***Rockingham Choral Society By-Laws***

Statement of Purpose

The purpose of the Rockingham Choral Society is to foster the performance and appreciation of choral music in the Seacoast Region of the State of New Hampshire. In keeping with this purpose, the Society annually presents concerts of choral works from all musical periods for the education and enjoyment of its members and its supporters in the communities of the Region.

For its members, the Society provides a unique opportunity to participate in an educational, cultural and social experience based on their shared love of music. Significant benefits of the experience include: the study and performance of music of a wide variety of periods and styles; the improvement of the individual’s singing technique and the opportunity to perform as a soloist; and the fellowship that comes from creating music with others.

For its audiences in the Seacoast communities, the Society provides educational and enjoyable experiences of the highest musical quality. Its concerts, which feature local singers, soloists and instrumentalists, are examples of the significant contribution that the performing arts make to life in New Hampshire.

**CONSTITUTION**

**Article I** The name of the organization shall be “The Rockingham Choral Society”.

**Article II** The purpose of the Society shall be to foster the art of music with particular emphasis

upon the presentation of choral works of all periods, to present concerts of the finest

quality to the community, and for the education and enjoyment of its members.

**BY-LAWS**

**Article I** Officers

The elected officers shall be: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Soprano, Alto, Tenor and Bass Section Leaders.

**Article IIa**  The Executive Board shall consist of the elected officers, the immediate Past President, the Music Director, Standing Committee Chairs, and such members-at-large as the President shall appoint.  
 **II**b, The Board of Directors shall consist of the elected officers, the immediate Past President, and section leaders.

**Article III**  The Professional Staff shall consist of the Music Director and the Accompanist.

**Article IV** Duties of the Officers

**President**

* Shall be an elective office.
* Shall preside at meetings of the Society and the Executive Committee.
* Shall, with the assistance of the other officers, have general supervision of the business of the Society.
* Shall appoint such committees and non-elective officers and chairmen as are required.
* Shall be responsible for seeing that all positions are filled.

**1st Vice President**

* Shall be an elective office.
* Shall assume the President’s duties in the absence or incapacity of the President.
* Shall assist the President, as requested, in the performance of the President’s duties.
* Shall work with the membership committee to create and distribute an informational package for members and prospective members.
* Shall coordinate activities involved in preparing a concert performance. This will require areas of primary responsibility plus participation in areas of secondary responsibility
* Shall have primary responsibility for staging, placement of chorus and accompanists and lighting after discussion with the Music Director, and shall arrange for setting up and closing procedures. In addition, shall arrange for ushers.
* Shall arrange for ticket disbursement, including free tickets, and the logistics of selling and collecting tickets at the door.
* Shall be cognizant of all concert details and serve as a focal point for dissemination of that knowledge.

**2nd Vice President**

* Shall be an elective office.
* Shall be in charge of fund-raising responsibilities. Plans for any activities shall be presented to the Executive Board for approval.
* Shall oversee the development of a budget for approval by the Executive Board. Other members of this committee shall be the Treasurer and a past president to be appointed by the President.
* Shall oversee the development of any grants of interest to the Society as required, following recommendations of the President or Music Director and approved by the Executive Board.
* Shall be prepared to assist and work with the 1st Vice President as requested.

**Treasurer**

* Shall be an elective office.
* Shall be a member of the Budget Committee.
* Shall keep regular books of account which shall be open at all times to any member of the Society.
* Shall give a full financial report at each regular meeting of the Executive Board and at the annual meeting for the entire preceding year. The Fiscal year shall run from 8/1/xx to 7/1/xx of the following year.
* Shall pay the professional staff and all accounts due in a timely manner.
* Shall have custody of all documents of title and value.
* Shall be responsible for an annual audit.
* Shall turn over all books and documents to the succeeding treasurer.

**Secretary**

* Shall be an elective office.
* Shall keep minutes of all business meetings of the Society and of the Executive Board.
* Shall have the minutes of all Executive Board meetings available to members on a timely basis.
* Shall attend to the Society’s correspondence as directed by the president, other officers, or the Music Director.
* Shall turn over all records to the succeeding secretary.

**Section Leader**

* Shall be an elective office.
* Shall be responsible for collecting dues and music fees and remitting both to the Treasurer.
* Shall be responsible, on request, for contacts between the Executive Board and the membership.
* Shall be responsible for contacting members not fulfilling membership requirements. (See Article VIII)

**Article V Duties of the Professional Staff**

**Music Director**

* Shall be responsible for maintaining and improving the musical standards of the Society.
* Shall be a salaried position. The amount of pay shall be determined by the Executive Board and be paid in a manner mutually agreeable to the Board and the Music Director.
* Shall select all music to be performed in consultation with the Executive Committee. It is expected that there will be at least two concert programs per year, (normally in early December and late spring) with each program to be performed twice.
* Shall provide members with direction on preparation for each rehearsal and provide advice on achieving the best possible choral sound.
* Shall conduct all rehearsals and concerts and audition new members in September and January. Shall provide at their own expense a qualified substitute when unable to conduct a rehearsal or performance.
* Shall normally choose vocal soloists from within the membership.
* Shall contract for all orchestral personnel after receiving Board approval for a concert budget.

