

# *Woodbridge Community Choir, Inc.* *Constitution*

## **ARTICLE I. NAME**

The name of this organization shall be the Woodbridge Community Choir, Incorporated.

## **ARTICLE II. PURPOSE**

The purpose for which the corporation is organized are exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law). Additional purposes include (1) the provision of admission free choral concerts for the community, (2) the education of members in singing techniques, (3) the provision of fellowship for the benefit of the members, and (4) the promotion of fellowship throughout the 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 III. MEMBERSHIP**

- A. Membership in this organization shall be open to any individual regardless of race, creed, religion, handicap, sex or national origin.
- B. Membership shall be actively solicited through area churches and through publicity in local newspapers.
- C. Requirements for membership shall be the desire to sing and a willingness to abide by such rules as set forth herein and as published as Policies by the Board of Directors.

## **ARTICLE IV. GOVERNMENT**

The government of this organization shall be vested in the Board of Directors, the members of which shall be selected as specified in the Bylaws hereto.

## **ARTICLE V. MEETINGS**

Meetings of this organization and its Board of Directors shall be as specified in the Bylaws.

## **ARTICLE VI. AMENDMENTS**

Any article or section of the Constitution may be amended, rewritten or repealed as specified in the Bylaws.

Adopted:  
May 7, 1984  
April 26, 1986

*Woodbridge Community Choir, Inc.*  
*By-Laws*

The Woodbridge Community Choir was established in June of 1966, under the Directorship of Erotida (Lillian) P. Gaskill by seven church choirs in Woodbridge. The purpose of the group was to foster better community relations by presenting a joint Christmas concert. The first rehearsal was held September 26, 1966 at Covenant Presbyterian Church. The first concert was held on December 11, 1966 at Our Lady of Angels Catholic Church, Woodbridge, Virginia.

**ARTICLE I. NAME**

The name of this organization shall be the Woodbridge Community Choir, Inc. (WCC, Inc.).

**ARTICLE II. MUSICAL PURPOSE**

Concerts of WCC, Inc. shall be musically challenging to the members and appealing to the audience. The emphasis of the program shall be on traditional music.

**ARTICLE III. MEMBERSHIP**

- A. Membership policies shall be published annually.
- B. Membership in the choir may be terminated if deemed necessary by a vote of two-thirds (2/3) of the Board of Directors present when such a vote is called for at a meeting of the Board of Directors. The member shall be notified of such decision in writing.

**ARTICLE IV. FINANCES**

- A. The fiscal year shall run from 1 July to 30 June.
- B. A registration fee shall be charged to choir members at the discretion of the Board of Directors.
- C. A committee shall be appointed in January to prepare a comprehensive annual budget for the next fiscal year. This shall be presented for consideration at the April meeting and approved by the Annual Meeting.
- D. A free-will offering shall be collected at scheduled concerts to help defray expenses.
- E. No member of this organization shall contract for or incur any debt, or enter into any agreement, or otherwise obligate this organization, except by authorization of the Board of Directors.
- F. The financial records are to be audited annually within sixty (60) days of either the close of the fiscal year or upon election of a new treasurer.
- G. All checks require two signatures. In addition to the Treasurer, the Chairman of the Board and Vice Chairman are authorized to sign checks.
- H. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to its members, directors, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services

rendered and to make payments and distribution in furtherance of Section 501 (c) (3) purposes.

No part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provisions of any future U.S. Internal Revenue Law) or (b) by a Corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or the corresponding provisions of any future U.S. Internal Revenue Law).

