

The Port Huron Musicale Bylaws



Organized and Federated 1917
Revised December 1, 2010

THE PORT HURON MUSICALE BYLAWS

ARTICLE I - NAME

The name of the Association shall be THE PORT HURON MUSICALE, hereafter referred to as The Musicale.

ARTICLE II - OBJECT

The Port Huron Musicale is a non-profit 501 (c) 3 organization whose mission is to open the world of music to people in the Blue Water area by providing information, education, awards, advocacy and support.

ARTICLE III - MEMBERSHIP

Section 1 - A candidate for membership must make a written application on forms procurable from the Membership Secretary. After being voted on by the Board of Directors, the applicant shall be presented and sent a welcome packet by the Corresponding Secretary.

Section 2 - All members shall, as far as possible, engage in musical performance, committee work or literary and artistic contributions, without remuneration with the exception of The Musicale Chorus conductor and accompanist. .

Section 3 - Honorary members shall be such individuals as the Board of Directors of The Port Huron Musicale shall desire to distinguish. They shall be those who have achieved distinction in music and/or the correlated arts, or have rendered significant service toward the development of music in the community and/or The Port Huron Musicale. They shall not be limited to those holding Musicale membership. Names recommended for Honorary membership may be presented by any member of the Board of Directors. Said names shall be elected by the Board, the names having been presented at a previous meeting. Three (3) negative votes shall exclude that individual from Honorary membership. Honorary membership may be conferred upon no more than two (2) persons in any three (3) year fiscal period. Honorary members shall be privileged to attend all meetings of The Musicale and shall be exempt from payment of dues.

Section 4 - Transfer of Membership. A member may be admitted by transfer, if said person is a member of another Federated Music Club.

THE PORT HURON MUSICALE BYLAWS

ARTICLE IV - OFFICERS

Section 1 - The officers of this The Musicale shall be President, Vice-President, Recording Secretary, Membership Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.

Section 2 - All officers shall be elected biannually at the regular monthly meeting of The Musicale in May, following the presentation of names selected by the Nominating Committee. New officers shall take office for two years beginning June 1 following their election to office. No elected officer shall hold the same office for more than one term (two years) or until a successor is appointed or elected, with the exception of the Treasurer and the Assistant Treasurer, who may be re-elected.

Section 3 - Vacancy in office. In case of the resignation or death of the President, the Vice-President automatically shall become President for the unexpired term. Vacancy in any other office other than that of President shall be filled by the Executive Committee. A majority vote shall constitute an election for the unexpired term. The ballot may be taken by mail or email and returned to the Recording Secretary. (This section is taken from the Michigan Federation of Music Clubs Bylaws, page 2, Article 8, Section 5.)

ARTICLE V - MEETINGS

Section 1 - Regular meetings of The Port Huron Musicale shall be held as arranged by the Board of Directors from October through April with the annual meeting being held in May.

Section 2 - Quorum - Twenty members of The Musicale shall constitute a quorum at all regular and annual meetings. Thirty members shall constitute a quorum at any special meeting.

ARTICLE VI - DUES

Section 1 - The fiscal year shall be from June 1 through May 31, inclusive.

Section 2 - The annual membership dues are payable from May 1 to August 1.

Section 3 - Failure to pay dues on or before Nov. 15 of any fiscal year shall be reason to have the name of a member removed from the records.

THE PORT HURON MUSICALE BYLAWS

Section 4 - The dues paid for any new membership April 1 or later, shall cover membership for the coming year.

ARTICLE VII - GUESTS

Section 1 - Guests accompanied by members of The Musicale shall be admitted to any regular meeting of The Musicale.

Section 2 - Programs may be opened to the public at the discretion of the Board.

Section 3 - Members of any Federated Music Club shall be admitted to the programs of The Port Huron Musicale.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1 - The PRESIDENT - shall preside at all meetings of The Musicale and the Board of Directors, and shall be member ex-officio of all committees except the Nominating Committee. Committee chair shall be appointed by the President. The President's name shall be on file at the accepted bank.

