

BYLAWS OF THE SPRINGFIELD SYMPHONY CHORUS

An Organization Under the Aegis of the Springfield Symphony Orchestra Association, Inc. Revised January 2025

ARTICLE I Name: The name of the organization shall be the Springfield Symphony Chorus (SSC).

ARTICLE II Purpose: The purpose of the SSC is to promote an interest in and a wide understanding of choral art. The SSC gives singers the opportunity to rehearse and perform choral music under competent leadership. The SSC presents concerts of high artistic standards for the public with the Springfield Symphony Orchestra as well as independently in the greater Springfield community. The Director of the SSC and Accompanist are provided by the Springfield Symphony Orchestra.

ARTICLE III Membership

Section 1. Enrollment: The total number of members of the organization shall be determined by the Executive Board and the Director of the SSC.

Section 2a. Member Selection: Members shall be selected by an examining committee of which the size, personnel and method shall be designated by the Director of the SSC.

Section 2b. Member Review: To maintain the quality of the SSC, members may be subject to periodic review (re-audition) individually or in groups at the discretion of the Director of the SSC upon consultation with the Executive Board. Should a member not meet the standards of this re-selection process, the member will have the option to repeat the review if they so desire.

Section 2c. Active Members Defined: Active members are those who have paid their dues and met the required attendance and vocal standards. Additionally, membership is contingent upon adherence to properly issued policies including the SSC By-Laws, Signed SSC Member Agreement, and any similar policies issued by the SSC or the Springfield Symphony Orchestra. This includes members who have paid their dues but are on a leave of absence as authorized by the Executive Board (see Article 4d below).

Section 3a. Payment of Dues: The amount and time of payment of dues shall be established annually by the Executive Board and announced at or before the first meeting of the SSC in September. Payment of dues (in full or a formal payment plan) is expected by the member's first rehearsal of the concert season; failure to pay dues by this date may result in the SSC member being ineligible to participate in the first concert of the season. Members needing financial assistance are encouraged to speak with the President or Treasurer prior to this date.

Section 3b. SSC Member Agreement: The SSC Member Agreement shall be established annually by the Executive Board and announced at or before the first meeting of the SSC in September.

Section 4a. Rehearsals: Generally, the SSC shall rehearse once a week during the season of the Springfield Symphony Orchestra, with additional rehearsals (e.g., Saturday retreats, dress rehearsals, etc.) to be determined by the Director of the SSC. Choral members are expected to attend all concerts, dress rehearsals and regular rehearsals as outlined in the SSC Member Agreement and SSC Schedule. Any variation to this will be announced.

Members who acquire more than 3 Absences OR 4 Tardies after 7:20 (20 Minutes Late for Rehearsal) per Winter or Spring Season, will be required to meet with the Recording Secretary to be scheduled at the end of rehearsal.

Section 4b. Member Termination: As a member of the SSC, a year-long commitment is preferred. Extended absence, inadequate preparation, inability to maintain vocal standards or infraction of the SSC Member Agreement, SSC Bylaws may be cause for review by the Executive Board and the Director of the SSC. The Executive Board and the Director of the SSC shall have the discretion, dependent upon the circumstances leading to the member review, to exercise an appropriate range of action against a member failing to meet standards or violating SSC rules or regulations including, but not limited to, a verbal or written warning, suspension or removal from the SSC. If a person is asked to leave the SSC due to violation of these standards, rules or regulations, rejoining will require re-auditioning and approval of the Executive Board and the Director of the SSC. Such actions may be initiated directly by or through a validated complaint made to the Director of the SSC or a member of the Executive Board and only upon review of the circumstances.

Section 4c. Exemptions: If a member cannot attend the requisite number of rehearsals or fulfill concert obligations, they should apply in writing to the Executive Board for exemption as soon as the need becomes apparent. Such exemptions shall not be unreasonably denied, but shall be based on the quantity of music, timing of rehearsals and concerts, and other personnel factors to assure the SSC can maintain the workload of the season.

Section 4d. Leave of Absence: In the event a member cannot fulfill their responsibilities for an extended period, they may apply in writing to the Executive Board for a leave of absence not to exceed one season. Active membership status will be maintained by full payment of dues. Leaves of absence will not be granted for consecutive years. If an SSC member cannot participate in SSC activities for more than one year, they may re-audition at the beginning of the following performance year. No membership rights are granted once the approved one-year leave expires, including any ticket discounts (if offered).