**Accompanist**

* Shall play for all rehearsals, auditions, and concerts. Shall provide at his/her own expense a qualified substitute when unable to conduct a rehearsal or performance.
* Shall be a salaried position. The amount of pay shall be determined by the Board and be paid in a manner mutually agreeable to the Executive Board and the Accompanist.

**Article VI Duties of the Executive Board / Board of Directors**

* Shall be the governing board of the Society, responsible for carrying out policies properly. The Executive Board shall meet at least once per quarter and shall adhere to parliamentary procedure established in Article XIV.
* The Board of Directors, excepting the Music Director, shall be responsible for setting the Music Director's performance criteria and expectations, monitoring and reviewing performance on an annual basis and shall appoint the director search committee when needed, the size and structure of which shall be determined by the Executive Board.
* All appointments must be approved by a 2/3 vote of the Executive Board.
* All meetings of the Executive Board shall be open to the general membership of the Society.
* Members-at-large, an appointive office, shall represent the general community to the Executive Board and the Executive Board to the community, and shall be available for special assignments as requested by the president.

**Article VII Duties of Standing Committees**

**Archivist**

* Shall be an appointive office.
* Shall be responsible for collecting past records and maintaining present records in an organized fashion.
* Shall make an annual report to the Executive Board at a time selected by the president.

**Hospitality Chairman**

* Shall be an appointive office.
* Shall organize Society functions requiring serving of food. These would include monthly rehearsal coffee breaks and refreshments for the annual meeting.

**Publicity Chairman**

* Shall be an appointive office.
* Shall be responsible for publicizing relevant information about Society events. This will include releases for newspapers, radio, and television.
* Shall arrange for photographs where necessary.
* Shall keep updated lists of media, including names, addresses and telephone numbers.
* Shall have the authority to select co-chairmen or assistants as needed.

**Article VIII Membership Requirements**

* Membership in the Rockingham Choral Society is open to any person age 16 or older who is interested in the purpose of the Society. Participation shall be at the discretion of the Music Director after individual auditions. Members may be requested to re-audition by the Music Director at any time.
* Regular attendance is stressed and members must not miss more than three rehearsals per concert without the express permission of the Music Director. After two absences, the Section Leader will notify the Music director and remind the member of this by-law.
* Eligibility to sing in a concert will be at the discretion of the Music Director.
* Attendance at the dress rehearsal is a mandatory prerequisite to singing in the respective performance. Extenuating circumstances will be considered by the Music Director.
* Although not a membership requirement, members are expected to participate willingly in the Society’s fund-raising activities and to serve on committees.
* Concert attire shall be determined by the Executive Board.
* Associate members are dues paying non-singing members of the Society who make their services available to the Society.
* Honorary membership may be bestowed upon an individual who has given outstanding service to the Society (i.e. service beyond the responsibility of any official position). They shall be recommended by the President and approved by a unanimous vote of the Executive Board.

**Article IX Financial Obligations**

* Dues shall be established each year by the Executive Board and shall be payable by the third rehearsal.
* Dues are not refundable.
* The music for each concert must be purchased by the members.
* Members may become Friends, Sponsors, Patrons or Benefactors by making a donation to the Society.

**Article X Rehearsals and Meetings**

* The Society shall rehearse weekly, during the concert season, at a time and place determined by the Executive Board.
* Other rehearsals may be held at the discretion of the Music Director.
* The last meeting of the season shall be a business meeting at which all unfinished business shall be acted upon.
* The annual meeting of the membership shall be held each year after the final spring concert. The Executive Board will notify the membership of the time and date of the meeting.
* The annual meeting shall be for the purpose of electing officers, receiving reports from the committees, the officers and the director, reviewing the Bylaws and the Standing Rules, and for any other business that may arise.

**Article XI Nomination and Election of Officers**

* The President shall appoint a Nominating Committee of three members.
* The final slate of officers prepared by the Nominating Committee shall be presented to the general membership of the Society at the next to last regular rehearsal before the spring concert. At that time any additional nominations may be made from the floor.
* To be elected, a candidate must receive a majority of the votes cast.
* Interim appointments of elective officers shall be made by the Executive Board.
* All officers shall be elected for a term of two years, and shall be eligible for reelection. No officer shall serve more than three consecutive terms in the same office. The office of treasurer is exempt from this term limit rule.

**Article XII Quorum**

* A majority of the dues paying members shall constitute a quorum of the Society. Two-thirds of the Executive Board shall constitute a quorum of the Executive Board.

**Article XIII Amendments**

* The constitution and by-laws may be amended at any regular meeting of the Society by two-thirds of those present and voting. Notice of the proposed change shall be given at the previous regular meeting.

**Article XIV Parliamentary Authority**

* All parliamentary questions shall be settled by Roberts “Rules of Order”.

**Article XV Dissolution**

* Dissolution of the Society shall conform to Internal Revenue Service requirements for a tax-exempt organization with regard to the distribution of assets.

Revised as of 9/16