## **ARTICLE V. BOARD OF DIRECTORS**

- A. The government of this organization shall be conducted by a Board of Directors.
- B. All members of the Board of Directors must hold at least one office. Each member has one (1) vote. All office terms run from July 1st to June 30th. In the event of an open office or a newly created office the elected member shall begin their term immediately.
- C. Any interested individual desiring to join may apply by completing Board Member Application Form, Attachment B, and submitting it to the Board of Directors for consideration.
- D. Board members are expected to attend all meetings of the Board of Directors.
- E. Officers:
  - (1) Elected officers may include: Chairman of the Board, Vice Chairman of the Board, Production Chairman, Publications Chairman, Marketing/Publicity Chairman, Fund Raising Chairman, Secretary, Treasurer, Parliamentarian/Historian, Grants Coordinator, Membership Management Chairman, and Special Events/Conference Chairman.
  - (2) Non-elected: Musical Directors as selected for a term of one (1) season at the February Board Meeting one year in advance of the Spring Season and at the September Board Meeting one year in advance of the Christmas Season. Their terms of office will coincide with the fiscal year in which they are directing.
- F. Any member of the Board of Directors may be removed by a two-thirds (2/3) vote of the members of the Board, provided that notice of the proposed action has been provided to all Board members at least ten (10) days in advance of the meeting. This action may take place at a scheduled meeting of the Board of Directors.
- G. Following removal, a person may not sit on the Board of Directors or hold office for a period of at least one (1) year, but may continue participation in the Choir.
- H. The Board of Directors may create such positions and adopt such policies as necessary to achieve the purposes and goals of the organization.

## **ARTICLE VI. EMERITUS**

- A. A Board Member Emeritus is an honorary voting position that will not be included in the

determination of quorum.

- B. A Board Member may be considered for emeritus status after completing ten (10) years of continuous board service or a total of fifteen (15) years of non-consecutive service.
- C. Board Member Emeritus status requires approval by two-thirds (2/3) vote of the members of the Board.
- D. A Board Member Emeritus may maintain board membership and participate in choir activities.
- E. Any Board Member Emeritus may choose at anytime to apply for an active Board office. When no longer active; Emeritus status is automatically restored.

## **ARTICLE VII. ADVISORY BOARD**

- A. An Advisory Board member is an honorary non-voting position with professional expertise or community affiliations in areas which may benefit the choir (i.e. attorney, CPA, artist, etc.)
- B. Membership shall be for a period of one year with an option for renewal at the discretion of the member subject to Board approval.
- C. The Advisory Board member should be available to advise the Board in matters relating to their field of expertise which may, on occasion, require attendance at a Board meeting.
- D. An Advisory Board member may maintain board membership and participate in choir activities but will not be included in the determination of either a quorum or voting percentage.

## **ARTICLE VIII. ELIGIBILITY, DUTIES AND TERMS OF ELECTED OFFICERS**

- A. Officers shall be elected from and by the Board of Directors at the June meeting for a term of one (1) year, unless otherwise stated in these By-Laws.

All officers shall submit a summary report to the Vice Chairman of the Board each March.

- B. Chairman of the Board
  - (1) Shall preside at all business meetings of the Board of Directors.
  - (2) Shall be responsible for the overall operation of WCC, Inc. in coordination with the Board of Directors.
  - (3) Shall appoint necessary Board committee chairmen.
  - (4) Shall ensure that the actions and activities of the WCC, Inc. are consistent with the adopted Constitution, By-Laws, Standing Rules, and Policies.
- C. Vice Chairman of the Board
  - (1) Shall be responsible for duties of the office as stated in the Standing Rules.
  - (2) Shall assume the duties of the Chairman of the Board in his/her absence.
  - (3) Shall work with the Chairman of the Board to develop and maintain a current log of the Chairman's WCC, Inc. activities.

- (4) Shall be responsible for the consolidation of summary reports for all offices for presentation at the annual meeting.
- (5) Shall Chair Nominating Committee and fulfill all duties of this committee as stated in the Standing Rules.
- (6) Shall perform such duties as assigned by the Chairman of the Board.

D. Production Chairman

- (1) Shall be responsible for all phases of production as stated in the Standing Rules.
- (2) Shall appoint any necessary committee chairmen.
- (3) Shall perform such other duties as may be prescribed by the Board of Directors.

E. Publications Chairman

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.
- (2) Shall appoint necessary committee chairmen.
- (3) Shall perform such other duties as may be prescribed by the Board of Directors.

F. Marketing/Publicity Chairman

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.
- (2) Shall appoint necessary committee chairmen.
- (3) Shall perform such other duties as may be prescribed by the Board of Directors.

