



Constitution of the North Grenville Concert Choir

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

The **North Grenville Concert Choir** (NGCC) is based in the Municipality of North Grenville, Ontario, Canada, but draws members from a wider geographical area. The Choir was formed by the late Lana Pelletier, Jim Watson, the Choir's first Musical Director, and Maureen McCleery, who were inspired to assemble a group of people sharing a love of singing and sense of community. Lana had a challenging vision, and felt that North Grenville needed a choir that could perform Handel's Messiah. Gordon Slater, the Conductor of the Divertimento Orchestra, offered early encouragement and collaboration. The glorious first production of the Messiah by the Choir and the Divertimento Orchestra took place in December, 1997.

The Choir has important roots in North Grenville. Many of the first participants brought experience and ideas from earlier ecumenical choirs which had leadership from many individuals including Mrs. Nichol, Marjorie Patterson and Jean Newans.

Tom Graham created the logo of the choir, which appears above.

ARTICLE 1: NAME

- 1.1. The official name of the organization shall be ***The North Grenville Concert Choir*** - herein referred to as "the Choir".

ARTICLE 2: PURPOSE OF THE CHOIR

- 2.1. The purpose of the Choir is the presentation of vocal music of many styles. The Choir performs concerts and musicals, always striving for enjoyment, education, and the appreciation of music within the Choir, especially within the North Grenville community. The Choir has always striven for a high musical standard, in keeping with its original performances of Handel's Messiah.

ARTICLE 3: CHANGES TO THE CONSTITUTION

- 3.1. All changes to the Constitution must be passed by a majority of the Choir membership at the Annual Meeting, or at a Special Meeting that is attended by a majority of the Choir membership.

ARTICLE 4: BYLAWS

- 4.1. The organization and operation of the Choir is governed by this Constitution and by one set of By-Laws that provide additional detail.
- 4.2. Any inconsistency between a By-Law and this Constitution is resolved by giving precedence to the Constitution.
- 4.3. The Steering Committee of the Choir shall maintain an ongoing review of the Bylaws, and bring forward needed amendments from time to time.
- 4.4. Any changes to the By-Laws must be passed by a majority of the active Choir membership at the Annual Meeting, or at a Special Meeting that is attended by a majority of the Choir membership.

ARTICLE 5: MEMBERSHIP

- 5.1. Membership in the Choir shall be open to all who are willing to play a role in Choir activities, according to this Constitution.
- 5.2. An active choir member is a person performing in, or supporting any of the current year's performances and whose membership fees are up-to-date. In addition, the Steering Committee may confer honorary membership for the current year upon any individual.

ARTICLE 6: ORGANIZATION

- 6.1. The business activities of the Choir shall be directed by a Steering Committee. At a minimum, the Steering Committee shall have four (4) positions - a Chair, Choir Manager, Secretary, and Treasurer. Steering Committee duties are described in the By-Laws.
- 6.2. The musical activities of the Choir shall be directed by a Choir Director who may, in consultation with the Steering Committee, select and supervise an Accompanist, any other accompaniment, or an assistant, as required.
- 6.3. The Choir Director and the Accompanist shall be ex-officio, non-voting members of the Steering Committee.

ARTICLE 7: OPERATIONS

- 7.1. The active season of the Choir is from September through May, with the fiscal year running June 1 to May 31.
- 7.2. The Choir year is normally divided into two performance terms with a break in between - a fall (Christmas) performance and a spring performance.
- 7.3. The Annual General Meeting (AGM) of the Choir shall be held at the beginning of each fiscal year. As convenient, this may be within a scheduled rehearsal time. When there is a failure to hold the AGM within the appointed time, a later meeting may be convened with the same membership and majority requirements as would have been applicable if the AGM were held at its normal time.
- 7.4. The annual election of the Steering Committee shall occur at the AGM, and the new Steering Committee will assume responsibility after the meeting once the election is completed.
- 7.5. Steering Committee meetings shall be called by the Chair, and scheduled as required.
- 7.6. Special meetings of the Choir may be convened by the Chair, when needed, in consultation with the Steering Committee. Ordinarily, this will occur during a scheduled rehearsal time.
- 7.7. The Steering Committee will operate by consensus. If a vote is required, the Chair will not vote unless necessary to decide a tie. The quorum for the Steering Committee is half its membership.

