

## **BURBANK CHORALE MISSION STATEMENT**

The Burbank Chorale is a non-profit corporation dedicated to providing opportunities for participation in the creation and enjoyment of fine choral music for residents of Burbank and surrounding communities.

It accomplishes this through the attraction and retention of diverse individuals who have a love of music, dedication to musical growth, and drive to provide excellence in performance, musical study and individual as well as group development. The Burbank Chorale seeks to promote and foster growth in those attending concerts, as well as those performing, by offering a variety of musical styles, composers, and guest performers.

## **CONSTITUTION AND BY-LAWS OF THE BURBANK CHORALE**

### **CONSTITUTION**

#### **Article I – NAME**

Section 1. The name of this organization will be the BURBANK CHORALE, formerly Burbank Choral Club.

#### **Article II – OBJECTIVE**

Section 1. It is organized and will be continued for the study of music, the production of musical concerts and other activities mutually beneficial to its members and the community.

Section 2. This article will be the essence of the organization and its objectives and no clause or article in the constitution or by-laws, which conflicts, is valid.

#### **Article III – MEMBERSHIP**

Section 1. The membership will be composed of men and women who share a common interest in and who can contribute actively to the study and advancement of choral music as part of the culture of the community.

Section 2. The types of membership will be Active and Honorary.

Section 3. The active membership will consist of those with dues paid who regularly attend rehearsals, thereby qualifying themselves for participation in the public concerts of the Chorale. It may be limited at the discretion of the musical director, in consultation with the elected officers.

Section 4. Honorary membership may be conferred upon any individual who, in the opinion of the Executive Board as expressed by a majority vote, has contributed notably to the advancement of the Chorale.

#### **Article IV – GOVERNMENT**

Section 1. The authority of the organization will rest with the active members. The policy and direction will be administered by the elected officers.

Section 2. There will be sixteen (16) elected offices as follows: President, Vice-President, Membership Director, Recording Secretary, Corresponding Secretary, Treasurer, Development Director, Publicity Director, Publications Director, Data Base/Mailing Director, Social Director, Librarian, Historian, Sales Director, Webmaster, Newsletter Editor. These officers will comprise the Executive Board. Their term of office will be one (1) year. If an officer is unable to complete the full term of his/her office, the Executive Board President may appoint a chorale member to finish the term.

Section 3. During the months of February – April as will cause the least conflict with the concert season, the Executive Board will discuss and develop a slate of officers to be nominated and presented to the Chorale for vote. They will report the slate of nominees at a regular meeting with nominations also being accepted from the floor for vacant positions. Nominations may also be accepted to run against the slate of officers being nominated, excepting treasurer and librarian. (Any nominations from the floor will be contacted by a Board member for verification of their willingness to run.) The election of Chorale officers will take place and new officers will assume their duties July 1st. (Officers who are unable to fulfill their obligations will be replaced by appointment of the President and approval of the Board.)

Section 4. At the discretion of the President and with approval by the Executive Board, Chorale members may be appointed to comprise an Executive Committee. It shall be their responsibility to attend Executive Board meetings and assist the Board in its administrative tasks.

#### Article V – MEETINGS

Section 1. Regular meetings will be open to the entire membership for the primary purpose of study and rehearsal.

#### Article VI – PROPERTY

Section 1. Except as may be otherwise provided by agreement, the legal title and ownership of all property and assets of the organization will be vested in the Burbank Chorale and any person ceasing to be a member will forfeit all right and title to the property and funds and assets of the organization and every part thereof.

#### Article VII – DUES

Section 1. Dues will be paid at such times and in such amounts as specified in the by-laws.

#### Article VIII – AMENDMENTS

Section 1. Amendment to the constitution will be made at any regular meeting by a vote of two-thirds of the active members present, provided that one week's notice of the proposed amendment has been given to the members.

Section 2. This organization is organized exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Section 3. Notwithstanding any other provision of these articles, the organization will not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization whose contributions are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

(Note: Section 2 and 3 above were entered into the Constitution of the Burbank Chorale April 15, 1988.)

