



ARTICLES OF ASSOCIATION

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.

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.



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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.

BYLAWS

Article I - The Executive Committee: The 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, 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, with the Secretary and/or Treasurer in the absence of the Secretary, co-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 Secretary, shall have all the powers and perform all of the duties of the President in the latter's absence. The VP will be an ex officio member of the Hospitality Committee and the Fund Raising Committee functioning as a liaison between that committee and the Executive Committee. (Please see the attached job description.)

Section 1.05 The Secretary shall conduct correspondence; send out notices, sign with the President, all written contracts and obligations - except bank checks - maintain a current roster of choir members, and committee members, and be an ex officio member of the Promotion Committee and Concert Committee. (Please see the attached job description.)

Section 1.05A The Recording Secretary shall keep the minutes of the meetings of the Executive Committee and shall provide such input as he or she might deem appropriate to all matters which 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.)

Article II - The Choir: The Members

Section 2.01 The Choir is formed for the public performance of sacred and secular music of the highest standard.

Section 2.02 Members of the Choir shall be those persons judged competent to participate in performances of the Choir in accordance with procedures set forth by the Music Director.

Section 2.03 Annual dues of members of the Choir shall be in such an amount as shall be fixed by the Executive Committee from time to time and shall be payable at 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 at the last rehearsal in February of the year.

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 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 paid up membership 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.



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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 an ex officio member of the Executive Committee and the Concert 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 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. Definitions:

- a) *Excused Absence:* Absence for cause, which cause has been reported prior to the absence or immediately after, in the case of an emergency, and agreed upon as sufficient.
- b) *Unexcused Absence:* Unreported absence or absence for insufficient cause.
- c) *Excessive Absence:* Definition at the discretion of the Executive Committee and the Music Director.
- d) *Emergency:* Event over which one has no control.

2. Absence from rehearsal:

An excused absence may be obtained from the Section Leader of Vice President if the Section Leader cannot be reached. The Section Leaders shall make a report of absences, both excused and unexcused to the Vice President once a month. The Vice President will then make a report once a month to the Music Director.

3. Absence from Dress Rehearsal:

- a) Excused absence from dress rehearsal can be granted only by the Vice President after consulting with the Music Director.
- b) Except in the case of emergency, request for excused absence from a dress rehearsal must be made within 3 days of the announcement of the rehearsal.

4. Absence from Performance:

- a) Excused absence from performance can only be granted only by the Vice President after consulting with the Music Director.
- b) Except in the case of emergency, request for excused absence from a performance must be made within 7 days of the announcement of the performance, in writing to the Vice President stating the cause.

5. Action:

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

President

The role of the MCC President should be more of an organizer than a figurehead. This position needs someone with good organizational and people skills.

Duties to include:

1. Direct communication between Director and Choir and members of the board
2. Responsible for contact with the Rehearsal Room officials
 - Reserving the practice room for rehearsal dates
 - Making sure there are no problems with the building prior and after rehearsal
3. Putting together the season brochure working with Director, Printers, etc.
4. Coordinating duties with the section leaders, other officers, music librarian & other roles.
5. Organizing basically what needs to be done:
 - Making announcements at each rehearsal to keep the members informed of events and schedules
 - Contacting the soloist for performances
 - Keeping the files up to date
 - Moving risers to our performance locations
 - Arranging ticket purchases for choir members

This position, not including personal rehearsal time, takes about 5 –10 hours a week of your time. You need to be very patient with people and have fun with the position at the same time. Anything can pop up and you need to be prepared with a good staff to organize and mobilize at any time.

Vice President

The VP of the MCC needs to be a strong and organized person like the President. Ideally it would be nice that each VP would assume the responsibility of President the next year. This would allow for a smooth transition and allow the VP to become accustomed to the many details of the choir before becoming President. This does, however, mean a minimum of a two year commitment on the part of the VP

Duties to include:

1. Direct communication between President and Choir
2. Sharing duties, such as clean up after rehearsals and member callings
3. Working with all members of the board on whatever projects are going on
4. Direct line of communication between section leaders
 - I.E., each week find out who was absent and then find out why they were not there with follow up phone call. Let Director know if there is a problem with a member.
5. Filling in for announcements when the President is gone
6. Any other duties that the VP feels are not being taken care of, or lacking in any way.

The role is very important to enable the President to deal with more pressing issues; the VP as a back up can be a tremendous lifesaver for all members of the board.

Time commitment should be approximately 3 – 5 hours a week.

Secretary

Duties to include:

1. Preparation and distribution of information to choir members including:
 - Season Schedules
 - Member Directory
 - Audition Package (new members)
 - Directions to rehearsal/performance locations
 - Resources (concert & dress, etc.)
 - Post rehearsal clean-up “schedule”
2. Prepare and distribution of communication outside of the choir membership as required.
3. Member of the managing board of the choir.
4. Odd jobs necessary to function of choir (i.e., purchase of materials)
5. Sharing of various duties occurs where others have more immediate access to resources (i.e. photocopying).

Recording Secretary

Duties to include:

1. Record all proceedings of the Executive Committee.
2. Issue all notices and orders that may be made by the Executive Committee.
3. Ensure that the minutes of the meetings of the Executive Committee are promptly and accurately recorded and kept in a book for future reference.
4. Member of the Executive Committee of the choir.
5. Odd jobs necessary to function of choir (i.e., purchase of materials)
6. Sharing of various duties occurs where others have more immediate access to resources (i.e. photocopying).

Treasurer

The role of Treasurer for the Mendelssohn Choir can be divided into three primary areas of responsibility: 1) Budgeting/Planning; 2) Revenue Collection/Disbursement; and 3) Report Generation.

Budgeting/Planning

It is the responsibility of the Treasurer to create a budget for each upcoming season. This task involves coordinating with the President and the Creative Director, to review potential Commissioned Engagements and/or MCC Sponsored Concerts, coupling those revenues with projected expenses. Then setting Membership Dues and establishing Fund-Raising Programs with the objective of allowing the organization to both remain solvent and also continue to build it surplus capital base.

Revenue Collection and Disbursement

The Treasurer is responsible for collecting and depositing revenue funds as well as paying all outstanding commitments on a timely basis.

Standard Revenue Sources	Member Dues & Music Fees Performance Fees and/or Ticket Receipts Fund-raisers	Member Matching Funds Organization Grants General Contributions
Standard Monthly Obligations	Director Rehearsal Fee Ringer Rehearsal Fee(s)	Accompanist Rehearsal Fee
Performance Base Obligations	Director Performance Fee Accompanist Performance Fee Musician Performance Fee(s)	Hall Rental Reception Expenses
Other Obligations	Season Program Rehearsal Hall Rental Music Gifts, Memberships, Subscriptions, etc.	

Report Generations

The Treasurer is responsible for generating the following Internal and External Reports throughout the season:

- Comprehensive Seasonal Budget (see above)
- Treasurer's Report (September, January, June)
- State Registration (biannually)
- Year-end Summary of Payments made to Individuals (January)
- Year-end Tax Filing Summary to the I.R.S.
- Registration with Corporations to seek Matching Fund Qualification

The above-mentioned outline should serve to characterize the principal responsibilities of the Treasurer. This individual should be prepared to invest approximately 1½ - 2 hours per week outside of rehearsal to these responsibilities. Additional time will be required during the budget preparation phase and near performance times.