

Maestri Vocale Constitution

Article I. Name

Maestri Vocale

Article II. Mission Statement

Maestri Vocale strives to advance choral arts in West Virginia by providing quality performances, as well as collaborative opportunities for its members and other music professionals and entities in the state and abroad.

Article III. Purpose

Maestri Vocale, Inc. is a 501 (C) (3) non-profit organization, created primarily to: (1) perform concerts, (2) the education of members in singing techniques, conducting techniques, and choral literature (3) to create fellowship for the benefit of the members, and (4) the promotion of fellowship throughout the greater West Virginia musical community. In connection with the above mentioned purposes, the corporation shall have the power to invest its funds in real property and securities; to acquire, own and dispose of real and personal property, and to do all other acts to the extent permitted under the law.

Article IV. Performances

Maestri Vocale will perform at least 2 concerts a year. Other concerts and special events can also be scheduled at the discretion of the board.

Article V. Government

The government of this organization shall be conferred in the Board of Directors, the members of which shall be designated as outlined in the Bylaws hereafter.

Article VI. Membership

- a. Membership in this organization shall be open to any individual regardless of race, creed, religion, handicap, gender, sexual orientation, or national origin open successful audition.
- b. Membership shall be actively solicited through area newspapers and online.
- c. Membership shall be by application, interview, and audition by the group's officers or designees.
- d. Members of the first season choir are exempt from auditioning.

Article VII. Auditions

- a. Prepared two solos of contrasting styles with piano accompaniment (please provide music for accompanist). Pick music that best showcases your voice; all genres including musical theatre, classical, pop, rock. etc., are welcome.
- b. Sight-singing of a melody and rhythm reading.
- c. Vocalization exercises to assess your vocal range.
- d. Complete audition form (Appendix A).

Article VIII. Officers

- a. President
- b. Vice president
- c. Treasurer
- d. Secretary
- e. Public Relations Chair
- f. Member at Large 1 from the lower voice ensemble
- g. Member at Large 2 from the lower voice ensemble
- h. Member at Large 3 from the higher voice ensemble
- i. Member at Large 4 from the high voice ensemble

Article IX: Terms of Office

Board members shall serve for a term of two years, starting with the first Board meeting after the election. At which meeting the Board will elect its officers. Board members shall be eligible for unlimited biannual reelection.

Article X: Vacancies

A vacancy in the office of president shall be filled by the vice president. Any other vacancy shall be filled by vote of the board and served until the end of the term.

Article XI: Board Meetings

- a. Robert's Rules of Order shall govern the proceedings of all meeting of this corporation except as provided in these By-Laws.
- b. The Board shall meet at least four (4) times annually and may meet more often at the discretion of the president, by consensus, by vote of the Board members, or a written petition signed by two-thirds (67%) of the group's members.
- c. Singers in the ensemble are encouraged to contact the Member a large with concerns and ideas they would like the board to consider.
- d. Members may join the meeting digitally (phone or webcam).
- e. The board will host at least one meeting of the general membership (ensemble singers) annual.

Article XII: Quorum

A majority of the voting board members shall constitute a quorum. Without a quorum no substantive business may be conducted. Member may join the meeting digitally (phone or webcam) and be counted toward the quorum.

Article XIII: Duties of Officers

- a. President: The president presides at all regular and special meetings of the choir and its Board, prepares agendas for Board and general meetings, and performs all duties and exercises all authority delegated to the president under the bylaws by majority vote or consensus of the Board.
- b. Vice President: The vice president assists the president as requested, carrying out those duties as may be assigned to the vice president under the bylaws, by the president, by majority vote or consensus of the Board. In the event of the prolonged absence, illness, disability, or death of the

president, the vice president becomes President Pro Tem of the Board and assumes all duties and powers of the president. The President Pro Tem serves until such time as the president is able to resume office or until a new president is chosen at the next regular election of officers.