G. Fund Raising Chairman

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.
- (2) Shall appoint necessary committee chairmen.
- (3) Shall perform such other duties as may be prescribed by the Board of Directors.

H. Secretary

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.
- (2) Shall keep minutes of all meetings of the Board of Directors.
- (3) Shall handle all correspondence as requested by the Board of Directors.
- (4) Shall maintain records, including membership database and current mailing lists.
- (5) Shall notify Board of Directors of any change to regularly scheduled Board meetings.
- (6) Shall perform such other duties as may be prescribed by the Board of Directors.

I. Treasurer

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.

- (2) Shall be responsible for payment of approved WCC, Inc. financial obligations.
- (3) Shall be responsible for preparing the Budget for the next fiscal year.
- (4) Shall keep all financial records of WCC, Inc. in accordance with established line items of the budget.
- (5) Shall be responsible for ensuring that no monies are distributed which would exceed the approved budget.
- (6) Shall maintain a checking account and/or other financial instruments as deemed appropriate by the Board of Directors.
- (7) Shall furnish a complete financial statement at the August Board Meeting and shall give a financial report at each meeting of the Board of Directors.
- (8) Shall perform such other duties as may be prescribed by the Board of Directors.

J. Parliamentarian/Historian

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.
- (2) Shall appoint necessary committee chairmen.
- (3) Shall perform such other duties as may be prescribed by the Board of Directors.

K. Grants Coordinator

- (1) Shall be responsible for researching potential funding opportunities from foundations and corporations as well as local, state and federal sources.
- (2) Shall be responsible for requesting approval from the Board of Directors to submit any applications for funding.
- (3) Shall be responsible for attending any meetings associated with grant applications.
- (4) Shall be responsible for preparing and submitting applications for funding as prescribed by the fiscal entity.
- (5) Shall be responsible for implementing the on-going reporting requirements of the funding agency.
- (6) Shall perform such other duties as may be prescribed by the Board of Directors.

L. Membership Management Chairman

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.
- (2) Shall be responsible for the enforcement of the concert attire policy.
- (3) Shall document description of approved concert attire within their respective Summary Report.
- (4) Shall perform such other duties as may be prescribed by the Board of Directors.

M. Special Events/Conference Chairman

- (1) Shall be responsible for duties of the office as stated in the Standing Rules.
- (2) Shall be responsible for researching, coordinating, and planning tours, special events, workshops and/or conferences.
- (3) Shall perform such other duties as may be prescribed by the Board of Directors.

#### **ARTICLE IX. ELIGIBILITY, DUTIES AND TERMS OF NON-ELECTED OFFICERS MUSICAL DIRECTORS**

- A. Shall be selected for a term of one (1) season at the February Board Meeting one year in advance of the Spring Season and at the September Board Meeting one year in advance of the Christmas Season from qualified applicants.
- B. Shall preside at rehearsals and performances of WCC, Inc.
- C. Shall choose the music and format for the concerts with oversight by the Board of Directors.
- D. Shall present their selection for Assistant Director to the Board of Directors for approval two (2) months following their selection as director.
  - (1) The Assistant Director shall preside at rehearsals and performances in the absence of the Musical Director.
  - (2) The Assistant Director may be responsible for sectional rehearsals and other duties at the request of the Musical Director.
- E. Shall select and coordinate accompanists, soloists, instrumentalists, and special groups for the enhancement of the musical program.

#### **ARTICLE X. MEETINGS AND QUORUMS**

- A. Robert's Rules of Order shall govern the proceedings of all meetings of this Corporation except as provided in these By-Laws.
- B. Board of Directors
  - (1) The Annual Meeting shall be held on the third (3rd) Monday in June of each year.
  - (2) Business of this Board of Directors shall also be conducted at monthly meetings. These meetings will be held on the third Monday of each month or at a date and time determined by the Chairman of the Board of Directors.
  - (3) Special meetings may be called by the Chairman of the Board.
  - (4) Any three (3) members of the Board of Directors may call a special meeting, provided written notice stating the purpose of the meeting is provided to all Board of Director members at least ten (10) days in advance.
  - (5) When a quorum is present at a scheduled WCC event, any Board Member may call an emergency meeting.
  - (6) Unless otherwise so stated, all meetings are open to the public.
  - (7) A quorum of the Board of Directors shall consist of fifty percent (50%) of its voting members.

