

Constitution and By-Laws of the Jubilate Vocal Ensemble Society

Amended May 14, 2014

CONSTITUTION

1. Name

This choir shall be known as the Jubilate Vocal Ensemble Society, hereinafter referred to as the “Society.”

2. Purposes/Objectives

- (a) The Society shall be an auditioned choir, providing opportunity for competent, committed choristers to learn and perform quality music, in/from a variety of musical genres and eras;
- (b) The Society will include in its repertoire works by Canadian composers;
- (c) The Society will from time to time perform specially commissioned works;
- (d) The Society will encourage and promote musical education and outreach opportunities, especially for younger singers.

BY-LAWS

1. Membership

1.1 Active Membership

Active members of the Society shall be those singers and instrumentalists who have passed the audition process and pay annual fees as set out below.

1.1.1 Expectations

- (a) to be responsible for excellent musical standards of performance and rehearsal;
- (b) to be always on time and perfect in attendance except for unavoidable situations.
- (c) Only one absence is permitted per term. Choristers may choose to use two of their three allowable annual absences within a single term with prior approval from their section leader. Extreme circumstances such as severe illness or work or family emergencies should be discussed with the section leader and choir director.

1.2 Associate Membership

- (a) Non-singing supporters of Jubilate Vocal Ensemble shall be eligible for associate member status in the Society.

- (b) Associate membership may be granted by the Society's executive upon application and by payment of a fee according to any scale of fees then in force under By-Law 2.
- (c) Associate members may vote and hold elected office, and participate in all of the Society's general, non-singing, administrative and social activities.

1.3 Honourary Membership

Honourary membership may be granted by the Society's executive committee. This membership will grant the recipient without fee, all the rights accorded Associate members.

1.4 Termination of Membership

Membership shall be terminated

- a) by failure to pass the audition/re-audition process, or
- b) by cessation/failure to pay the annual membership fee, or
- c) by special resolution of the Society's executive.

2. Fees

The Active and Associate membership fees shall be by way of an annual sum which shall be determined for the following year at the annual general meeting and shall remain fixed until changed at a subsequent general meeting. Fees may be paid in one instalment before the end of September of each new performance season, or in two equal instalments at the end of September and January, or by special agreement of the treasurer.

3. Executive Committee

3.1 Composition

There shall be an executive committee which shall consist of a president, a past president, a vice-president, a treasurer, a secretary, plus the chairpersons of the following standing committees:

- (a) Promotions
- (b) Concert
- (c) Library
- (d) Social
- (e) Information technology

This body shall comprise the directors of the Society.

The music director shall be an ex-officio member of the executive committee.

3.2 Term of Office

All members except the president shall serve a one-year term and be eligible for re-election. The president will be elected for a two-year term, then automatically becomes past president.

3.3 Meetings

The executive committee shall meet at the call of the president or at the demand of at least three members of the executive. Time and place of executive committee meetings shall be determined by the president. Only executive members in attendance may vote. A quorum for any executive meeting shall consist of (50) fifty percent of members thereof.

3.4 Duties

- (a) The president shall set meeting agenda, chair meetings, and ensure that all executive positions are filled and properly administered. The president shall further attend to the best of his/her abilities to the long-term health and betterment of the choir, particularly with respect to financial and operational matters and to the general contentment of the members. The president's role is non-voting unless there is a tie, in which event the president shall act as tie-breaker.
- (b) The vice-president shall familiarise him/herself with the duties and functions of the president in order to assume this role on short notice if required. Further, the vice-president, with the guidance and support of other executive members, shall assume principal responsibility for all fund-raising activities of the choir.
- (c) The secretary shall have charge of the seal and of the archives of the society, shall prepare and preserve a record of all meetings either general or executive, and shall when authorised to do so by a resolution of the executive, affix the seal of the society to all documents requiring the same providing that the affixing of the seal be done in the presence of either the president or vice-president. The secretary will make available to all choir members, copies of the minutes.
- (d) The secretary will liaise with the BCCF (British Columbia Choral Federation).
- (e) The treasurer shall be the legal custodian of all property and shall have the care and custody of all monies of the society. All cheques will be signed by the treasurer and one of either the president or secretary. The treasurer shall submit a financial report at each general meeting and a financial statement and budget at the annual general meeting.

