as the average balance of the investment account less the principal base. This would require a majority approval of the Board. An example of possible uses might be funding special expenses for a concert.
- 3) Invasion of the original principal. This would require approval of 2/3 of the Board of Directors and should be used only in case of emergencies and to assure the good credit of the Lawrence Civic Choir. The Board should seriously consider additional fundraising prior to invading principal.

Some donors may specify funds for certain purpose—ex. to pay for instrumental musicians. This is not encouraged due to the difficulty in maintaining financial records. However, the LCC will try to accommodate the wishes of donors. The situation referenced above might be handled by using the funds as part of the general operating budget for the year donated.

## **LAWRENCE CIVIC CHOIR APPAREL POLICY**

In order to promote a more professional appearance, the Lawrence Civic Choir has established an apparel policy. All LCC members participating in public performances will wear apparel conforming to this policy. The Board may waive this policy for the whole group or for individuals based on special circumstances.

Women will wear long, black dresses in a style designated by the choir and black heels or dress flats. Dark stockings are encouraged. Jewelry should be limited and should not detract from the overall uniformity of the choir. Hem lengths should conform to choir standards.

Men will wear black tuxedos with white tux shirts, black bows ties and black cummerbunds. Shoes and socks should be black.

The choir will assist female members in ordering dresses. Men may purchase their tuxedos through the choir or elsewhere as long as the tux conforms to apparel guidelines.

Clothing should be neat, clean, well-fitted and hemmed for the concerts.

### **Financial arrangements:**

All dresses and tuxes should be ordered early in the semester to assure delivery. Apparel must be paid for prior to ordering. The choir will charge the cost of the outfit plus appropriate shipping and handling. Any alterations will be paid for by the individual choir member.

### **Scholarships:**

A limited number of scholarships are available for choir members who cannot afford to purchase the attire on their own. Members must fill out a Scholarship Application form stating their reasons for requiring the scholarship. The President and Treasurer or Finance Committee will review the application and approve or deny the request.

All scholarship attire remains the property of the Lawrence Civic Choir. As a condition for receiving the Civic Choir attire scholarship, the member agrees to return the dress/tux clean to a member of the Attire Committee within one week after the semester's performance, unless granted specific exemption. Failure to abide by these rules may jeopardize any future scholarships from the LCC. Any alterations should be minimal and temporary, if possible. Hems should be wide enough to allow for future change.

If the member pays the entire cost of the outfit prior to the concert, the outfit will belong to the member and will not need to be returned.

**Resale:**

The LCC will not be responsible for buying back apparel when a member leaves the choir. However, the choir will be glad to facilitate the sale between members through its website. The price and terms will be solely between the purchaser and seller and the choir will have no responsibility for any portion of the transaction.

**Sizing set:**

The Board has approved the purchase of a set of dresses for use in the fitting process. The sizing set will be the property of the choir and proper records will be maintained to account for this choir asset. The sizing set may also be used for scholarship dresses or for new purchases. Replacement may be made when a dress is sold from the set.

**Attire Committee:**

There will be an Attire Committee composed of at least one Board member who will be responsible for sizing, preparing orders, distributing and monitoring compliance with the Apparel policy. This committee can recommend changes to the official apparel and the apparel policy.

**Financial arrangements:**

The Treasurer will receive all payments for dresses from the choir members and will pay for all apparel when ordered. The budget should have a specific line item for scholarships and any purchase of new apparel as result of a scholarship should be recorded.