



## *ARTICLES OF ASSOCIATION*

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### *Article I - Name*

The name of the association shall be The Mendelssohn Choir of Connecticut (“MCC”).

### *Article II - Purpose*

The purpose of MCC shall be to develop and promote an appreciation of choral music through the presentation of public concerts and performances, and to educate its members and the general public in the musical arts. MCC shall stage public performances of sacred and secular music of the highest standard. MCC shall not be organized for profit and shall not engage in a business of a kind ordinarily conducted for profit.

### *Article III - Membership*

Membership in MCC shall be open to all those who are judged competent by the Director to participate in performances of MCC. Members shall be required to attend all performances and rehearsals of MCC in accordance with the guidelines to be established by the MCC bylaws. All members shall be required to pay annual membership fees, which shall be assessed at a time and manner to be decided by the Executive Committee. Exemption from payment of the annual membership fee may be granted by the Executive Committee for good cause shown. The membership fees shall be used by MCC to advance the purposes stated in Article II. No portion of the membership fees paid to MCC shall be used for the financial benefit of any MCC member. No member of MCC shall be paid for his or her participation in any MCC activities. The Director, Accompanist, and any other persons hired by MCC in furtherance of the purposes stated in Article II shall not be considered members of MCC.

### *Article IV - Music Director*

MCC shall engage the services of a Music Director. The Music Director shall be responsible for selection of new members through audition, selection of accompanists, soloists and orchestras and shall be responsible for rehearsals and performance of MCC. The Music Director shall also be responsible for the selection of music and scores. The Music Director shall be hired and compensated at such terms agreed upon by the Executive Committee and the Music Director. The Music Director shall not be a member of MCC as “membership” is defined in Article III.



# *The Mendelssohn Choir of Connecticut*

## *Article V - Organization*

**Officers:** The officers of MCC shall consist of a President, a Vice President, a Secretary, a Recording Secretary and a Treasurer. The responsibilities of the President shall include presiding over meetings of MCC and over meetings of the officers and Executive Committee. The responsibilities of the Vice President shall include performing the duties of the President in the President's absence and assisting the President in the performance of the duties of that office. The responsibilities of the Secretary shall include membership correspondence and communication. The responsibilities of the Recording Secretary shall include keeping minutes of the meetings of the Executive Committee. The responsibilities of the Treasurer shall include management of MCC funds, collection of dues and payment of all MCC obligations. Further responsibilities of MCC officers shall be articulated by MCC bylaws. All officers shall be elected by the membership of MCC, with each member possessing one vote for each ballot. The mechanics of MCC elections shall be set forth in detail in the MCC bylaws. The term of office for each officer shall be one year and there is no limit to the number of terms an officer can serve.

**Executive Committee:** The Executive Committee shall direct the day-to-day management of MCC activities and responsibilities. The Executive Committee shall be comprised of the Officers of MCC, the immediate ex-President of MCC (or a member of MCC appointed by the President), and the Music Director. The term of the Executive Committee shall run concurrently with the term of the elected officers. A majority of the Executive Committee shall constitute a quorum of that committee.

**Committees:** The Executive Committee shall have authority to create such committees, as it deems necessary to carry out the functions and operations of MCC. The President shall be an ex officio member of any such committee created by the Executive Committee.

## *Article VI - Bylaws*

The membership of MCC shall be authorized to adopt Bylaws governing the organization and management of MCC affairs. Bylaws will become effective upon the approval of two-thirds of the membership of MCC.

## *Article VII - Amendments*

Amendments to these Articles of Association may be proposed by the Executive Committee or by 25% of the membership of MCC. Any amendment to these Articles must be approved by two-thirds of the membership of MCC.




### *Article VIII - Membership Agreement*

Every member of MCC shall be provided copies of MCC Articles of Association, Bylaws, or other organizing documents at the time they become MCC members. Copies of any amendments to these organizing documents shall be provided to all MCC members at the time the amendments are adopted. Membership in MCC shall constitute acceptance of all of the provisions of these Articles and any future amendments adopted by the membership.

### *Article IX - Effective Date*

These Articles of Association will be effective upon acceptance and approval of two-thirds of the MCC membership.



# The Mendelssohn Choir of Connecticut

## BYLAWS

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### *Article I - The Executive Committee: Officers*

**Section 1.01** The Executive Committee of the Choir shall be comprised of the Officers of the Choir (see section 1.02), the immediate ex-President of the choir, (or a member of the club appointed by the President), and the Music Director. The term of the Executive Committee shall run concurrently with the term of the elected officers. A majority of the Executive Committee shall constitute a quorum of the committee.