- (8) Board members are expected to attend all meetings of the Board of Directors. In the event a Board member is unable to attend a regularly scheduled Board meeting advance notification to the Chairman is required except in the event of an emergency. If a member of the Board of Directors has missed more than three (3) monthly Board meetings within the fiscal year, the Secretary shall immediately bring this to the attention of the Board for review.

## **ARTICLE XI. PERFORMANCES**

- A. The annual Spring concerts are normally held on the first Saturday and Sunday in May. Rehearsals commence the last Monday in January.
- B. The annual Christmas concerts are normally held on the first Saturday and Sunday in December. Rehearsals commence the last Monday in August.
- C. The Board of Directors may schedule other performances.

## **ARTICLE XII. ELECTIONS**

- A. The election of officers shall be held at the June meeting except in the event of an open office or the creation of a new office, at which time elections shall be held immediately to fill these vacancies.
- B. A nominating committee shall be appointed in July. This committee shall consist of the Vice Chairman and a minimum of two (2) additional Board members and one member from the choir.

## **ARTICLE XIII. AMENDMENT**

- A. The Constitution and By-Laws of this corporation may be amended or replaced by a two-thirds (2/3) vote of the Board of Directors present, provided that written notice specifying any proposed change has been provided each Board member at least ten (10) days in advance.
- B. Such amendments may be modified at the meeting before being acted upon without further notice being sent to Board members.
- C. Every even fiscal year, a committee shall be appointed to review these By-Laws. The committee shall include a minimum of three (3) Board Members one of whom will have served at least five (5) years on the Board. The committee shall report no later than the May Meeting.
- D. All copies of the Constitution, By-Laws, Standing Rules, Policies and Membership Handbook shall contain the most recent revision date on the first page of each document.

## **ARTICLE XIV. DISSOLUTION**

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as at the time shall qualify as an exempt organization(s) under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provisions of any United States Internal Revenue Law), as the Board of Directors shall determine. Any

assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized exclusively for such purposes.

Adopted: April 6, 1970

Revision Dates: 1978  
1982  
May 1984  
September 1985  
January 1987  
May 1989  
October 1990  
May 1992  
January 1994  
May 20, 1996  
July 15, 1996  
January 18, 1998  
August 16, 1999  
April 17, 2000  
January 21, 2001  
February 19, 2001  
February 18, 2002  
June 21, 2004  
February 21, 2005  
July 19, 2008  
July 23, 2011

# Request for Performance

Board Member contacted for performance event: \_\_\_\_\_

Initial Information Requested:

1. Name of Organization: \_\_\_\_\_
2. Contact Date: \_\_\_\_\_
3. Contact for Organization: \_\_\_\_\_
  - a. Phone: \_\_\_\_\_
  - b. Cell \_\_\_\_\_
  - c. FAX: \_\_\_\_\_
  - d. E-mail: \_\_\_\_\_
4. Date and Time of performance: \_\_\_\_\_
5. Request full choir perform: \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Request small choir (less than 20) \_\_\_\_\_ Yes \_\_\_\_\_ No