Section 2 - The VICE-PRESIDENT - shall perform all duties of the President in the absence of the President and all other duties as the President may request.

Section 3 - The RECORDING SECRETARY - shall keep minutes of all the meetings, both of The Musicale and the Board of Directors and shall forward to the President a copy of the minutes within seven (7) days of the meeting.

Section 4 - The CORRESPONDING SECRETARY - shall send or give new members a welcome packet and conduct the general correspondence of The Musicale, as directed by the President. An assistant from the general membership may be appointed. The Corresponding Secretary shall assume the duties of the Recording Secretary in the absence of that officer.

THE PORT HURON MUSICALE BYLAWS

Section 5 - (a) The TREASURER - shall receive all dues and be custodian of all funds of The Port Huron Musicale, with the exception of any special bequests, which will be handled in a manner designated by the Executive Committee. The Treasurer shall pay promptly all bills and other items approved by the Board. The Treasurer shall keep an itemized account of all receipts and disbursements, and present a written report at the monthly Board meeting.

The Treasurer shall present a proposed budget to the Board of Directors for adoption at their April meeting, to be voted on by the Board in May. The Treasurer will also prepare an annual report to be presented to the membership in September. The Treasurer will work closely with an accountant and investment firm if one is engaged. (b) The ASSISTANT TREASURER - shall be assigned duties by the Treasurer.

(c) The Treasurer and the Assistant Treasurer shall have their names on file at the accepted bank.

Section 6 – MEMBERSHIP SECRETARY – shall keep a correct, classified list of members and their addresses and provide the officers who need one, such a list and also collect dues.

Section 7 - On or before May 31, or as soon as possible, all retiring officers shall turn over to their successors or the retiring President, all books, files, securities, monies, vouchers, or any Musicale properties. It shall be the duty of the retiring President to see that this work is completed.

ARTICLE IX - BOARD OF DIRECTORS

Section 1 - The BOARD OF DIRECTORS shall consist of the seven elected officers named in Article IV, Section 1 of the Bylaws, together with the following designated members, the immediate Past President, the Chairman and Co-Chairman (when necessary) of Standing and Special Committees. Any member of The Musicale who is a member of the Board of Directors of the Michigan Federation of Music Clubs, shall be an Advisory, non-voting member of the Board of Directors of The Port Huron Musicale, unless directed or appointed to an office on the local board.

Section 2 (a) The Board of Directors shall have the power to transact the general business of The Musicale and to approve all applications for membership in The Musicale.

(b) The seven elected officers shall constitute an Executive Committee, empowered to transact any emergency item of business which may arise between regular meetings of The Musicale or the Board, including vacation months.

(c) The Executive Committee shall be responsible for The Musicale Chorus.

(d) The Executive Committee shall be responsible for the Anderson, Fraser and Stewart Funds. Spending requirements for the Foundation Fund equals 5% of the total Fund assets, if necessary.

(e) Five officers shall constitute an Executive Committee quorum.

THE PORT HURON MUSICALE BYLAWS

Section 3 - The Board of Directors shall meet monthly through the fiscal year, except for June, July, August and December. It shall meet at the call of the President or any three members of the Board of Directors. The annual meeting shall be held in May.

Section 4 - Nine members of the Board of Directors shall constitute a quorum.

ARTICLE X - COMMITTEES

Section 1 - The Chairman of each committee shall be appointed by the President. The Committee shall be those necessary for the functioning of the organization. Each committee shall meet at the call of the Chairman or any two members of the Committee.

Section 2 - The term of office of the Chairman of each Standing or Special Committee shall be two (2) years. No Chairman should serve more than two (2) consecutive terms in the same capacity. However, they may serve until a successor is appointed.

ARTICLE XI - STANDING COMMITTEES

Section 1 - The PROGRAM COMMITTEE shall plan and carry out all programs and publicity.

