

**Greater Gardner Community Choir**  
**BYLAWS**

**ARTICLE I (Name):**

1. The organization shall be known as the Greater Gardner Community Choir, Inc. (GGCC), a non-profit performing arts organization in Massachusetts.

**ARTICLE II (Vision):**

1. The Vision of the organization shall be to
  - a. Create and maintain a safe, inclusive, accessible environment for singers of all abilities to learn about and sing choral music;
  - b. Perform a varied repertoire of choral music for the public;
  - c. Connect and collaborate with other organizations, groups, or individuals to support and enhance community music-making in the Greater Gardner area.

**ARTICLE III (Organizational Structure):**

1. The GGCC shall be comprised of two performance semesters: Spring Semester (January - May) and Fall Semester (September - December)
2. Rehearsals shall be scheduled and held on a weekly basis, and at the discretion of the Artistic Director and Board of Directors.
3. A public concert shall be performed at the end of each semester. All other performances by the GGCC are at the discretion of the Board of Directors.
4. The Greater Gardner Chamber Singers shall be composed of select Members of the Greater Gardner Community Choir. This group shall not exceed 25 members. The Artistic Director or their designate reserves the right to schedule separate Chamber Singers rehearsals as needed, and determine the size of the group and/or hold auditions to determine membership in the Chamber Singers.

#### **ARTICLE IV (Membership):**

1. A Member shall be defined as any person who has paid membership dues OR has been accepted as a Member by the Board of Directors.
2. Membership in the GGCC is open to any person who wishes to join, without an audition.
3. Membership dues shall be collected at the beginning of each semester by the Treasurer or their designate no later than the third scheduled rehearsal, unless other arrangements are approved in advance by the President or Treasurer.
4. Members are responsible for the cost of the music needed for each semester, and own any music for which they have paid. Photocopying another Member's music for use is not permitted.
5. Members are expected to make their best effort to attend all rehearsals, and afford it suitable priority in their schedules. Member participation in any performance is at the discretion of the Artistic Director.
6. To be eligible to vote in a GGCC Election or Meeting, a person must
  - a. Be a Member for a minimum of two semesters (including the semester of the election) since the previous calendar year;
  - b. Demonstrate a commitment to furthering the Vision of the GGCC.
7. To be eligible to serve on the Board of Directors, a person must
  - a. Be a Member for a minimum of three consecutive semesters (including the semester of the election);
  - b. Demonstrate a commitment to furthering the Vision of the GGCC.

## **ARTICLE V (Board of Directors):**

1. The Board of Directors shall consist of nine Members, including the officers: President, Vice-President, Secretary and Treasurer.
2. The Board of Directors shall be elected by the Membership, and serve a two-year term. Terms shall be staggered based on cohort groups in place as of May 2023.
3. Officers will be determined by the Board of Directors on an annual basis.
4. Elections shall take place at the GGCC Annual Meeting, which will be held no later than the end of May.
5. The new Board of Directors terms will start in June and run through May of the next year.
6. The Board of Directors shall report to and be accountable to the Membership. The Board shall be responsible for setting the operating policies of the GGCC.
7. In the event of a vacancy during the membership year, the Board shall announce the vacancy to the Membership, and a replacement shall be appointed by the Board. Any person so appointed would serve until the next election.
8. The Artistic Director serves as a non-voting member of the Board for as long as said Artistic Director serves in such capacity.

## **ARTICLE VI (Duties of the Board of Directors):**

1. The President shall have the responsibility and authority to administer and implement the decisions of the GGCC Board and to preside as Chairman of the Board of Directors. The President reserves the right to serve on any committee that may be established.
2. The Vice President shall, as delegated by the President, exercise the President's authority in administering and implementing the decisions of the Board of Directors, preside in the President's absence, and become President should that office become vacant during the membership year.
3. The Secretary shall take the minutes of Board and General meetings, maintain records and archives, maintain official membership and committee lists, notify Members of all meetings and correspond as directed by the Board or General Membership. The Secretary also has charge of the Bylaws, Charter and other papers and records of the organization, and shall keep an up-to-date mailing list. The Secretary works in conjunction with the Treasurer to track collection of all dues and music costs from the Membership.
4. The Treasurer shall receive and pay out, after proper approval, monies of the organization, keep accurate and correct records of all financial transactions, make regular oral reports to the Board, provide a written report to the membership at the Annual Meeting and handle all taxes. The Treasurer implements recommendations made in the audit report. The Treasurer shall have authority to sign checks for the GGCC account. Any other corporation accounts shall have the signatures of both Treasurer and President.
5. The Board of Directors reserves the right to share and reassign duties as outlined in this article (VI).