## Checklist to Ask Requesting Organization

- Yes \_\_\_ No \_\_\_ Do they have a full size keyboard available?
- Yes \_\_\_ No \_\_\_ Is there a stage available for performance?
- Yes \_\_\_ No \_\_\_ Do they have risers? How many people will they hold? \_\_\_\_\_
- Yes \_\_\_ No \_\_\_ Do they have music stands? How many? \_\_\_\_\_
- Yes \_\_\_ No \_\_\_ Do they have chairs for choir members who cannot stand? # \_\_\_\_\_
- Yes \_\_\_ No \_\_\_ Do they have sound system to microphone choir and soloist?
- Yes \_\_\_ No \_\_\_ Do they have stage lighting?
- Yes \_\_\_ No \_\_\_ Do they have power supply and electrical hookups?
- Yes \_\_\_ No \_\_\_ Area for unloading and loading? Location: \_\_\_\_\_
- Yes \_\_\_ No \_\_\_ Parking area for performers? Location: \_\_\_\_\_
- Yes \_\_\_ No \_\_\_ Room available for choir to gather before performance?  
Location: \_\_\_\_\_
- Yes \_\_\_ No \_\_\_ Can this room be locked or is another location available?
- Yes \_\_\_ No \_\_\_ Are there restrooms on site?
- Who within the requesting organization is handling publicity of performance? \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Inform organization contact that any requests or performance requires approval of the Board of Directors and that they will receive a response within 30 days. For performances less than 30 days will make every effort to respond within 10 days. \_\_\_\_\_(Check here)

**Initial Steps**

\_\_\_\_\_ (Date) Contact Director for his/her availability. Director to contact accompanist for availability and respond back.

\_\_\_\_\_ (Date) Director or designee will poll choir members to determine who is available for performance date and time. Director will make decision as to adequate balance of choir with those available.

- Not Available:
  - If Director or accompanist or choir is not available must inform requesting organization contact with apology and thank you for request.
- Available:
  - If Director and accompanist are available contact Chairman of the Board to make arrangements for Board of Directors meeting to vote on performance. Contact organization making request and complete checklist prior to Board vote.

**Board Vote**

- No
  - If Board of Directors votes to not accept performance must contact requesting organization contact with apology and thank you for request.
- Yes
  - If Board of Directors votes to accept performance Board of Directors appoints a coordinator for the specific event who will be responsible for coordinating with requesting organizations' contact, WCC Director and Board officers including, Marketing/Publicity Chairman, Production Chairman, etc.

ATTACHMENT B

WOODBIDGE COMMUNITY CHOIR BOARD MEMBERSHIP APPLICATION

Please submit your application to a member of the Board of Directors

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (office) \_\_\_\_\_

E-Mail (home) \_\_\_\_\_ (office) \_\_\_\_\_

Occupation \_\_\_\_\_

Why do you wish to become a board member?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you hope to accomplish on the board?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What special qualifications would you bring to the board?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Following is a list of elected offices on the Woodbridge Community Choir Board of Directors. Please circle the position(s) for which you would like to be nominated.

- |                            |                                    |           |
|----------------------------|------------------------------------|-----------|
| Chairman of the Board      | Special Events/Conference Chairman | Treasurer |
| Vice Chairman of the Board | Marketing/Publicity Chairman       | Secretary |
| Publications Chairman      | Grants Coordinator                 |           |
| Fund Raising Chairman      | Parliamentarian/Historian          |           |
| Production Chairman        | Membership Management Chairman     |           |

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Woodbridge Community Choir, Inc.  
Standing Rules*

**ARTICLE III. MEMBERSHIP**

Membership in the choir is open to any individual regardless of race, creed, religion, handicap, sex, or national origin. The only requirements for membership are a desire to sing and a willingness to abide by such rules as set forth by the Board of Directors.

Additional information is available on the choir's web site [www.woodbridgecommunitychoir.org](http://www.woodbridgecommunitychoir.org). Updates regarding rehearsals and/or performances are posted on the web site as necessary.

Membership

1. Membership is open to all through the third rehearsal of each season. After this deadline membership will be considered by the Musical Director on a case by case basis.
2. \$30.00 Registration fee per person (\$60.00 family maximum) for each Concert Season (Spring or Christmas) to be paid no later than the third rehearsal. Music Director, Assistant Director and accompanist(s) are exempt from paying a registration fee.
3. Music remains the property of the Woodbridge Community Choir, Inc. until after the final performance, at which time members are permitted to keep their music if they wish. Music cannot be taken home until the fee has been paid for that concert season.
4. All registration fees are non-refundable.

Regular Rehearsals

Monday Nights 7:30 P.M. - 9:45 P.M.

