



## **By-Laws of the North Grenville Concert Choir (NGCC)**

**These By-Laws have been written according to the Constitution of the North Grenville Concert Choir.**

This version of the Bylaws was approved by the North Grenville Concert Choir in September 2015.

### **ARTICLE 1: MEMBERSHIP ROLES AND RESPONSIBILITIES**

- 1.1 The selection and roles of performers for a specific performance shall be established by the Choir Director. Performers must meet and maintain the musical standards established by the Choir Director.
- 1.2 A performing choir member shall attend all regular Choir rehearsals and extra rehearsals as scheduled by the Choir Director for a specific performance. If a choir member cannot attend a sufficient number of rehearsals for a specific performance, the Choir Director, at his/her discretion, may request that the choir member refrain from participating in the specific performance.
- 1.3 A member may withdraw from the Choir at any time by written notice to the Secretary. Email notice is considered sufficient. All choir members shall be registered on the Choir's membership list.
- 1.4 Members will pay a non-refundable annual membership fee, as established by the Steering Committee. There may be an additional fee for those participating in a performance. The Steering Committee will approve this fee, if applicable, as part of the performance budget.

### **ARTICLE 2: ORGANIZATION OF THE STEERING COMMITTEE**

- 2.1. The Steering Committee shall have the following four core positions - Chair, Choir Manager, Secretary, and Treasurer.
- 2.2. In addition to the four core positions, the Steering Committee may have up to ten additional voting members.

- 2.3. Other Steering Committee positions may include Vice-Chair, Choir Director, Accompanist, Executive Producer, Librarian, Publicist, and Webmaster with duties as described in Article 4.
- 2.4. The Choir Director and the Accompanist shall be ex-officio, non-voting members of the Steering Committee.
- 2.5. The Steering Committee may determine other Steering Committee positions on an ad-hoc basis, with duties and titles as required.
- 2.6. A single choir member may assume more than one Steering Committee position but not more than one core position.

### **ARTICLE 3: CHOIR OPERATIONS**

- 3.1. Rehearsals usually occur on a set night of the week, with the September to December term devoted to rehearsing for a Christmas concert, and the January to April or May term reserved for the practice of a spring/early summer production. Other productions and practices may also be scheduled.
- 3.2. Choir expenditures shall include all costs necessary for staging a performance, according to the purposes of the choir and subject to the guidance set out in the finalized production budget. Annual Choir expenditures will also include necessary general office expenses such as postage, maintenance of choir equipment, and payment of insurance. The Choir may pay for music workshops or other activities for musical instruction that are approved by the Steering Committee, provided those activities are open to all members (i.e. the Choir does not pay for the individual instruction of soloists).
- 3.3. Approval from the Steering Committee shall be required prior to each purchase of non-recurring "Capital" items, such as computer hardware or software.
- 3.4. Approval from the Steering Committee for ongoing multiple operational expenses may be given to the choir member in charge of the item/event (e.g. Librarian or Choir Director may buy various music once approved, Treasurer may purchase postage), but for sums larger than \$100, estimates shall be provided in advance, and additional approval shall be required if the total cost is more than 25% greater than the estimate or \$100, whichever is greater.
- 3.5. The Choir shall from time to time establish in these Bylaws a targeted carry-over amount for its financial assets between productions. If the Choir assets exceed that amount, the Steering Committee may direct payment of a certain amount to a registered charity.
- 3.6. The current targeted carry-over amount is \$8,000.

- 3.7. The Choir may sponsor performances by other musical groups, subject to approval by the Choir Director, provided the Steering Committee has identified an Executive Producer and Event Production team, and has established a draft budget for the performance.
- 3.8. The Choir shall nominate a person who will serve to review the financial business of the Choir on a regular basis, and report annually on the following questions:
  - Are the financial reports produced by the Treasurer accurate?
  - Are expenditures reasonable, and in keeping with the purposes of the Choir?
  - Is the preparation of budgets being used adequately to guide disbursements and allow for future planning?
  - Are there improvements that should be made in Choir operations to ensure financial accountability?

#### **ARTICLE 4: DUTIES OF STEERING COMMITTEE MEMBERS**

- 4.1. The Chair shall:
  - Preside over Steering Committee meetings
  - Be an official spokesperson for the Choir
  - Call Steering Committee meetings as required
  - Prepare an agenda prior to all Steering Committee Meetings
  - If possible, stand for election on the Steering Committee for at least one year after his/her term
- 4.2. The Vice-Chair shall:
  - Perform the duties of the Chair in his/her absence or at his/her request
  - If possible, accept the position of Chair if that is vacated, if this is offered by the Steering Committee
- 4.3. The Secretary shall:
  - Record and distribute the minutes of Steering Committee and annual Choir meetings
  - Be responsible for official Choir correspondence
  - Maintain a master list of current performing Choir members, including vocal section and lead roles; and distribute the list to Steering Committee members as required
- 4.4. The Treasurer shall:
  - Receive, verify, and pay all Choir invoices and receipts
  - Keep accurate records of transactions
  - Reconcile records