Section 5. Distribution of Policies: Copies of the By-Laws and the SSC Member Agreement and SSC Schedule shall be distributed to each SSC member annually at the beginning of the season in the fall. This may be done in electronic or hard-copy format.

ARTICLE IV Officers

Section 1. Establishment of Executive Board: The business and affairs of the SSC shall be conducted by the Executive Board which shall consist of a President, Vice President, Two Recording Secretaries, Corresponding Secretary, Treasurer, Assistant Treasurer, Librarian and Assistant Librarian. The Director of the SSC and immediate past President shall serve as ex-officio. There shall be a minimum of two Executive Board Meetings per year. An annual invitation shall be extended to the Springfield Symphony Board for one of its members to act as liaison with the SSC Executive Board.

Section 2a. Duties of Executive Board Members. The duties of the officers shall be the same as usually pertained to those offices and such other duties as this organization may delegate to the respective officer. Executive Board position descriptions are maintained by the Executive Board and are available on the SSO website as well as by request from the President.

See Addendum A for a list of job descriptions. (Approved fall 2024)

Section 2b. Establishment of Subcommittees and Chairpersons. The President shall have the power and duty to establish ad hoc subcommittees and appoint chairpersons as appropriate. Subcommittee members will not generally be members of the Executive Board.

Section 3a. Executive Board Elections: The officers shall be elected by a majority vote at the annual meeting of the SSC on or before the first of May, provided a quorum is present. Fifty-one percent (51%) of the active membership shall constitute a quorum. Written notice of the annual meeting containing a list of all candidates for office shall be distributed at least two weeks prior to the meeting in the weekly chorus newsletter. The Vice President will normally succeed to the President position following the end of their Vice-Presidential Term. Should the Vice President not be able to assume the duties of the President in the year following their Vice-Presidential tenure, the President may be appointed by the Executive Board. However, such a candidate for the President position must have been on the Executive Board for at least one year and will preferably have been a member of the SSC for a minimum of two years. The Assistant Librarian and Assistant Treasurer normally succeed to the Librarian and Treasurer positions, respectively, following their elected terms.

Section 3b. Nominating Committee. The Nominating Committee shall be elected by the Executive Board annually. It shall consist of the immediate past President to serve for one year as its chairperson and two other members of the SSC who are not officers to serve no longer than two years. The Executive Board shall appoint a chairperson for the second year.

Section 3c. Election Process: The officers shall be elected by written ballot after considering the suggestions of the Nominating Committee and any nominations from the floor. The term of the elected officers shall be for two years and will commence after the last concert of the season.

Section 3d. Executive Board Terms: No individual shall hold the same elective office for more than two consecutive years except **the Librarian may hold the office for up to five years.** All officers must be active attending members during their term of office. In the event an elective office is vacated or can't be filled, the Executive Board shall meet and appoint a replacement. Exceptions to allow an Executive Board member to continue beyond their term may be made when: 1) no candidates are nominated to replace the Executive Board member and the member agrees to stay on for one additional year until the next general election, 2) more than 50% of the Executive Board is being replaced by election and a one-year extension may allow the Executive Board to have continuity into the next performance year; or 3) a major or exceptional SSC project would be jeopardized if the particular Executive Board member were to be replaced; this extension would be no longer than one additional year. 4. An emergency occurs, and additional yearly terms are to be determined by the Executive Board. Any extension of a board member's term must be approved by the Executive Board.

Section 4a: Calling of Executive Board Meetings: The President or Vice President in consultation with the President may call a board meeting. Normally 24-hour advance notice of intent and purpose of this meeting is provided to all attendees, but there may be rare occasions when less notice is provided, including for brief meetings held in conjunction with rehearsals to address specific issues. The President will normally chair these meetings or designate someone in their absence to chair them. Board meetings may be opened to the SSC membership to allow issues to be addressed directly to the board by SSC members, subject to the discretion of the President and/or the Director of the SSC.

Section 4b: Quorum for Executive Board Meetings: A quorum for transaction of business shall be two-thirds the active members of the Executive Board. Should an official vote or action be required and quorum cannot be met, the Executive Board member can send a proxy or vote remotely, subject to the discretion of the President and/or the Director of the SSC.

Section 4c: Voting at Executive Board Meetings. Unless otherwise provided herein, all matters shall be decided by majority vote (51%) of the present Executive Board members.