7:15 P.M. - Registration/fellowship  
7:30 P.M. - Rehearsal begins (to include warm-up)  
9:45 P.M. - Dismissal

Attendance

1. All members must check in with the Membership Management Chairman upon arrival each week. The Membership Management Chairman will be on duty until 7:45 P.M. after which time a sign-in sheet will be provided.
2. Attendance is expected at every rehearsal. Excessive absences (more than 3) must be discussed with the Musical Director.
3. A minimum of one (1) on-site rehearsal per performance site will be held preceding the concerts. The times may vary from the regular rehearsal schedule. Attendance is required. Concert dress may be required at the discretion of the Board of Directors.
4. No rehearsal will be held if Prince William County Government is closed due to inclement weather. Attendance requirements will be adjusted accordingly.

Required Attire for the Annual Christmas and Spring Concerts is as Follows:

Women: Floor length, long-sleeved black dresses in the styles approved by the Board, black shoes and black hosiery.

Men: Long sleeved white flat pleat tuxedo shirt with black bow tie, black vest, black dress slacks, black shoes and black socks.

Any changes to required attire will be decided by the Board of Directors.

Concert Participation

Members of the choir are expected to sing the regularly scheduled concerts each season. If a member cannot participate in all of these concerts, that member may not audition/participate as a soloist or in a special group.

**ARTICLE VIII. ELIGIBILITY, DUTIES AND TERMS OF ELECTED OFFICERS**

A. 1. Summary Reports:

This report shall include a journal of (a) dates all activities were performed, (b) who was contacted and when, (c) future recommendations. This report must be submitted to the Vice Chairman of the Board each March.

2. Committee Reports:

All committee chairmen shall be responsible for submitting minutes of each meeting to the Secretary.

C. Vice Chairman:

1. Responsible for orientation, in July, of newly elected Board members and Musical Directors to include presentation and review of governing documents. For offices that become filled outside of normal elections, orientation will take place within 30 days.
2. Prepares and mails appropriate thank-you notes or provides drafts in a timely manner for Secretary.

D. Production Chairman:

1. Secures and maintains facilities for rehearsals and scheduled concerts.
2. Has responsibility for keys for rehearsal and storage facilities.
3. Coordinates with Musical Director all aspects of actual production.
4. Selects committee chairmen, stage manager and others as needed.
5. Coordinates duties of stage manager to include the following:
  - Riser transportation and set-up
  - Lighting and sound
    - Set-up at rehearsals and concerts
    - Provides concert order to lighting/sound technicians
  - Stage set-up, props, flowers, etc.
  - Equipment requests (keyboard and bench, piano lamp, extension cords, duct tape, etc.)

- Choir process and recess from risers
  - Piano tuning
6. Arranges for the following:
    - Rehearsal and concert facilities
    - Lighting and sound contracts
    - Flowers for directors and accompanists
    - Musical mechanical license
    - Recording contract
  7. Prepares and mails appropriate thank-you notes or provides drafts in a timely manner for Secretary.

E. Publications Chairman:

1. Creates all printed material in a consistent format to encourage “branding” of the Woodbridge Community Choir, Inc. using established logo, color and fonts. Coordinates with Musical Director and Board of Directors to ensure accuracy of information presented in:
  - Newsletter
  - Calendar of events
  - Program
  - Brochures
  - Stationery and business cards
  - Flyers
  - Registration forms
  - Order forms for recordings, etc.
  - Concert order provided to Production Chairman for sound and lighting technicians
2. Ensures appropriate printed materials are available at all choir functions.
3. Prepares and mails appropriate thank-you notes or provides drafts in a timely manner for Secretary.

F. Marketing/Publicity Chairman:

1. Develops and implements a public relations program to include the following:
  - Press and media releases for rehearsals, concerts, special events, tours, etc.
  - Membership recruitment
  - Photographs
  - Engagements for choir in coordination with the Musical Director.
2. Coordinates with Musical Director and Board of Directors in matters of publicity.
3. Represents the WCC, Inc. at Prince William County Arts Council meetings. Notifies the Prince William County Arts Council each concert season of the time and location of all rehearsals, performances and meetings of the WCC, Inc.
4. Prepares and mails appropriate thank-you notes or provides drafts in a timely manner for Secretary.

