

The Sacramento Valley Concert Choir (SVCC)

Bylaws

Article I Name

The name of this organization shall be "The Sacramento Valley Concert Choir," hereinafter referred to as "SVCC."

Article II Mission and Purpose

SVCC's mission is to provide musical entertainment as a service to retirement communities, community organizations, or other groups approved by the Board of Directors, as defined in Article VII, hereinafter referred to as the "Board." As a self-supporting nonprofit group of amateur, non-auditioned singers, the purpose is to perform a variety of choral music that is likely to be familiar to our intended audiences.

Article III Organization

SVCC is a nonprofit public benefit organization and is not organized for the private gain of any person. It is organized under the laws of California for public purposes as set forth in this article. The assets of the SVCC are irrevocably dedicated to its purpose. No part of the net income or assets of the SVCC shall ever inure to the benefit of any of its officers or to the benefit of any private person, except that the SVCC Board of Directors is authorized and empowered to pay reasonable compensation for services rendered, goods provided, and to make payments and distributions in furtherance of its purpose as set forth in Article II.

Article IV Membership

4.1 Membership in the SVCC shall be comprised of interested singers from the community. Members in good standing are those who pay dues and comply in whole with these bylaws and operating procedures.

4.2 There shall be two classes of membership:

- a. Active: persons 18 years of age and over
- b. Junior: persons under 18 years or in high school, who have permission from their parents or legal guardians

4.3 Dues:

- a. Dues are payable by the second rehearsal of the fall/winter and spring seasons and if not paid are delinquent by the third rehearsal, unless special payment arrangements are made with the treasurer. The Board may waive membership dues for singers in order to further the purpose of the SVCC.

- b. Music deposit: Payable once upon joining SVCC.
- c. Refund: A member who has been expelled by vote of the Board or resigns due to unforeseen circumstances, shall be entitled to a refund of their music deposit (provided all music is returned) and dues prorated by the number of rehearsals attended and remaining in the season.

4.4 Termination of membership

- a. Members failing to pay fees after attending three rehearsals during a performance season may be removed from membership by the Board unless extenuating circumstances are found to exist.
- b. Membership shall be contingent upon abiding by the bylaws and operating procedures of the SVCC. Any member who fails to abide by these governing documents can be removed from membership by a two-thirds vote of the Board.

Article V Membership Meetings

5.1 Annual Meeting: shall be held within the last three weeks in April. The Board shall decide the time and place and give fourteen (14) calendar days' notice. Such notice may be provided by email.

5.2 Special Meetings: may be called at any time by the president or upon presentation to the Board of directors a petition signed by one-fourth of the membership. Notice shall be given to all members at least one week in advance of a special meeting and shall include the specific items of business to be conducted at the meeting. Such notice may be provided by email.

5.3 Quorum: The quorum for meetings shall be one-third of active members. Voting shall be by a majority of votes cast by members present and voting.

Article VI Officers

6.1 The elected officers shall be: president, vice president, secretary, treasurer, librarian, program coordinator and member liaison.

6.2 Qualifications: To qualify for any office, an individual shall be a member in good standing. To qualify as president, an individual shall have served on the board for at least two years. With a two-thirds vote of the board, the board may waive this requirement.

6.3 Term of Office: An officer shall serve for a term of one year or until their successor is elected. No officer would serve more than three consecutive terms in the same office. Term of office shall be from July 1 to June 30, the same as our fiscal year.

6.4 Primary duties of Officers:

- A. The president shall:
 - 1. Preside at all meetings
 - 2. Be an ex officio member of all committees except the nominating committee
 - 3. Form ad hoc committees as necessary to carry out the purpose of the SVCC
 - 4. Send out the agenda in advance of all general and board meetings

5. Be an authorized signer on the accounts in financial institutions
- B. The vice president shall:
1. Actively support the president, music director, and Board in developing SVCC's vision
 2. Develop and implement SVCC's financial strategy (grant program)
 3. Assume the duties of the president in their absence
 4. Ensure setting up facilities and equipment
 5. Be an authorized signer on the accounts in financial institutions
 6. Actively seek ways to assist the president
- C. The secretary shall:
1. Take minutes of the general and board meetings
 2. Attend to correspondence
 3. Keep a register of all members in good standing, together with their addresses, phone numbers, email addresses, and emergency contact information
 4. Keep an attendance record of all rehearsals
 5. Keep a current copy of these bylaws and operating procedures
 6. Be an authorized signer on the accounts in financial institutions
- D. The treasurer shall:
1. Receive, deposit, and account for all monies collected
 2. Be an authorized signer on the accounts in financial institutions
 3. Disburse accounts payable
 4. Keep proper accounts and present them prior to/at the annual meeting
 5. Submit a written summary of SVCC finances at each board meeting
 6. Prepare the SVCC annual budget
 7. Notify the secretary of all paid members
- E. The librarian shall:
1. Take care of the music library, assign music folders, distribute and collect music, and keep the music library organized and operating in an efficient manner
- F. The program coordinator shall:
1. Seek and arrange, with the guidance of the board of directors, performance venues for the SVCC
 2. Accept donations on behalf of the SVCC and turn any monies over to the treasurer for deposit into the SVCC account
- G. The member liaison shall:
1. Represent the interests of the choir members by conveying members' concerns to the Board. Members are encouraged to state their ideas, concerns, complaints, and praises to the Member Liaison via the "Suggestion Box," email, or personal chat.

