

**BYLAWS OF
THE ROCKVILLE CHORUS**

**ARTICLE I
ORGANIZATION AND AUTHORITY**

Section I

The organization shall be named "The Rockville Chorus (amended, 11/25/02).

The purpose of the Chorus is to provide an opportunity for adults to sing and perform together for the listening enjoyment of the community and for their own pleasure.

Section 2

Section 2

The affairs of the Chorus shall be governed by a Board of Directors (the Board) chosen from the membership, in cooperation with the City of Rockville. The Board shall consist of the following:

President	Member-at-Large
Vice-President	Librarian
Secretary	Publicist
Treasurer	Music Director (ex officio)
Immediate Past President (ex officio)	

All of the above, except the immediate Past President and the Music Director, shall be entitled to vote upon all matters coming before the Board.

Section 3

The term of office for elected members of the Board shall be one from July 1 to June 30.

Section 4

The Board shall meet monthly throughout the year or as needed.

For all Board meetings, a quorum shall consist of a majority of the Board eligible to vote.

ARTICLE 11 MEMBERSHIP

Section I

A member is one who has auditioned successfully with the Music Director and agrees to abide by the Bylaws and by the Policy and Procedures of the Chorus.

Section 2

Annual dues shall be payable in accordance with a schedule of dues as established by the Board. Dues shall be paid by October 31st. New members joining the Chorus after January 1 shall pay half the yearly dues by February 15th.

ARTICLE III
ADMINISTRATION AND GOVERNMENT

Section I

The activities of the Chorus shall be governed by the Board, subject to the limitations of the Bylaws.

Section 2

The duties of the Board are defined as follows

The President shall coordinate the officers, call meetings, appoint all committee chairpersons, have the authority to issue checks in the absence of the Treasurer, and be an ex-officio member of committees.

The Vice-President shall preside over meetings or at other events in the absence of the President, act as chairman of the Promotion, Concert and Arrangement Committee, accept other responsibilities as designated by the President, and succeed the President in the event that the President is unable to continue in that office.

The Secretary shall keep minutes of all membership and Board meetings and carry on all official correspondence as directed. In the absence of the secretary, the President shall make arrangements for the recording of the minutes.

The Treasurer shall keep an accurate record of all receipts and disbursements, issue checks, maintain the checkbook, oversee development and revision of budgets, collect membership dues, and prepare and distribute financial reports quarterly to the Board and Membership.

The Member-at-Large shall coordinate volunteer section leaders and communicate their reports to the Board, serve as liaison between the membership and the Board, maintain a membership attendance record, and prepare and distribute a roster and any other pertinent information.

The Librarian shall catalog, assign, distribute and collect all music and folders, and refile them at the end of each season.

The Publicist shall be the chairperson of the Publicity Committee, and, with the approval of the Board, shall coordinate publicity activities with the City of Rockville and the Music Director.

The Music Director shall be responsible for selecting and ordering music, auditioning new members, and directing the Chorus rehearsals performances.

The Immediate Past President shall act as an advisor to the current President.

Section 3

Committees of the Chorus shall be: Nomination; Concert, Promotion, and Arrangement; Publicity; Social; Wardrobe; Historical; and Fund Raising. Their duties are defined as follows:

The Nomination Committee shall develop a slate of candidates for the Board of Directors and oversee the elections.

The Concert, Promotion, and Arrangement Committee shall schedule concerts, and oversee all aspects of performances (lighting, recording, ushers, piano tuning, etc.).

The Publicity Committee shall prepare media announcements, concert programs, fliers, and invitations in coordination with the City of Rockville and shall maintain a current mailing list of patrons.

The Social Committee shall coordinate post-concert refreshments and recreational functions.

The Wardrobe Committee shall develop wardrobe standards for approval the Board, and obtain, maintain and store garments as needed.

The Historical Committee shall maintain an historical record of the Chorus and its activities.

The Fund-Raising Committee shall coordinate fund-raising events to benefit the Chorus, under the auspices of the City of Rockville.

The Board shall create ad hoc committees when necessary.

ARTICLE IV ELECTIONS

Section I

Elections shall take place annually in May. Members shall vote by ballot on the slate of candidates presented to the Chorus by the Nominating Committee 2 weeks prior to the elections.

Section 2

A transitional meeting between the outgoing and incoming Boards shall place between the elections and the beginning of the new season.

Section 3

A vacancy in an office may be filled through appointment by the President, who has the option of calling for a special election.

ARTICLE V
AMENDMENTS

Section I

The Bylaws may be amended at any regular meeting of the Chorus or at a special meeting called for such purpose.

Proposed amendments to the Bylaws should be in writing, dated, and signed by at least two Chorus members. Proposed amendments shall be delivered to any member of the Board for presentation to the Board for action at the next regular meeting or special meeting.

If a majority of the Board shall approve the proposed amendments, such amendments shall be presented to the Chorus membership at the designated regular Chorus meeting or at the special meeting.

It shall require the affirmative vote of at least two thirds of the Chorus members present at the designated or special meeting to adopt any proposed amendments to the Bylaws, as long as a quorum is present.

A quorum shall be constituted by three fourths of the Chorus membership.

The vote may be oral or by ballot.