- (f) Should an executive committee vacancy occur, an election to fill the vacancy will take place at the next general meeting.

3.5 Borrowing

Within the parameters of the society's approved annual budget, the directors may, on behalf of and in the name of the society, in such manner as they deem appropriate, raise or secure the payment or repayment of funds needed to carry out the purposes of the society.

4. Music Director

4.1 Duties/Responsibilities

- (a) to maintain a high standard of performance;
- (b) to work with and challenge the Society's members with musical variety and knowledge;
- (c) to advise the executive as to the musical programme;
- (d) to audition new members and re-audition current members every two years or more or less often at her/his discretion;
- (e) to select and hire guest musicians subject to budget approval.

4.2 Contract/Performance Review

The music director shall be offered a one-year contract. Either party, upon written notice, may terminate the agreement with at least 90 days notice prior to the end of the musical season.

5. Nominations

5.1 Nominating Committee

The executive committee shall appoint a nominating committee (from either the executive or the general membership) whose duty it shall be to nominate at least one member for each of the following positions and as many members at large as the membership deems necessary. The nominating committee shall attempt to have the nominations prior to the AGM:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Promotions Manager
- (f) Concert Manager
- (g) Social Events Manager
- (h) Library Manager
- (i) IT Manager

5.2 Further Nominations

Further nominations for the above offices may be received from the floor of the annual general meeting.

6. General Meetings

6.1 At least one general meeting per term shall be called by the president. Extraordinary general meetings may be caused to be called by a written request to the president signed by not fewer than five members. Such a meeting must take place within 10 days of the request.

6.2 The annual general meeting shall take place within a month of the end of the performance season.

6.3 The agenda for general meetings shall include but not be limited to:

- (a) Adoption of agenda;
- (b) Minutes of last meeting;
- (c) Treasurer's report (and financial statement and budget at the annual general meeting);
- (d) Music director's report;
- (e) Election of new executive (at the annual general meeting only);
- (f) Reports from committee chairpersons;
- (g) New business.

6.4 All active and associate members of the Society in attendance may vote and those present shall constitute a quorum.

7. Duties of Standing Committees

7.1 Concert Promotions Committee: Ensures concerts are well advertised through various media such as press releases, posters etc. Ensures that database of concert attendees is updated on a regular basis and uses database to alert all potential concert attendees to concert dates and venues.

7.2 Concert Manager(s): Arranges venues, tickets, programmes and all concert logistics including door people. Works with concert promoters to maximize attendance.

7.3 Social Events Committee: Arranges annual retreat, parties and refreshments at concerts.

7.4 Librarian(s): Stores, numbers and makes available all music scores. Maintains a complete catalogue for use of the Musical Director and to meet the requirements of the inter-choir loan of the BCCF

7.5 Information Technology Committee: responsible for maintaining optimum appearance and functioning of website, FaceBook and other electronic communication channels used by members and our audience.

8. Rules of Order

All rules of order not otherwise provided for shall be in accordance with *Robert's Rules of Order*, although this does not prevent business being conducted, where possible and desirable, by consensus.

9. Amendments to the Constitution and By-Laws

The Constitution and By-Laws of the Society shall not be altered, amended, or added to except by a special resolution submitted at a general meeting and passed by a three-quarters majority of the members present and voting at such meeting and that changes so desired be brought to the attention of every member, by letter, at least two weeks prior to said meeting.

10. Dispersal of Funds

Should the Society be dissolved, any assets remaining after payment of all debts and obligations shall be distributed to one (1) or more organisations having similar purposes and objectives.