6.5 Nomination and Election of Officers:

- a. Nominating Committee: The nominating committee shall be appointed by the president at least four weeks prior to the annual meeting in April. The nominating committee shall consist of three members and shall choose its own chair. The committee's charge is to nominate at least one candidate for each office to be filled and to report that slate of candidates to the membership at least two weeks prior to the annual meeting in April. Possible candidates may include existing office holders, members who have expressed interest in holding a particular office, and/or members who have been recommended for a position by other members. The committee shall review and consider the qualifications of all potential candidates and their interest in being considered a candidate for the office.
- b. Elections: Elections shall be held at the annual meeting in April. Nominations may be made from the floor prior to the election. If there is more than one nominee for an office, the election shall be by

ballot. In the event there is but one nominee for any office, the vote for that office may be taken by voice vote.

6.6 Vacancy:

- a. If a vacancy occurs in the presidency, the vice president shall succeed to the office.
- b. Any vacancy occurring on the board of directors shall be filled for the remainder of the current term by a member appointed by the president, subject to the approval of the Board

Article VII Board of Directors

7.1 The Board shall consist of the elected officers: president, vice president, secretary, treasurer, librarian, program coordinator, and member liaison. Each officer has one vote.

7.2 The Board shall have the power to act on behalf of the SVCC, including establishing and revising operating procedures to carry out the intent of these bylaws and the smooth operation of SVCC.

7.3 The Board shall meet monthly unless otherwise ordered by the president. Special meetings may be called by the president with five days' notice. Such notice may be provided by email or by telephone. A majority of the Board constitutes a quorum.

7.4 The Board may conduct business by email when necessary. Action taken from such method shall be ratified in the minutes at the next regularly-scheduled board meeting.

7.5 The Board may, from time to time, authorize the treasurer to donate up to \$250 to a nonprofit organization to further the purpose of the SVCC.

Article VIII Music Director and Accompanist

The Board shall employ a music director and accompanist whose duties and compensation shall be as specified by the Board by contract.

Article IX Committees

9.1 The SVCC shall have the following standing committees to assist the board in completing its duties:

- A. New Member: keeps in touch with new members to make them feel at home. Makes sure they have music and information regarding expectations. Takes care of name badges.
- B. Hospitality: coordinates occasional potlucks and "at home" performances.
- C. Budget: prepares the annual budget for presentation to the SVCC for approval at the annual meeting.
- D. Publicity: promotes and supervises the advertising activities of the SVCC and promotes the choir in relation to recruitment and performances. Ensures the SVCC website is current and user friendly.

- E. Attire oversight: ensures that members are following the requirements of dress and conduct during performances as addressed in the standing rules.
- F. Sunshine: Sends get well or sympathy cards to members in their time of need.
- G. Historian/photographer: maintains albums, records, etc. concerning events involving the choir. Takes photographs of choir rehearsals and performances for the scrapbook and website.
- H. Bylaws: reviews these bylaws and operating procedures on a bi-annual basis. Presents recommended amendments to the Board.

9.2 Other committees: other committees, standing or ad hoc, shall be appointed by the president or the Board as deemed necessary to carry on the work of the SVCC.

Article X Appointments

10.1 The SVCC shall have the following appointments to assist the board in completing its duties:

- A. Section Leaders—ensures section members are informed; schedules extra rehearsals as needed
- B. Webmaster—ensures the SVCC website is current and user friendly

10.2 Other appointments: other appointments shall be appointed by the president or the board as deemed necessary to carry on the work of the SVCC.

Article XI Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall be the guide in all matters not in conflict with federal and state laws, and these bylaws.

Article XII Amendment

11.1 Proposed amendments to the bylaws may be recommended by the Board. Bylaws may also be recommended by a petition signed by one-third of the members of the SVCC.

11.2 Notice to amend the bylaws shall be given to the members at least fourteen calendar days before the meeting at which time the amendment(s) is to be considered.

11.3 Amendment(s) to the bylaws of the SVCC shall be effective only upon a two-thirds vote of the members present and voting.

Article XIII Severability

If any provision of these bylaws or its operating procedures is held invalid or unenforceable for any reason, the remainder of the provisions of these bylaws or its operating procedures shall not be affected.

**Article XIV
Dissolution**

Upon the dissolution of the affairs of the SVCC, the board of directors, after providing for the payment of all obligations, shall distribute any remaining assets to a similar charitable organization, or, within its discretion, to any other nonprofit tax exempt organization.

Adopted April 18, 2017; Bylaws Committee: Vicki Walter, Jim Watkins, Jim Apps, Gary Predoehl