### **BY-LAWS**

#### Article I – EXECUTIVE BOARD

Section 1. The Executive Board will have the following powers and duties: To resolve all problems regarding membership; to fill vacancies in its own membership; to make rules and recommendations necessary for the affairs of the Chorale, including supervision of all paid employees.

Section 2. The members of the Executive Board will serve without monetary compensation.

Section 3. The Executive Board will meet at least nine (9) times per year and all Executive Board Meetings shall be open to the entire membership of the Chorale.

#### Article II – DUTIES OF OFFICERS & OTHERS

Section 1. The duties of the elected officers will be as follows:

President: The President will serve as chairperson of the Executive Board. He/she will preside at meetings and call meetings of the Executive Board as needed. He/she will oversee the rehearsal and concert logistics and with the Executive Board oversee the Chorale's budget and planning to assure financial stability. He/she will appoint other committee chairpersons as needed.

Vice-President: The Vice-President shall preside at meetings in the absence of the President. He/she will assist the President in all phases of the Chorale administration.

Membership Director: The Membership Director will serve as membership chairperson. He/she will oversee the activities of the Soprano Section Leader, Alto Section Leader, Tenor/Bass Section Leader and present a report on the status of membership at the

monthly Executive Board Meetings. He/she will oversee the taking of attendance at rehearsals, make sure calls are made following absences and will encourage attendance.

Recording Secretary: The Recording Secretary will take minutes at all meetings of the Executive Board and will record all pertinent business.

Corresponding Secretary: The Corresponding Secretary will prepare and mail all correspondence to the membership as requested, thank you letters for donations and any other relevant correspondence as directed by the Board.

Treasurer: The Treasurer will be the custodian of the funds of the Chorale other than those restricted by agreement (i.e. grant funds), and will be responsible for payment of its lawful debts. A complete accounting will be maintained of income and disbursements and an annual financial report will be presented to the incoming President when he/she assumes office, and to the Executive Board. The signatures of two of either the Treasurer or the President or a designated Board Member will be essential to the honoring of a Chorale check.

Development Director: The Development Director will be responsible for planning and conducting the fundraising activities of the Chorale. He/she may develop a committee to implement the various specific fundraising events, as well as corporate and foundation fundraising. He/she will keep records of the results of the fundraising, including information about costs as well as the results of fundraising to be presented to the Board periodically during the concert year.

Publicity Director(s): The Publicity Director will prepare news releases or other publicity prior to each concert and see that it is submitted to newspapers, music schools, radio and television stations, etc. He/she will participate with the Executive Board in planning the overall plan and budget for publicity for concerts and may identify a committee to implement all phases of publicity. He/she will also plan ways to raise the community's awareness of the Chorale's activities such as caroling during the holidays and/or other community singing activities and plan publicity to recruit singers if needed.

Publication Director(s): The Publications Director will be responsible (with the Music Director and Publicity Director) for preparing publicity mailings, flyers and programs for each concert. He/she will also be responsible for planning the Chorale business cards, stationery, donor cards, etc.

The Data Base/Mailings Director of Publications/Data Base will be responsible for maintaining the data base of the names and addresses of the Chorale concert mailing list as well as the names and addresses of donors and to print labels as needed for mailings and process.

Social Director: The Social Director will be responsible for the organization and promotion of social functions planned with input from the Executive Board. He/she may develop a committee to implement the various specific social activities planned for the Chorale. Social events will take place at suitable intervals and will include, when reasonable, the families and/or friends of the members and people in the community.

Librarian: The Librarian will be responsible for the organization, maintenance and distribution of the chorale's music, as indicated by the Music Director.

Historian: The Historian will archive a photograph of the Chorale after each concert, a flyer, program, and publicity in a scrapbook on acid-free paper. The Historian will take pictures before concerts and other events, or arrange for someone to assist with this responsibility. The Historian will store scrapbooks and other materials from previous years and make them available if asked.