G. Fund Raising Chairman:

1. Develops plan to acquire corporate sponsors, patrons and advertising revenue.
2. Recommends fund raising projects for Board approval and choir involvement.

3. Arranges the sale and distribution of recordings, photographs, etc.
4. Procures and sells refreshments at applicable concert sites. Requests choir members provide baked goods for sale.
5. Recruits individuals to usher and to man sales tables.
6. Provides financial summary report following each fundraising event.
7. Collects donations and purchases cards and gifts as appropriate.
8. Prepares and mails appropriate thank-you notes or provides drafts in a timely manner for Secretary.

H. Secretary:

1. Distributes minutes to Board members prior to regularly scheduled meetings.
2. Maintains correspondence, contracts, and other documents as identified in the Records Retention Policy.
3. Oversees maintenance and development of WCC, Inc. web site.

I. Treasurer:

1. Collects and deposits all WCC revenue.
2. Participates in registration and provides receipts for all payments.
3. Provides list of paid registration fees to Membership Management Chairman.
4. Maintains financial documents as identified in the Records Retention Policy.
5. Notifies the insurance company each concert season of the time and location of all rehearsals, performances and meetings of the WCC, Inc. Provides the insurance company with an inventory of current WCC, Inc. assets on a regular basis.

J. Parliamentarian/Historian

1. Shall be thoroughly familiar with Robert's Rules of Order and shall be responsible for their implementation at all Board meetings.
2. Shall be responsible for compiling and organizing newspaper articles, programs, advertising, photos, concert recordings, etc., for historical and other purposes.

L. Membership Management Chairman:

1. Coordinates purchase of music with Musical Director.
2. Prepares and maintains rehearsal attendance records and provides a monthly report to the Musical Director. Contacts members who have missed two rehearsals.
3. Provides music to registered members. Performance folders will be provided one time only.
4. Collects music at the end of rehearsal until registration fee is paid.

5. Has responsibility for key to storage facility.
6. Takes attendance or arranges for a representative to do so 30 minutes prior to start of rehearsal and provides a sign-in sheet for late arrivals.
7. Responsible for coordinating the measuring, ordering, and distribution of any and all concert attire articles selected by the Board of Directors.

M. Special Events/Conference Chairman:

1. Responsible for choir socials.
2. Organize events to promote fellowship.

## **ARTICLE IX. ELIGIBILITY, DUTIES AND TERMS OF NON-ELECTED OFFICERS MUSICAL DIRECTORS**

A request to be Musical Director will be submitted to the Board of Directors and shall include a musically relevant resume unless one is on file with the WCC, Inc.

Selection criteria will be based upon review of resume and any accompanying materials including observation of applicants' style and technique, if appropriate.

Duties:

1. Selects music within approved budget.
2. Shall be responsible for musical selection and concert format following the guidelines stated in By-Laws Article II.
3. Coordinates concert details with Production Chairman, Marketing/Publicity Chairman, and Publications Chairman.
4. Presents concert order including soloist(s), instrumentalist(s), special groups, etc. to Publications Chairman six weeks before concert.
5. May be a member of the Budget and Grant Committees.

## **ARTICLE XI. PERFORMANCES**

When a Board Member is contacted regarding other performances they will follow the procedures as outlined in attachment A.

## **ARTICLE XII. ELECTIONS**

A. Election of Officers:

1. The nominating committee will provide a slate of candidates.
2. Additional nominations may be taken from the floor.
3. All offices shall be voted on a single ballot.

B. Nominating Committee

1. Members serve for a term of one year.
2. Election Responsibilities:
  - a. Identify and recruit prospects for Board membership.
  - b. Review specific duties with potential nominees for each office prior to the day of election.
  - c. Request candidates submit Attachment B Woodbridge Community Choir Board Membership Application
3. Evaluate the job performance of each Board member.
4. Recognize outstanding service to the choir.
5. Recruit Advisory Board members.