

# CONSTITUTION and BYLAWS of LEISURE VILLAGE WEST WESTERNAIRS

Revised May 2024

**ARTICLE I: NAME** The name of the organization shall be LEISURE VILLAGE WEST WESTERNAIRES and shall hereinafter be called the Organization.

**ARTICLE II: PURPOSE** It shall be the purpose of the Organization to engage in choral music programs. The Organization is strictly non-profit. No activities shall be conducted or maintained for the purpose of making a profit.

**ARTICLE III: MEMBERSHIP** Only residents of Leisure Village West are eligible for membership. Auditions are available for voice placement.

**ARTICLE IV: DUES.** Dues shall be determined by the executive board and received by the treasurer.

## **ARTICLE V: FISCAL YEAR**

The fiscal year shall be from January 1 to December 31.

## **ARTICLE VI: MEETING TIMES**

There will be one general meeting/rehearsal of the entire choir weekly lasting two hours from September until the December concert and from February until the June concert. In addition, sectional rehearsals will be held weekly, lasting for one hour for each section. The rehearsal schedule will be announced at the start of each season. Rehearsal schedules may be modified at the discretion of the board. If the scheduled day, time, or place for any rehearsal(s) need to be changed during the season, the president will approve the change and the membership will be notified as far in advance as possible.

Meetings of the executive board shall be at the call of the president or at the call of five (5) members of the executive board.

Business meetings of the entire Organization membership shall be held at least twice a year.

## **ARTICLE VII: OFFICERS**

- A. The elected officers of the Organization shall be: president, vice president, secretary, treasurer and concert manager(s).

- B. The executive board shall consist of the elected officers and the immediate past president, the music chairperson(s), and two members-at-large, appointed by the president. These are the voting members of the board.
- C. The nominees for office shall be presented at the last meeting in April and shall be voted on at the first meeting in May. They shall assume office immediately following the Spring Concert.

## ARTICLE VIII: DUTIES of OFFICERS

A. The president shall preside at all meetings of the Organization, shall be ex-officio member of all committees except the nominating committee, shall preserve order and enforce the constitution and bylaws of the Organization, shall appoint all committee chairpersons and fill vacancies not otherwise provided for and shall carry out the mandates of the Organization. The president shall prepare the budget for each season, and shall oversee, sign, and submit the annual schedule to the Recreation Director as required by the Association.

B. The vice president shall assist the president in the performance of his/her duties and shall carry on the duties of the president during any foreseen or unforeseen absence.

- Arrange the out-of-village concerts,.
- Perform other tasks as directed by the President.

B. The secretary shall keep a record of all activities of the Organization, including all motions, resolutions, and correspondence of said Organization. These records shall be open for inspection by any bona fide member of the Organization. Records shall be maintained for a minimum of four (4) years.

C. The treasurer shall receive all money and shall deposit in a bank as directed by the president and the executive board within one week after the final day of the event. The treasurer shall report the financial condition of the Organization at each executive board meeting, giving an account of all bank deposits, bank statements, receipts and expenditures. The treasurer shall maintain/renew the license for the Organization from the New Jersey Legalized Games of Chance Control Commission and shall carry out any and all other duties pertaining to his/her office. The treasurer shall keep an accurate written account of all financial transactions. The books shall be open to all bona fide members of the Organization. All checks shall be signed by the president and the treasurer with the vice president as back-up.

The treasurer may be asked by the president to assist in the preparation of budgets.

- D. The concert manager (s) shall be responsible for:
  - Procuring events tickets
  - Technical assistance (lights, audio, risers)

- Decorations
- Seating arrangements
- Overseeing the design and assembly of concert programs
- Preparing the program booklet for the Welcome Meeting
- Other concert and event-related items, e.g. ushers

E. The executive board shall conduct all business of the Organization, shall approve the budget, and any expenditure at the discretion of the president, and shall approve all committee reports. The board shall approve all the music selected by the music committee for the concerts before music is procured or purchased. The board shall approve scripts.

F. All officers are expected to be available and to perform their duties for the duration of their term. If an officer cannot be available to perform their duty, the president will appoint an alternative person or persons to cover the duties affected by the officer's temporary absence. The president will determine whether and when the board will meet to decide if a permanent replacement is needed to fill that officer's position.

## ARTICLE IX: NOMINATIONS and ELECTION of OFFICERS

On or about March 1, the president shall appoint the chairperson of the nominating committee. The chair may select persons from the sections of the chorus. The chairperson shall report the slate at the last meeting in April at which time additional nominations may be made from the floor. At the first meeting in May, officers shall be voted on upon individually; the one receiving the highest number of votes shall be declared "elected". If more than one person is nominated for all or any office, a written ballot shall be used. If only one nominee is presented, the secretary shall cast the vote for the slate.

The term of office is two (2) years. All shall be eligible for re-election for one (1) more term and may continue for another term if there are no nominations from the floor. Exceptions may be made if agreed upon by the majority of the executive board.

## ARTICLE X: AMENDMENTS

Amendment(s) to the constitution and bylaws shall be submitted to the executive board in writing. The proposed amendment(s) must pass the executive board by a 2/3 vote. If the amendment(s) are approved by the executive board they will be presented to the full membership within thirty (30) days for a vote. If the same passes by a 2/3 vote of the members present, the amendment(s) shall be submitted to the Leisure Village West (LVW) Recreation Director. The amendment(s) will become effective upon the approval of the Recreation Director.

## ARTICLE XI: FINANCIAL RECORDS

The financial records of the Organization shall be audited annually in the month of March by a committee of two (2) persons, who are members of the organization and/or other volunteers approved by the president. An audit report shall be submitted to the president by March 31.

## ARTICLE XII: ORDER OF BUSINESS AND AUTHORITY

This Organization shall be guided by Robert's Rules of Order (revised) and by the rules governing clubs approved by Leisure Village West Board of Trustees.

## ARTICLE XIII: STANDING COMMITTEES

**MUSIC COMMITTEE** This committee shall be chaired by the music committee chairperson(s) as appointed by the president who will serve on the executive board. Members of this committee shall have prior experience in vocal music and/or the ability to sight read music. This committee shall be in charge of selecting music for the biannual concerts, distributing concert music to members prior to the first rehearsal, and collecting and filing music following the concerts

**PUBLICITY** This committee handles all publicity of the Organization. No one shall prepare or submit any article without the approval of this committee and/or the president.

**MEMBERSHIP** This committee shall be responsible for an up-to-date roster of members and for other membership related activities.

**SUNSHINE** This committee shall keep the members advised about all members who are ill, incapacitated, or deceased and shall send appropriate messages to said member(s) or family members of the deceased.

AD HOC committees may be appointed by the president.

## ARTICLE XIV: ORGANIZATION AND DISSOLUTION

Should this Organization dissolve, After all outstanding bills are paid, 50% of monies remaining in the treasury will be donated to the Leisure Village West Association, and 50% will be used to benefit the whole club.

Approved by Membership on May 14, 2024

Jeannine Pryor, President

