

Bylaws of the Pocono Concert Chorale

Article I – Name

- Section 1. The name of this organization shall be the Pocono Concert Chorale.*
- Section 2. The principal office of the organization shall be 306 Valley View Dr. N, Stroudsburg, PA 18360. The principal office may be changed from time to time as the Board of Directors shall designate or as the affairs of the organization shall require.*
- Section 3. The fiscal year of the organization shall begin on August 1 and end on July 31 of the subsequent year.*

Article II – Objective and Purpose

- Section 1. The Pocono Concert Chorale is a non-profit organization whose sole purpose is to enrich and educate Monroe County, PA citizens by providing local singers opportunities to learn and give community performances of outstanding choral music.*
- Section 2. The Pocono Concert Chorale is organized exclusively for educational purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.*
- Section 3. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization (a) exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.*

Article III – Membership

- Section 1. Membership in the Pocono Concert Chorale is open to singers who are at least eighteen years old and have successfully passed a musical audition with the Conductor, during which all membership expectations and obligations are reviewed.*
- Section 2. In order to prevent excessive sectional imbalance in the ensemble, the Conductor reserves the right to restrict auditions and new membership to specific voice parts as needed*
- Section 3. All members are expected to participate every semester. If a member notifies the Conductor and the President that he/she will not be participating for one semester, he/she may return after the semester's absence. Any former member who wishes to return but who has not participated in the ensemble for two or more semesters must secure approval from the Conductor, who may request an audition.*

Article IV - Dues

Payment of dues as established by the Board is required from each member each semester by the fourth rehearsal. Refunds to members may be made at the discretion of the Board.

Article V – Officers and Board of Directors

Section 1. The offices of this organization shall be: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Librarian, Public Relations Coordinator, and Board Members-at-large.

Section 2. The Board of Directors shall consist of all the members listed above and chairpersons of standing committees. Each Board member will be assigned an office as listed in Section 1 of this Article.

Article VI – Elections

Section 1. A committee on nomination consisting of active members will be chosen at the fourth to last regular rehearsal of the second semester. At the rehearsal, the elections will also take place. All members present will automatically become the committee on nominations, and any who are not present will not be involved in nominating or voting unless the President has been notified of an absence in advance by the member. Board members are elected yearly. The Treasurer will be exempt from yearly elections.

Section 2. If any Board member position becomes vacant, the President shall choose a member to fill the vacancy for the remainder of the term of office.

Article VII – Meetings

Section 1. Special rehearsals and performances may be called by the Conductor in consultation with the board, or at the request of active (performing) members.

Section 2. Special meetings shall be called by the President.

Article VIII – Duties of Conductor and Officers

Section 1. The Conductor shall:

- a.) Organize a rehearsal and performance schedule for the concert season in consultation with the Board.
- b.) Select all repertoire of each concert.
- c.) Audition prospective members.
- d.) Conduct all rehearsals and concerts.
- e.) Secure and supervise an accompanist.
- f.) Secure guest musicians as needed, based on budgetary approval by the Board.
- g.) Help Board with grant application.
- h.) Advise on posters and printed programs for concerts.
- i.) Work with Board to promote choir concerts through media.
- j.) Determine extra rehearsals as needed in consultation with choir members and the accompanist.
- k.) Make cancellation decisions due to bad weather in collaboration with the president.
- l.) Shall be paid an amount to be determined by the Board of Directors. (Effective 2017-18 concert season)

Section 2. The President shall:

- a.) Preside over all board meetings.
- b.) Assure that all meetings and functions are conducted in an orderly manner.
- c.) Report to the Chorale pertinent information.
- d.) Hold regular meetings of the Board.
- e.) Dismiss singers who fail to attend rehearsals and otherwise prepare for concert performances, or are deemed disruptive of the operation of the chorus in conjunction with the conductor.
- f.) Book all venues and events.
- g.) Assign duties to other officers when necessary.
- h.) Conduct election of Board officers.
- i.) Appoint a Board member to fill an open or vacated elective Board position for the remaining term of office.

- Section 3.* The Vice-President shall:
- a.) Assume duties of President when absent for only the duration of that meeting.
 - b.) Automatically become the President in the case that the President resigns.
- Section 4.* The Secretary shall:
- a.) Be responsible for keeping minutes for all meetings.
 - b.) Be responsible for keeping an attendance log of all meetings.
 - c.) Create and/or respond to correspondence.
 - d.) Communicate with choir members through email. The president will contact members that do not have web access/email.
 - e.) Keep an up-to-date copy of the organization's bylaws.
 - f.) Brief the new Secretary on all his/her responsibilities.
- Section 5.* The Treasurer shall:
- a.) Deposit all organization funds into a specified bank.
 - b.) Keep an accurate account of the finances of the organization.
 - c.) Collect and record dues.
 - d.) Pay all properly authorized bills of the organization. Two officers are required to sign checks exceeding \$250, one of which must be the treasurer or assistant treasurer. Checks under \$250 must be signed by the treasurer or assistant treasurer. Other qualified signatories can be President, Vice President, or Secretary.
 - e.) Regularly submit to the board a written report of the organization's finances.
 - f.) Develop contracts for performers approved by the Conductor and the board.
 - g.) Brief the new Treasurer on all his/her responsibilities.
- Section 6.* The Assistant Treasurer shall:
- a.) Assume duties delegated him/her from the Treasurer.
- Section 7.* The Librarian shall:
- a.) Secure borrowed music.
 - b.) Copy music in the public domain.
 - c.) Distribute music to members.
 - d.) Collect borrowed music at the end of a concert season.
 - e.) Take attendance at rehearsals.
- Section 8.* The Public Relations Coordinator shall:
- a.) Be responsible for sending advertisements and notices to communications outlet.
- Section 9.* The Board Members-at-Large shall:
- a.) Assist the individual officers as needed.

Article IX – Committees

- Section 1.* Standing committees shall be created by the Board. Additional standing committees may be created if deemed necessary.
- Section 2.* All standing committees shall be appointed by the President subject to approval by the Board.
- Section 3.* Special committees are appointed by the President.

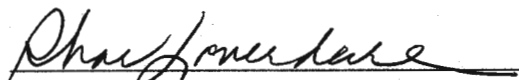
Article X – Amendments

These bylaws shall be amended at a special meeting called for that purpose with previous notice and a majority vote of those present. All proposed amendments shall be submitted in writing.

Article XI – Dissolution

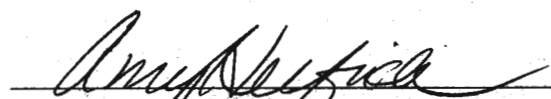
Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

These Bylaws were adopted by the General Membership at a called meeting on September 14, 2019.



Signature of President

Sharon Laverdure
Printed name of President



Signature of Acting Secretary

Amy Helfrick
Printed name of Acting Secretary