- Assist the Event Producer in developing a budget for an upcoming performance
- Report on the Choir's finances at each Steering Committee meeting
- Prepare and present the year-end financial statements to Choir members at the annual meeting
- Assist an incoming Treasurer to ensure smooth transition of financial records

4.5. The Choir Director shall:

- Develop a proposed program at least two years in advance
- Set the performance schedule, in consultation with the Steering Committee
- In consultation with the Steering Committee, select and supervise an Accompanist, any other accompaniment, or an assistant, as required
- Select and implement new choral music and staged musicals into the Choir's repertoire within the terms of the Choir's budget in liaison with the Accompanist and the Steering Committee
- Conduct Choir rehearsals for specific performances or other musical events;
- Select choir members for specific musical roles and responsibilities. The Choir Director shall choose soloists/roles from within the choir first. If no choir member auditions for a specific role, or if the Choir Director determines that no choir member is suitable for the role, then the Choir Director may look outside the choir to find a suitable participant to fill the role.
- Set and maintain suitable rehearsal and performance standards, and deal in a professional and suitable manner with choir members who cannot maintain these standards
- Oversee the musical suitability for admission of prospective choir members
- Receive a modest annual or seasonal honorarium for his/her services as determined by the Steering Committee

4.6. The Accompanist shall:

- Act under the direction of the Choir Director
- Consult with the Choir Director about the selection of new choral music and staged musicals into the Choir's repertoire
- Supervise assistant accompanist(s) at rehearsals and performances
- Provide accompaniment to all practices and/or performances as required
- Receive a modest annual or seasonal honorarium for his/her services as determined by the Steering Committee

4.7. The Choir Manager shall:

- Maintain communications among active Choir members, the Choir Director, and the Steering Committee
- Collect and track annual membership and other fees and remit these to the Treasurer

- Keep attendance records for Choir rehearsals
  - Set up and take down rehearsal space
  - Send all performance information and updates to Webmaster for posting
  - Develop and distribute notices and newsletters as required
  - Liaise with the orchestra (if applicable)
  - Assist the Choir Director in maintaining performance seating plans
  - Ensure conformance by choir members to any performance dress code established by the Choir Director
- 4.8. The Executive Producer shall:
- Recruit and mentor individual Event Producers as required to form an Event Production Team for each concert
  - Lead the Event Production Team
  - Help provide continuity between individual events
- 4.9. The Librarian shall:
- In conjunction with the Choir Director and accompanist, obtain musical materials and learning aids for specific performances
  - Distribute music and learning aids to choir members at rehearsals
  - Maintain the Choir's library of musical materials
- 4.10. The Publicist shall:
- Oversee publicity for any concert in coordination with the Event Production Team
- 4.11. The Webmaster shall:
- Maintain the Choir's website as directed by the Steering Committee
  - Develop and maintain choir profiles on other social media such as Facebook, Twitter, etc.
  - Post notices and newsletters to choir members in conjunction with the Chair and Choir Manager via the website

## **ARTICLE 5: EVENT PRODUCTION TEAM**

- 5.1. Every performance by the Choir, and every performance sponsored by the Choir (see Article 3.2) shall be supported by an Event Production Team
- 5.2. The Event Production Team is led by the Executive Producer. The Executive Producer must be a member of the Choir
- 5.3. The Event Production Team includes an Executive Producer, an Event Producer, the Choir Director, the Publicist, the Treasurer, and other members appointed to

the Event Production Team by the Executive Producer, as required

- 5.4. The Executive Producer works with the Choir Director and Treasurer to create individual event budgets
- 5.5. Once the event and its budget is approved by the Steering Committee on the joint recommendation of the Choir Director and the Executive Producer, the Event Production Team is responsible for all aspects of the performance including but not restricted to:
  - Booking rehearsal and performance venues
  - Scheduling of events
  - Publicity, signage, programs including steps such as:
    - o Putting an ad in a local paper to call for auditions
    - o Contacting local newspapers to include an article about the event 6 to 8 weeks prior to the event
    - o Contacting all newspapers (local and other), radio stations, TV stations, etc., at least one week before an event, to announce the event
    - o Preparing material for social media
    - o Placing an announcement in all local church bulletins
    - o Designing of posters, printing and distribution
    - o Designing and printing of programs
    - o Inviting a local reporter to the event or finding someone to write an event review
  - Ticket printing, distribution and sales
  - Payment of royalties
  - Obtaining sponsorships
  - Technical equipment needs, including lighting and sound
  - Set construction and painting
  - Front of House
  - Costume and makeup
  - Videography and sound recording , editing, production
  - Green Room coordination

## **ARTICLE 6: DORMANT TERM**

- 6.1 The Choir shall consider entering a dormant term when:
  - There are fewer than 20 members who are prepared to participate in the planned performance
  - The Steering Committee has fewer than 5 members

## **ARTICLE 7: DISBANDING**

- 7.1. If no more than 20 active members are available and willing to vote on disbanding, then members from previous years may be asked to participate in voting, beginning with the most recent year, until at least 20 persons are identified.