**Section 1.02** The Officers of the Choir shall be: President, Vice President, Membership Secretary, Recording Secretary, and Treasurer, and such assistant officers as the Executive Committee shall from time to time deem appropriate to appoint.

**Section 1.03** The President shall preside at all meetings of the Executive Committee and Officers meetings. The President will, upon authorization of the Executive Committee, sign all written contracts and obligations, be a co-signer with the Treasurer of all bank checks (one signature required); appoint members of the Administrative committee, and of such special committees as they may deem advisable to create; be an ex officio member of all standing committees and special committees, and perform the usual duties pertaining to the office. (Please see attached job description.)

**Section 1.04** The Vice President or in his/her absence, the Recording Secretary, shall have all the powers and perform all the duties of the President in the latter's absence. (Please see the attached job description.)

**Section 1.05** The Membership Secretary shall maintain a current roster of choir members and committee members and send out notices to the same. (Please see the attached job description.)

**Section 1.05A** The Recording Secretary shall keep the minutes of the meetings of the Executive Committee, shall conduct correspondences, and shall provide such input as he or she might deem appropriate to all matters that shall come before the Executive Committee. (Please see the attached job description.)

**Section 1.06** The Treasurer shall have responsibility for collection of all money due and owed to the choir including dues from members of the choir; have custody of the choir funds; keep regular and correct accounts; file all required financial reports with the state, federal and local governments; pay all bills on a timely basis; make a report at each meeting of the Executive Committee and be an ex officio member of the Finance Committee. (Please see the attached job description.)



# *The Mendelssohn Choir of Connecticut*

## *Article II - The Choir: Members*

**Section 2.01** The mission of the Choir is to develop and promote an appreciation of choral music. Further, it strives to educate its members and the general public in the musical arts, to nurture emerging artists, and to attract people of diverse backgrounds both as choral singers and audience members.

**Section 2.02** Members of the Choir shall be those persons, current in their dues, judged prepared to participate in performances of the Choir in accordance with procedures set forth by the Music Director.

**Section 2.03** Annual dues and ticket obligations of members of the Choir shall be in such an amount as fixed by the Executive Committee from time to time. Dues shall be payable no later than the second rehearsal in the fall term of each year.

**Section 2.04** A member of the Choir may be suspended or expelled from the Choir by the Executive Committee if such member's dues are delinquent; and by the Music Director or Executive Committee for other cause.

## *Article III - Elections*

**Section 3.01** Elections of Officers shall take place on or about the last rehearsal in February of each year. The term shall begin in July of that year and continue through June of the following year. In the interim, newly elected Officers shall serve as non-voting members of the Executive Committee.

**Section 3.02** The Nominating Committee Chair shall take nominations for Officers from the Choir membership and positions shall be open to all members who are current in their dues and ticket obligations. The nominating process shall last a minimum of one week before elections.

**Section 3.03** Elections shall be by secret ballot. A majority of the membership who has fulfilled their financial obligations shall constitute a quorum. A simple majority of those present shall be sufficient for election. Any Choir member may elect to run for more than one office. If elected to a particular office, the member is eliminated from running for any other office.

**Section 3.04** A majority of votes is needed to be elected. If more than two people are running for one office, and no one person receives a majority of votes, the two candidates with the largest number of votes will participate in a second ballot until a majority is attained by one person.

## *Article IV - Committees of the Choir*

**Section 4.01** The Executive Committee shall appoint such committees, as they deem necessary for the proper functioning of the Choir. Each committee shall have a minimum number of members in addition to the President who shall be an ex officio member of each committee. Ex officio members of committees shall be entitled to vote as members of the committees. The term of committees is concurrent with the term of the Officers.



# *The Mendelssohn Choir of Connecticut*

## *Article V - Music Director*

**Section 5.01** The Music Director shall be appointed by the Executive Committee from year to year. The Music Director shall be a member of the Executive Committee.

**Section 5.02** The Music Director shall be responsible for selection of new members through auditions; selection of Accompanist, soloists and orchestra and shall be responsible for rehearsals and performances of the choir. The Music Director shall also be responsible for the selection of music and scores.

**Section 5.03** The Music Director shall be paid a stipend determined from time to time by the Executive Committee.

## *Article VI - Amendment of Bylaws*

**Section 6.01** These Bylaws may be amended or replaced, or new Bylaws adopted at a regular meeting, or special meeting called by a simple majority of the membership, with a two-week prior written notice to the Choir about the nature of the amendment. The vote for the amendment or repeal shall be two-thirds majority of the paid up membership of the Choir.