## **ARTICLE VII (Committees):**

1. The Board may establish committees to assist in the operation of the organization. These shall be made up of delegates from the Membership as well as at least one Board member.
2. The Board reserves the right to limit the size of any committee.

## **ARTICLE VIII (Meetings):**

1. The Board shall meet as called by its President or upon request of four or more Members, but not less than six (6) times annually (at least three (3) times per performance semester). A quorum shall be met at all meetings of the Board. This quorum is a majority of the Board. All meetings are open to the Membership, but the Board may call for a closed executive session at their discretion.
2. The Board has the authority to request from the Membership a Board Member's removal after 3 consecutive unexcused absences from scheduled meetings. The Membership may approve removal by a majority vote of those present and voting.
3. A General Meeting shall be held at least once annually, and additionally, as the Board deems necessary. Furthermore, a meeting may be mandated by a written petition of no less than fifteen percent of the Membership. A thirty-day notice by electronic posting on the web site or via email will be given to the Membership in advance of the Annual meeting. The Annual meeting shall be held in the Spring semester.
4. Votes on any proposals either from the Board or from the membership may be taken at any General meeting. Elections will only be held at the General Meeting in the Spring.
5. A simple majority vote of Members present at any meeting is necessary to pass any proposal or to elect Board Members.

### **ARTICLE XI (Performances):**

1. Productions of the GGCC shall include concerts by the entire membership or by selected subsets (i.e., Chamber Singers) or soloists and other such shows as the Board shall authorize.
2. The Board of Directors and the Artistic Director will approve the music selections, performances, and personnel.
3. Any person may submit proposals or requests for performances, but all performances must be approved by the Board.
4. Dates of performances shall be determined by the Board.
5. The Artistic Director has the right to cast the performance as is artistically required. Auditions for specific parts may be held at the director's discretion.

### **ARTICLE X (Artistic Director):**

1. The Artistic Director is a contractor of the Board and serves at their discretion. The Board shall set and approve the compensation for this position.
2. If a new Artistic Director is needed, the Board shall appoint a search committee from the Board and the Membership to identify potential candidates. This committee makes a recommendation to the Board, but final approval for selecting an Artistic Director belongs to the Board.
3. The Artistic Director selects the music, chooses soloists, make up small groups, and has authority over any other matters that impact the artistic aspects of the performances, subject to the approval of the Board. The Board must approve any expenditures requested, including approval for selection of music for purchase.

### **ARTICLE XI (Parliamentary Authority):**

1. Parliamentary authority shall be Robert's Rules of Order, Revised.

## **ARTICLE XII (Bylaws):**

1. The Bylaws may be amended at a General Meeting by affirmative vote of two-thirds of the Members present and voting, provided that copies of proposed changes are given to Membership with notice of the time and place of meeting at least two weeks prior to the meeting.

## **ARTICLE XIII (Assets and Expenditures):**

1. The Board of Directors shall obtain Membership approval for:
  - a. Annual operating budgets
  - b. Acquisition of real property, contracts that exceed a term of one year, or expenditures over one thousand dollars (\$1,000.00), excluding payments of salary made to the Artistic Director and accompanist and purchase of music for use by the Membership.
2. In the event of the dissolution of the GGCC, all outstanding debts shall be settled and any remaining assets become the sole property of the Music Department of the Gardner Public Schools, Gardner, Massachusetts.

## **ARTICLE XVI (Non-Discrimination):**

1. Greater Gardner Community Choir does not discriminate based on race, creed, color, sexual orientation, national origin, gender identification, age, or physical capacity in matters concerning hiring, employment, membership, or attendance of performances.
2. Greater Gardner Community Choir reserves the right to cast its performances as is artistically required

*Bylaws Revised/Reviewed 2023*