

# Houston Lutheran Chorale Constitution

May 1, 2023

## **ARTICLE I – Name and Purpose**

### Section 1: **Name**

Houston Lutheran Chorale

### Section 2: **Purpose**

To act as an (non-profit) extension of the Lutheran church in proclaiming the good news and grace of the Gospel of Jesus Christ to all people through song and word, and enhance the fellowship among Lutheran churches in the Houston area.

## **ARTICLE II – Membership**

### Section 1: **Who may join**

Members shall belong to a Lutheran Church congregation, unless so allowed by the By-Laws, and be in good standing with their home church.

### Section 2: **Absences**

Members shall miss no more than two scheduled rehearsals in a concert season without giving prior notification to the Chorale Director.

## **ARTICLE III – Executive Board**

### Section 1: **Composition**

The Executive Board shall consist of the offices of President, Vice President, Secretary, Treasurer, Chorale Director ex-officio, Public Relations ex-officio, Community Liaison ex-officio, and Music Librarian ex-officio.

### Section 2: **Who May Be Considered**

The Executive Board shall be in good standing in the Houston Lutheran Chorale

## **ARTICLE IV – Chorale Director**

### Section 1: **Who may be considered**

The Chorale Director shall belong to a Lutheran congregation, unless so allowed by the By-Laws, and be in good standing with their home church.

### Section 2: **Executive Board hire**

The Executive Board is responsible for the finding and hiring of the Chorale Director. The Executive Board shall present candidates to the Membership.

## **ARTICLE V – Dissolution**

Section 1: In the event of the temporary dissolution of the Houston Lutheran Chorale, the Chorale's grand piano and music library, that is currently housed at Trinity Lutheran Church – Downtown Houston, Texas, shall be loaned to an entity as selected by the Executive Board until such time as the Houston Lutheran Chorale is reorganized.

Section 2: In the event of the final dissolution of the Houston Lutheran Chorale, its assets shall not be deemed property of the members, but shall be distributed to the Lutheran Church Extension Fund, Texas District, unless otherwise specified.

Section 3: In the event of the final dissolution of the Houston Lutheran Chorale, the Chorale's grand piano and music library, that is currently housed at Trinity Lutheran Church – Downtown Houston, Texas, shall be on permanent loan to the Music Department at Concordia University, Austin, Texas, until such time as the Houston Lutheran Chorale is reorganized.

# Houston Lutheran Chorale By-Laws

May 1, 2023

## **ARTICLE I: Meetings**

**Section 1:** The Chorale shall meet at least annually in October to transact business of the Chorale. The Board may call meetings at other times as necessary. Meetings shall be conducted immediately after rehearsal.

**Section 2:** A quorum shall consist of the members present.

## **ARTICLE II: Election of Officers**

**Section 1:** Annual election shall be held during the October meeting, and the installation will be effective on January 1 of the following year.

**Section 2:** Officers will be elected by a simple majority of those present at the annual election.

**Section 3:** Nominations will be made by the Nominating Committee and from the floor.

## **ARTICLE III: Officers**

### **Section 1: Composition**

- a: Elected Officers: President, Vice President, Treasurer, and Secretary.
- b: Contracted Officers: Chorale Director and Business Manager (if needed)
- c: Appointed Officers: Appointed by the Executive Board.

### **Section 2: Term of Office**

- a: Elected Officers. two years. Limited to three consecutive 2-year terms per position.
- b: Appointed Officers. one year.
- c: Elections shall be staggered. The President and Treasurer being elected in even numbered years. The Vice President and Secretary being elected in odd numbered years.

## **ARTICLE IV: Executive Board**

**Section 1: Composition:** President, Vice President, Secretary, Treasurer, Chorale Director ex-officio, Public Relations Manager ex-officio, Community Liaison ex-officio, Music Librarian ex-officio, Business Manger ex-officio (if needed), and others deemed necessary by the Executive Board.

**Section 2: Vacancies:** A vacancy will be filled without delay to complete the existing term of the office. The officer will be named by the Executive Board.

### **Section 3: Duties**

- a: Transact and carry on the necessary business of the Chorale during the regularly scheduled or special meetings.
- b: Prepare an annual budget and distribute to the Chorale one rehearsal prior to the annual meeting in October meeting.

- c: Control expenditures of the budget and arrange for annual audit.
- d: Annually review the Constitution and By-Laws and make appropriate recommendations.
- e: The Executive Board may consider other Christian Chorale Director candidates in good standing with their home church.

#### **ARTICLE V: Amendments to the Constitutions and By-Laws**

Section 1: Any Chorale member has the right to propose amendments. Proposed amendments must be submitted in writing to the Executive Board.