ARTICLE 8: NOMINATIONS

- 8.1. Candidates for the Steering Committee must be active, paid-up, members of the Choir.
- 8.2. The outgoing Steering Committee is responsible for informing Choir members of the time and place of the AGM at least two weeks prior to the meeting, and inviting nominations for the next Steering Committee.
- 8.3. The outgoing Steering Committee shall present a list of candidates at the AGM. Further nomination of candidates may be made by any choir member at the Annual Meeting.

ARTICLE 9: ELECTIONS

- 9.1. All active members of the Choir shall be eligible to vote in any election.
- 9.2. Quorum shall consist of 51% of the active membership.

ARTICLE 10: STEERING COMMITTEE POSITIONS AND APPOINTMENTS

- 10.1. The members of the Steering Committee shall, immediately after an election, meet to determine amongst themselves, which member shall undertake each of the named positions (e.g. Chair, Choir Manager, Secretary, Treasurer).
- 10.2. The newly elected members shall immediately assume the duties of their positions. Outgoing Steering Committee members shall have a maximum of 30 days to hand over all documentation and materials pertinent to that position.
- 10.3. The Steering Committee may select and appoint active choir members to Steering Committee vacant positions between AGMs as required. The Chair must be an active member of the Choir. The persons so appointed will serve until the end of the current term.
- 10.4. If the position of the Choir Director becomes vacant, the Steering Committee shall create a Selection Committee whose task will be to seek offers from prospective Choir Directors, review resumes, interview and audition candidates and make recommendations to the Steering Committee. If the Accompanist position is not vacant, he/she shall also be asked to serve on the Selection Committee. The Steering Committee may require further interviews or auditions of candidates in order to make a final decision.
- 10.5. If necessary due to unforeseen circumstances, the Steering Committee may select and appoint a choir member to the role of Choir Director on an interim basis, until the normal procedure for the appointment can be carried out.

ARTICLE 11: TENURE

- 11.1. A member of the Steering Committee, elected or appointed, will hold office until the following annual meeting. Although positions must be confirmed annually, there is no limit to the number of terms an individual may serve.
- 11.2. A member of the Steering Committee may resign from the Steering Committee by submitting a letter of resignation to the Chair of the Steering Committee, or if the Chair is not available, to another Steering Committee member.
- 11.3. A member of the Steering Committee may be removed from the Steering Committee by a majority vote of the Steering Committee.
- 11.4. The Choir Director will retain his/her position within the Choir until resignation or upon removal by a majority vote of the Steering Committee.

ARTICLE 12: DORMANT TERM

- 12.1. Before staging a performance, the Choir must ensure that there is sufficient commitment among choir members to participate, including the availability of a Producer, Choir Director and a production team. A draft budget for the production should be in place.
- 12.2. If the requirements of the previous clause are not met, the Choir shall have a dormant term, a full performance will not be staged. During a dormant term, the Choir will continue to pay fixed expenses such as insurance and may provide reduced honoraria as a retainer fee for the Choir Director and Accompanist. Activities during a dormant term may include musical instruction, sponsoring of other performers, or the building of repertoire.
- 12.3. After two consecutive dormant terms, the Steering Committee shall discuss whether the Choir should consider disbanding.

ARTICLE 13: DISBANDING

- 13.1. The Choir may hold a vote to disband upon recommendation by the Steering Committee. If the active membership is insufficient to convene a reasonable voting group, recent past members may be invited to help decide the question. Upon the dissolution of the Choir, all remaining assets shall be disposed of in accordance with the purposes of the choir, and taking into account the sources of those assets. Final assets may be given to a non-profit, local organization, as determined by the Steering Committee and according to bylaws established for this purpose.