Section 4d: Resignation or Leave of Absence of an Executive Board Member. Should an Executive Board member determine that they can no longer complete their duties as a board member, they must provide notice in writing to the President, or if the board member is the President, they must provide written notification to the Director of the SSC. The Executive Board will then meet to appoint a replacement, if deemed necessary, who will serve until the next general election.

Section 4e: Removal of Executive Board Members. Board members must be active members of the SSC (see Article III, Section 2b above), as well as attend at least two board meetings per semester. If a board member must take a leave of absence, the Executive Board can elect to allow the board member to continue in their position or appoint a replacement for the term of the leave, if deemed necessary. If a board member fails to meet these requirements, fails to meet the requirements of their board position, or in any other way fails to meet the expectations of the SSC, the Executive Board and the Director of the SSC may vote to remove the officer from office and appoint a replacement until the next general election. Missing more than three (3) consecutive announced board meetings will also cause a board member to be reviewed and possibly removed from the board, unless exempted due to an authorized leave of absence (in which case a replacement may be appointed by and at the discretion of the President or the Director of the SSC).

Section 4f: Augmentation of the Executive Board. The Director of the SSC and/or the President in consultation with the Executive Board, may determine that additional Executive Board positions are required to serve the needs of the SSC. If this is the case, the Executive Board will draft duties for which the new position would be responsible and may announce a special election to fill that position, with a minimum of two weeks' advance notice to the membership if the position must be filled prior to the next general election. Similar notice is required prior to a general election when a new position is approved.

Section 4g: SSC Treasury. To protect the SSC, the Springfield Symphony Orchestra, and the SSC Treasurer, the Executive Board shall appoint two members of the SSC to audit the books of the SSC to assure all transactions completed are in line with the business of the SSC. Such volunteer auditors shall work with the Treasurer and report to the President of the SSC their findings. Such an audit will occur in the first week in June prior to the final report of the Treasurer. Auditors will be appointed when Executive Board elections take place. Note: The Springfield Symphony Orchestra/Chorus Fiscal Year runs June 1-May 31.

The treasurer will submit monthly reports to the Springfield Symphony Orchestra and will share reports of activity against budget with the membership of the SSC via the chorus newsletter twice a year. A midyear report will be shared in January and a final report will be shared in June at the close of the fiscal year.

Section 5. SSC Music Director. (To be updated at a future date pending decisions at the Springfield Symphony Orchestra.) The Music Director of the Springfield Symphony Orchestra shall also be the Music Director of the Springfield Symphony Chorus. A Choral Director may be appointed by and at the discretion of the Music Director. All musical decisions and methods of presentation shall be subject to the approval of the Music Director.

ARTICLE V Amendments

Section 1. The by-laws may be amended by fifty-one percent (51%) vote of the active membership. Such amendment(s) shall be presented to the active membership in written format in the weekly chorus newsletter at least two weeks prior to the vote.

ARTICLE VI Dissolution

Section 1. If the Springfield Symphony SSC is dissolved, no member or any private individual shall be entitled to share in the distribution of any of the SSC's assets. The Executive Board, at its sole discretion, shall distribute such assets to its parent organization, the Springfield Symphony Orchestra. If that organization is also dissolved, the Executive Board shall distribute such assets to another tax-exempt organization that qualifies under the Internal Revenue Code and preferably has a musical mission.

Section 2.

In the event of a national crisis, the SSC will suspend normal operation and follow national, state, city, and Springfield Symphony SSC guidelines and resume normal operation as soon as possible.

Previous Revisions: July, 2024, September 2024

Addendum A: SSC Job Descriptions

Springfield Symphony Chorus Job Descriptions

- All positions have terms of two years.
- The assistant position eventually becomes the main position.

President/Vice President

- Has proficiency in using word-processing software including editing and printing.
- Inputs, organizes and manages all membership data in spreadsheets to create graphs, charts, emails and attendance sheets.
- Communicates orally and in writing through emails to members, different audiences and situations.
- Creates weekly newsletter and/or correspondence as needed to chorus members, board, and chorus director
- Setup chorus rehearsal space by organizing equipment, lights, maintaining temperature and unlocking/locking rehearsal space as needed.
- Corresponds with and organizes auditioning chorus members by email and/or phone.
- Organizes upcoming special events such as retreats, caroling and special concerts with the chorus director.
- Leads monthly board meetings.