Section 2 - The FINANCE and BUDGET COMMITTEE, composed of the Treasurer, Assistant Treasurer, and three (3) other members appointed by the President, shall prepare the operating budget for the fiscal year and present it at the Board of Directors' meeting in March.

THE PORT HURON MUSICALE BYLAWS

ARTICLE XII - APPOINTMENTS AND SPECIAL COMMITTEES

Section 1 - The AWARDS COMMITTEE shall be responsible for the distribution of all funds to be awarded under the auspices of The Port Huron Musicale, with the exception of the Drew McVety Heartstrings Fund.

Section 2 - The COMMUNITY FOUNDATION OF ST. CLAIR COUNTY representative shall serve as liaison between the boards of The Port Huron Musicale and the Community Foundation of St. Clair County.

Section 3 - The CHORUS REPRESENTATIVE shall be responsible for communication between the Chorus and the The Musicale Board. An updated list of chorus members shall be presented to the Calling Committee chair and the Membership Secretary in October and February.

Section 4 - The HISTORIAN shall have custody of all recent records of the activities of The Musicale and its achievements, and shall maintain The Musicale scrapbook. Past records and files shall be stored at the Port Huron Museum, located in Port Huron, MI.

Section 5 - The STUDENT AWARDS TEA COMMITTEE shall be in charge of refreshments at that meeting.

Section 6 - The TELEPHONE AND RESERVATIONS COMMITTEE shall notify members of the regular and extra programs of The Musicale and shall collect any appointed fees.

Section 7 - The NOMINATING COMMITTEE shall be appointed by the President at the February meeting prior to an election. The committee shall consist of three members of the Board and two members from the membership at large.

Section 8 - The DECORATIONS COMMITTEE shall be responsible for decorations at the general meetings.

THE PORT HURON MUSICALE BYLAWS

ARTICLE XIII - DELEGATES TO CONVENTIONS

Section 1 - The President and Vice-President or alternates shall be designated delegates to attend State and National Conventions, if possible, not less than six weeks prior to the opening date of the convention with arrangement for necessary credentials. Alternates shall be selected by the Board of Directors.

Section 2 - The designated voting delegates may, at the discretion of the Board, be allowed expenses covering transportation, meals, lodging, and registration fees for which an itemized account shall be presented to the Treasurer.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the procedure of The Musicale in all cases to which they are applicable, subject to special rules covered in these Bylaws.

ARTICLE XV - DISSOLUTION

In the event of the dissolution of The Port Huron Musicale, its assets shall be added to the Charles and Margaret Anderson Foundation Fund of the Community Foundation of St. Clair County. Notices of the dissolution shall be mailed to the members.

ARTICLE XVI - AMENDMENTS

Section 1 - These Bylaws may be amended by a two-thirds vote of the members at any meeting of The Musicale, provided notice of the proposed amendments shall be given at the previous regular meeting or presented in writing to every member at least two weeks before the meeting at which the amendments are to be acted upon.

Section 2 - Amendments to these Bylaws shall become effective at the close of the meeting at which they are adopted, unless otherwise specified.

THE PORT HURON MUSICALE
BYLAWS

STANDING RULES

1. ALL LUNCHEON RESERVATIONS MUST BE PAID unless canceled before the deadline, directly with the Telephone Committee.
2. All undesignated funds will be deposited in the Awards Funds as designated by the Executive Board.
3. The JOB DESCRIPTIONS manual may be used by all officers and committees as a guide to clarify procedures to be followed in administering their offices.

Standing Rules of The Musicale may be suspended at any regular Board meeting by a majority vote or rescinded by a two-thirds vote of the Board of Directors.

BYLAWS Revised, October 2010

BYLAWS Approved: December 1, 2010

Revision Committee:

Wilma Beal

Elizabeth Hancock

Pamela Ruehle

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Mary Jo Stine

_____ President

_____ Vice-President

_____ Secretary