## *Amendment 1 - Absence*

### **1.1 Definitions:**

- A) Excessive Absence: Definition at the discretion of the Executive Committee and the Music Director.
- B) Emergency: An event over which one has no control.

### **1.2 Absence from rehearsal:**

Attendance at all rehearsals is expected. An absence must be reported to the Section Leader, or the Vice President if the Section Leader cannot be reached, prior to rehearsal except in the case of an emergency. The Section Leader shall make a report of absences, including excessive absence, to the Vice President once a month. The Vice President will then make a report once a month to the Executive Committee.

### **1.3 Absence from Dress Rehearsal:**

Attendance at a Dress Rehearsal is mandatory, except in the case of an emergency. In the case of an emergency, an absence from a dress rehearsal can be granted only by the Vice President, after consulting with the Music Director.

### **1.4 Absence from Performance:**

- A) Participation in all performances is expected.
- B) Except in the case of emergency, request for an excused absence from a performance must be made within the first month of the performance season in writing to the Vice President stating the cause.

### **1.5 Action:**

Action regarding violation of the above stated rules shall be at the discretion of the Executive Committee. Action may include, but are not limited to: 1) Letter of Concern, 2) Probation, 3) Dismissal (see section 2.04 of the MCC Bylaws).



# The Mendelssohn Choir of Connecticut

## *EXECUTIVE COMMITTEE JOB DESCRIPTIONS*

### **President**

- Coordinates Choir needs with the Artistic Director
- Oversees Strategic Planning Process
- Updates Strategic Plan Annually
- Sets agenda for and leads all Board Meetings
- Communicates with artistic partners (orchestras, choirs) to facilitate collaborative events and performances
- Signs all contracts on behalf of Choir
- Writes Letters of Agreement/Contracts with assistance of Board when necessary
- Participates in grant writing on behalf of Choir
- Functions as “tour manager” for domestic/international trips
- Attends meetings of standing committees as needed
- Represents Choir at meetings and conferences as required (i.e. Connecticut Commission on Culture and Tourism, Fairfield Arts Council, etc)
- Provides announcements to choir at rehearsal with Vice-President
- Edits/proofs program book in collaboration with Artistic Director

### **Vice-President**

- Oversees logistics for all performances (riser use and set-up, ushers, reception, tickets, recordings, etc)
- Provides announcements to choir at rehearsals
- Oversees an area of Strategic Plan as assigned
- Oversees Choir committee(s) as assigned
- Assists with Presidential responsibilities as needed and assumes role in President’s absence
- Monitors attendance in collaboration with Membership Secretary and Section Leaders

### **Membership Secretary**

- Maintains membership database
- Provides annual membership roster to Choir and attendance rosters to Section Leaders
- Prepares and maintains Audition Packets
- Produces “Welcome Back” packets for upcoming season
- Provides e-mail communication to Choir (rehearsal reminders, concert information, updates, etc)
- Produces Rehearsal Schedule in consultation with Artistic Director
- Monitors attendance in collaboration with Vice-President and Section Leaders
- Oversees an area of Strategic Plan as assigned
- Oversees Choir committee(s) as assigned

### **Recording Secretary**

- Records minutes of Board Meetings
- Sends letters to acknowledge donations to Choir
- Sends cards acknowledging congratulations, sympathy, etc to members
- Monitors and responds to Choir’s 800-number
- Maintains Choir’s files related to donors, strategic plan, contracts, etc in collaboration with President
- Maintains electronic copy of “bios” for Choir, Artistic Director, Accompanist, etc.
- Records changes to Bylaws and Amendments
- Oversees an area of Strategic Plan as assigned
- Oversees Choir committee(s) as assigned





# *The Mendelssohn Choir of Connecticut*

## **Treasurer**

- Collects and maintains records for all monies collected and distributed related to dues, ads, tickets, donations, performances fees, grants, etc.
- Prepares annual budget for Choir in consultation with Board
- Analyzes current/past budgets to project future budgets
- Prepares and delivers all deposits to bank
- Pays all bills (salaries, artistic fees, performance expenses, operating costs, etc.)
- Prepares mid-year and year-end financial statements, including variances from budget
- Prepares all statements required for grant applications, funding reports, and taxes
- Projects future cash flow needs
- Oversees an area of Strategic Plan as assigned
- Oversees Choir committee(s) as assigned

## **Past-President**

- Provides historical perspective/institutional memory to the Board
- Oversees Choir's Outreach Program
- Oversees an area of Strategic Plan as assigned
- Oversees Choir committee(s) as assigned
- Maintains contact with Choir's "alumni members"
- Attends to miscellaneous tasks as needed