Section 2: Amendments to the Constitution must be approved by two-thirds of the Chorale members present and voting.

Section 3: Amendments to the By-Laws shall be by a simple majority vote of the Chorale members present and voting.

#### **ARTICLE VI: Membership**

Section 1: Exceptions to the membership, as stated in the Constitution, shall be referred to the Chorale Director and the Executive Board.

Section 2: The Executive Board may limit the membership of the Chorale.

#### **ARTICLE VII: Job Descriptions of the Executive Board**

The Houston Lutheran Chorale has no employees.

##### **Section 1: Elected Officers**

a: President

1. To ensure that the affairs of the Houston Lutheran Chorale are conducted in a responsible and professional manner.
2. To act as official spokesperson for the Houston Lutheran Chorale.
3. To call and conduct regular meetings of the Executive Board and any special meetings that may be required.
4. To ensure that all Executive Board positions are filled, that all committees are functioning properly, and to provide assistance when and where possible.
5. To ensure and maintain adequate communications between the Board of Directors and Chorale members.
6. To act as legal representatives of the Houston Lutheran Chorale for signing contracts, etc.

b: Vice President

1. In the absence of the President, presides and performs duties of the President.
2. To request assistance from Chorale members in setting up for rehearsals and concerts. Not limited to the following:

- a. USHERS – Head usher, appointed by the VP, selects a staff of ushers to serve at each performance. Ushers should be given email, text, or phone reminder prior to performance date. Have training meeting prior to performance to assign individual duties. Be familiar with storage location of folding chairs, if needed. Be familiar with thermostat control for heating or cooling system. Be informed when to collect freewill offering.
- b. PARKING AND SECURITY – Coordinate with person in charge for proper staffing to insure orderly parking of vehicles and provide continuous security during performance, guarding against theft and vandalism.
- c. REHEARSAL PREPARATION – Request assistance from other choir members to arrive early and put in place extra chairs, director's music stand and podium, refreshments table, and sign-in podium.

c: Secretary

1. To record minutes of all Houston Lutheran Chorale Board meetings and distribute a copy of such minutes to each board member.
2. To prepare correspondence as requested by any officer or the Chorale Director.
3. Maintain a file of the organization's business records and correspondence.
4. To be responsible for records (personnel and statistics)

d: Treasurer

1. To receive, count, and deposit all monies in a financial institution approved by the Executive Board.
2. To keep an itemized account of all receipts and distributions according to good accounting procedures.
3. To make all payments as requested by the Executive Board or the Chorale Director.
4. To submit financial reports to the Executive Board each meeting and to the Chorale at the annual meeting.
5. To submit records for professional audit and the end of each fiscal year.
6. To keep records of memorials given and persons giving \$50.00 or more to the Chorale.
7. Comply with all 501(c)(3) IRS laws.

## **Section 2: Contracted Officers**

a: Chorale Director

1. Perform the function of Chorale Director at all regularly scheduled rehearsals and performances, except in cases of emergency or necessary absence.

2. Plan, select, and procure all music for seasonal year with the input from the Executive Board to prepare and provide a worshipful concert.
3. Select and procure accompanist and all musicians needed for rehearsals and concerts with the approval of the Executive Board.
4. Responsible for abiding by all copyright regulations.
5. Select and procure all instrumental music
6. The Chorale Director is an ex-officio member of the Executive Board.

b. Business Manager (if needed)

1. The Business Manager is responsible for the day to day activities of the Chorale under the direction of the Executive Board.
2. The Business Manger is an ex-officio member of the Executive Board.

### **Section 3: Appointed Officers – Volunteers**

a: Public Relations Manager

1. The Public Relations Manger is responsible for coordinating concert activities related to the public.
2. Will conduct New Member orientations by the third rehearsal of each season.
3. Coordinate the standards for performance attire.
4. The Public Relations Manger is an ex-officio member of the Executive Board.

b. Community Liaison

1. The Community Liaison is responsible for soliciting and compiling the information for the newsletter of the Houston Lutheran Chorale.
2. Dissemination of information regarding the activities of the Houston Lutheran Chorale to the public at large, to Lutheran churches in the Houston area, and to the members of the Chorale...including the Chorale's rehearsal and concert schedules.
3. The Community Liaison is an ex-officio member of the Executive Board.

c. Music Librarian

1. The Music Librarian is responsible for maintaining the Houston Lutheran Chorale's choral and orchestra music.
2. The Music Librarian will distribute Chorale music to members at the beginning of the spring and fall semesters and then collect the music after the final concert of each semester.
3. The Music Librarian is an ex-officio member of the Executive Board.