Sales Director: The Sales Director will be responsible for sales of CD's, tee-shirts, raffle tickets, silent auction items, in cooperation with Executive Board, primarily Development Director, Publicity Director, and Publications Director.

Webmaster: The Webmaster will be responsible for the development and maintenance of the Chorale website while encouraging the input and suggestions of the Executive Board and members of the Chorale. Newsletter Editor: The Newsletter Editor will be responsible for writing and editing the Chorale newsletter during the concert semester while encouraging the input and suggestions of the Executive Board and members of the Chorale.

Section 2. All officers are committee chairpersons, carrying out their elected duties with the assistance of the membership and with the responsibility for developing new leadership from the membership.

Section 3. The outgoing President will provide each incoming officer with a copy of the Mission Statement, Constitution and By-Laws of the Burbank Chorale. These shall also be made available to the Chorale membership during each concert season.

Section 4. Music Director. The Music Director will be responsible for planning and conducting weekly Chorale meetings

(rehearsals), including coordinating with the accompanist and section soloists. The Music Director will also be responsible for planning the concert schedule with input from the Program Committee and Executive Board, including arranging for concert guest soloists and/or instrumental groups. The planning will include submission of detailed concert budgets so the Development Director of Development can plan the necessary fundraising activities and Publicity Director can plan publicity activities. (See Job Description for further detail and specific deadlines).

Section 5. Program Committee. The Burbank Chorale may have a permanent standing Program Committee of five (5) members from the Chorale membership to advise the Music Director on repertoire and guest soloists for concert programs. (The Music Director will have the final say in music, soloists and guest soloists selected for concerts). The Program Committee will meet at least three times each concert season: (1) before the Holiday Concert, (2) before the Spring Concert, and (3) before the Summer concert. The Librarian will be a standing member of this committee. The four other members will be appointed based on the vote of the Chorale after review of their statements regarding their view of appropriate music for Chorale performances and overall concert content. If the Chorale is unable to get enough members to submit statements, the Executive Board will have the discretion to appoint members to this committee or to “act” as the Program Committee to advise the Music Director.

Section 6. Concert Coordinator. The Executive Board will appoint a Concert Coordinator, preferably from the Chorale membership or extended family of a Chorale member. The Concert Coordinator will recruit, coordinate and oversee the ushers at concerts and acceptance of donations and mailing list cards. The Concert Coordinator will check with the Music Director as to program cues, etc. and will coordinate with the staff at each concert venue to arrange for locking up personal possessions, air conditioning, parking, etc.

Section 7. If it is voted on by a simple majority of the Executive Board that a Board Member, or appointed person is not fulfilling the responsibilities of the position he/she is filling, that person will be given 30 days to improve or be asked to resign. If the person doesn't improve or refuses to submit a letter of resignation, he/she will be given notice and be removed from his/her position and a new person elected or appointed. In the case of a contractee, the contract will be terminated and a new contractee hired.

#### Article III – DUES

Section 1. The dues of the organization will consist of a fee to be set by the Executive Board and made payable twice a year (in September and January).

#### Article IV – REGULAR MEETINGS

Section 1. Regular meetings (rehearsals) will generally be held weekly during the regular concert season at a place, day and time designated by the officers and Music Director after due consultation with the regular membership.

#### Article V – AMENDMENTS

Section 1. Amendments to the By-Laws will be made at any regular meeting by a voice vote from the floor. A simple majority will be sufficient to carry the proposed amendment(s), provided that one week's notice of the proposed amendments(s) has been given to the members.

Section 2. Any question of procedure will be referred to Robert's Rules of Order.

Original Constitution and By-Laws written 1954  
By-Laws amended September, 1992  
Amendments added to Constitution April, 1988  
Mission Statement added September, 1998  
Constitution and By-Laws revised May, 1998  
Constitution and By-Laws revised September, 2000  
Constitution and By-Laws revised April, 2001  
Constitution and By-Laws revised February, 2004  
Constitution and By-Laws revised April, 2004

Rev.5-04

PAGE 5

PAGE 1