- c. **Secretary:** The secretary is responsible for preparing minutes of all regular and special meetings of the Board and any general meetings of the membership and for maintaining such minutes in a permanent file accessible to the Board and membership. The secretary prepares correspondence and other documents as directed by the Board, and reports to the Board at its regular meetings all correspondence sent and received since the previous meeting. The secretary maintains all files of the choir as required by state and/or federal law and by these bylaws, or as requested by the Board, including copies of legal and financial documents.
- d. **Treasurer:** The treasurer is responsible for the handling of all financial assets of the choir and for generating all financial records pertaining thereto as required by state and/or federal law and by these bylaws and/or as directed by the Board (always within professional accounting guidelines). With the concurrence of the Board, the treasurer selects a financial institution for the deposit of all choir funds and has the authority to make deposits and withdrawals of those funds as required. The treasurer has the authority to pay all bills approved by the Board and to enter into financial agreements for the provision of goods and services for the choir as specifically approved by the Board. The treasurer provides a financial report to the Board at each regular meeting, showing the receipts and expenses since the last meeting along with the current balance of funds. With assistance and direction from the Board, the treasurer shall prepare an annual budget to be used as a spending guideline for the coming fiscal year. The treasurer shall prepare an accounting of all funds to the Board and membership at the end of each fiscal year.
- e. **Public Relations Chair:** The public relations chairperson will act as the liaison to the press. They will also manage the group's social media. This person is responsible for promoting all Maestri Vocale events.
- f. **Member at Large (1, 2, 3, and 4):** The members at large will serve as a liaison to the general membership. They are voting members of the board with the same rights and responsibilities of the other board members.

Board Responsibilities: The Board as a whole is responsible for the musical growth of the choir as to enable it to perform in public at a professional level. The Board is responsible for:

1. Music selection
2. Interview/auditioning perspective members
3. Determining membership and part assignments for each concert
4. Scheduling concerts and events
5. Securing concert and event locations
6. Concert programs
7. Uniforms decisions
8. Hiring and or coordinating outside individuals and companies who assist with Maestri Vocale operations
9. Finding additional monies to fund the group through grants, fundraising, and special events
10. Member recruitment
11. Create Comities as needed to aid with the business of the organization such as auditioning members and programing music etc.

Article XIV: Neglect of Duty

If any member of the Board fails to perform his or her duties, that person may be removed from office upon the request of a majority of the other board members.

Article XV: Nominations and Elections

- a. Nominations – The Board shall appoint a nominating committee consisting of one director, who shall serve as chairperson, and two members from the general membership. The committee shall be responsible for developing a slate of candidates for election to the board.
- b. Elections – Elections shall take place at the annual meeting in June. Prior to the annual meeting the slate of nominees shall be presented to the membership by the nominating committee. Additional nominations may be made from the floor. Election shall be by paper ballot completed by those members in attendance.

Article XVI: Funds

- a. The funds of the choir shall be derived from free will offerings, ticket sales, donations, grants, sponsorships, or other sources approved by the Board.
- b. Fiscal year shall run from 1 July to 30 June.
- c. All checks require two signatures. In addition to the treasurer, the president or vice president must sign.
- d. Financial records are to be audited annually within sixty (60) days of either the close of the fiscal year or upon election or a new treasurer.

Article XVII – Committees

The Board may establish, amend, or abolish standing and ad hoc committees as needed. Committee membership may be drawn from the board or the membership at large.

Article XVIII: Amendments

The board may propose amendments to the bylaws and such proposal shall be submitted in writing to the general membership at any meeting for its approval. A two-thirds (67%) vote of the members in attendance is required for the adoption of any amendment

Article XIX: Dissolution

Upon the dissolution of the choir, 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 an arts organization of the Board's choosing.

Appendix A

Maestri Vocale

Audition Form

Name: _____

Date of Birth: _____

Email: _____

Phone: _____

Degree	School	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is your voice part preference? S1 S2 A1 A2 T1 T2 B1 B2

If applicable, what instruments do you play?

1. _____ 2. _____ 3. _____

Circle any of the following that applies to you. I am a:

Choral director

Professional singer

Seasoned choral musician

Voice teacher

Church musician

Student Musician

Please attach a CV, résumé, or description which highlights your music experience and training.

Audition Requirements

Prepare two solos of contrasting styles with piano accompaniment (please provide music for accompanist). Pick music that showcases your voice; all genres including musical theatre, classical, pop, rock, etc., are welcome.

Sight reading melodic/rhythms.

Vocalises to assess range.

Complete audition form.