Corresponding Secretary

- Send out sympathy, get-well and thank you cards to members as needed.
- Creates name tags for new members.
- Has computer skills and a printer or good penmanship skills to create name tags.
- Understanding of Microsoft Word is a plus.

Recording Secretary/Assistant Recording Secretary

- Takes attendance for the chorus at each rehearsal and concert and shares with the chorus president.
- Takes minutes at each board meeting, saves minutes on Google Drive, shares minutes with board members in a timely manner.
- Must have good attendance/ability to arrive early to rehearsals.
- Must be informed and able to direct chorus member questions to the correct board member.
- Should have a good memory for names and faces.
- Must have good note taking skills.

Treasurer/Assistant Treasurer

- Works with the board to create an annual budget for the year and set dues to meet the budget.
- Manages bank account and both are signers on the bank account with the Springfield Symphony Orchestra President.
- Collects dues and fees for folders and bow ties from members.
- Follows up with delinquent dues payers and sets payment plans for those who need one.
- Creates a monthly treasurer's activity report and shares with Springfield Symphony Business Office.
- Shares monthly bank statements with Springfield Symphony Business Office.
- Shares a midyear report of activity against budget in January and a final report in June of the fiscal year with the membership via the chorus newsletter.
- Works with two chorus members on the annual audit of our books.

Music Librarian/Assistant Librarian

Is responsible for the organization and management of SSC music scores.

Knowledge, skills, and experience

- Ability to read orchestra and vocal scores.
- Ability to lift boxes of scores and operate hand trucks for score transportation.
- Choral experience is strongly desired.
- Computer skills including Word, Excel, Finale or other music writing program.
- Written and verbal skills as well as detail and organizational skills.
- Ability to manage multiple projects simultaneously.
- Diplomacy and sensitivity in communicating with many different constituencies (e.g., guest artists, chorus members, orchestra members, and staff).
- Ability to work evenings and/or weekends as needed.
- The job requires traveling to the Symphony office periodically to organize and store music.
- Prior to the start of each new session, obtain all new music, and borrow music as needed.
- Maintain contact with the Chorus Director concerning music to be performed in the upcoming season's performances.
- Ensure that all necessary copyright and performance right agreements are fulfilled.
- Photocopy and staple choral scores when necessary for all choir members. Coordinate copying times with SSO office manager, SSO librarian(s), and youth orchestra managers/librarians.
- Number and stamp all copies of music the choir owns.
- Prepare envelopes for each choir member and distribute and keep a record of their music numbers.
- Bring appropriate additional music to rehearsals/performances.
- Provide black choral folders for singers to purchase.

- Provide inexpensive black file folders that could also be used as choral folders.
- Advise choir members of the following, once music is distributed:
 - Do not punch holes in rented music scores.
 - Please use the pencils provided to make notes in the music scores.
 - Do not use a marker or pen on your music scores.
 - Music distribution envelopes are recycled and should be returned to the librarian.
 - Please return all music right after the concert.
- Remind members that:
 - Each member is responsible for the music on loan to them.
 - If their music is lost or not returned, a fee will be imposed to cover the cost of the music.
 - Such a fee could be costly, because purchasing individual copies can be expensive.
- Collect all music after a performance.
- Check returned music to be sure all copies have been returned.
- Contact delinquent members to have them return their copies of the music.
- Clean (erase markings) and return borrowed or rented music immediately.
- Maintain music scores, keeping the music clean, tidy, and protected.
- Maintain a working database of all library material, including title, composer/arranger editions language(s), number of copies, and last performed date.
- Maintain filing cabinets, boxes, and shelves in the choral library.
 - The SSC music librarian is responsible for the security of the two keys the SSO office has provided for 24/7 access to the choral library on the 2nd floor of the TD Bank building on Main St. in Springfield. One key is a card key for access to the TD Bank building and the floor and room where the library is located. The other key is a door key that allows access to the SSO office.
 - Ensure that music is in order numerically and filed appropriately in choral file boxes or file cabinets in the choral library.
 - If another choir or group borrows music from our library, keep track of the contact person and music numbers borrowed.
 - There is no fee for borrowing, but the group borrowing must pick up the music and then deliver the music back to us.
 - If any copies are missing or damaged, the group borrowing must pay a fee to cover our cost of replacing the music.
- The Assistant Music Librarian works collaboratively with the Music Librarian to organize, distribute, collect and store music for the Springfield Symphony Chorus.