

HARTFORD MEMORIAL CHURCH
By-Laws of the Cathedral Choir
November, 2012

ARTICLE I – NAME

The name of this choir shall be the HARTFORD CATHEDRAL CHOIR.

ARTICLE II – PURPOSE

The purpose of this choir shall be to give service musically and use our talents and abilities to glorify God in worship services.

ARTICLE III – MEMBERSHIP

Section 1 – Regular member: Any member of Hartford Memorial Baptist church shall be eligible for membership in this choir.

Section 2 – Associate member: Any person who is active in the choir and not necessarily a member of the church. Associate members will not be permitted to hold an office in the choir.

Section 3 – Members may not sing when they have not rehearsed the designated music for a Sunday Service, or any other occasion which is scheduled for the choir to sing. If the member has rehearsed the music at prior rehearsals other than those immediately preceding the singing, the Director will make the final determination.

Section 4 – Inactive members will be those persons who choose to be inactive by letting their Section Leader or the President know of their situation; or shall automatically be inactivated with six consecutively missed rehearsals and/or functions without notifying the Section Leader or the President of their situation. Inactive members will remain on the roster for one year.

Section 5 – New members must attend at least two rehearsals before they are eligible to sing with the choir, or at the discretion of the Director.

ARTICLE IV – FREE WILL OFFERING

Section 1 – A free will offering shall be collected on the Thursday before each first Sunday, and/or as needed. The offering will be initiated before or after rehearsal by the Treasurer. All monies are to be deposited into the Church treasury.

Section 2 – The Treasurer may accept church envelopes from members with CHOIR designation so that credit will be applied for their personal financial record with the church.

ARTICLE V – OFFICERS

- Section 1 – The President** shall be selected by the Hartford Memorial Baptist Church Leadership Selection Committee; shall preside at all meetings of the choir; shall be an ex-officio member of all choir committees; shall preside at all meetings of the Executive Board; and shall perform all duties as re incidental to the Office of the President.
- Section 2 – The Vice-President** shall, in the absence of the President, exercise all of the functions of the President; shall be elected by the choir membership; and shall carry out functions so designated by the President.
- Section 3– The Recording Secretary** shall record minutes of all business meetings and Executive Board meetings; shall have charge of all papers given to the choir and keep in permanent file; shall perform such duties as are incidental to the office; shall be elected by the choir membership; shall be on the committee to establish an end-of-the-year report if needed.
- Section 4 – The Correspondence Secretary** shall read all communications to the membership and turn that correspondence over to the Recording Secretary; shall send correspondence as directed by the President; shall send out special notices which are to be submitted in writing; have an up-dated membership roster at all times (it is the responsibility of the members to contact the Correspondence Secretary to update information in their record); and shall be elected by the choir membership.
- Section 5 – The Financial Secretary** shall keep an account of all monies collected, and shall keep up-to-date tallies of same; shall receive, record, and file all records of receipts and disbursements; shall make detailed financial reports to the membership; shall be a member of the committee to establish an end-of-the-year report; and shall be elected by the choir membership.
- Section 6 – The Treasurer** shall collect and deposit all monies with the church treasurer; shall keep a dated record of all receipts and deposits; shall make authorized withdrawals from the church treasurer and keep a record of same; shall give transaction receipts to Financial Secretary for recording and filing; shall be on the committee to establish the end-of-the-year report; and shall be elected by the choir membership.
- Section 7 The Parliamentarian** shall make decisions according to the Hiscox’s Directory and Customs of the Baptist Church in conjunction with the By-laws of the Hartford Memorial Baptist Church. This shall be an appointed position by the President.
- Section 8 – The Sergeant-at-Arms** shall be responsible for maintaining order at all meetings and rehearsals; and shall be elected by the choir membership.
- Section 9 – The Chaplains** shall open and close all meetings, gatherings, and rehearsals with prayer and scripture; and shall be appointed by the President.

Section 10 – The Section Leaders shall be selected by the Director and shall collaborate with the Director in providing to members of their section assistance with singing and learning the music including but not limited to providing singing tips, assistance with notes, rhythm, breathing, pitch, etc.

Section 11 – The Section Captains shall be selected by the President and shall contact members that are absent from a rehearsal regarding any updates, activities or changes that were discussed during the rehearsal; shall inform the President or Vice President of members who will be absent from choir activities; relay any changes of address and phone information to the Membership Committee; and keep members updated of any last minute choir activities or cancellations via phone or email contact. If a member is absent from rehearsals for 2 consecutive times without contact, the Section Captains should attempt to contact that choir member to determine active or inactive status and relay that information to the President or Vice President. Section Captains shall promote teamwork and cooperation within the section.

ARTICLE VI – COMMITTEES

Section 1 – The Executive Board shall consist of the President, the immediate past President, elected and appointed officers.

Section 2 – The Nomination and Election Committee will be activated at the October business meeting for the purpose of accepting nominations for President for the New year. The report is to be made in November and submitted to the church's Leadership Selection Committee. A slate of potential candidates for all elected offices shall be submitted and the committee will conduct the election early in January.

Section 3 – The Membership Committee shall keep an updated roster of the membership, actively recruit new members, attend the Harambee dinners to represent the choir and solicit new members, prepare new member welcome packets, keep attendance status of members in respective groups when necessary and collaborate with the President and the Director in giving instructions and directions to membership regarding proper dress, acceptable choir decorum, assembly and seating arrangements.

Section 4 – The Benevolent Committee shall visit or call on the sick and shut-in members; shall send get-well cards and report the status of our members to the President.

- a. It is the responsibility of members to make Section Captains, Committee members, or the President aware of the benevolent conditions for themselves and their families.
- b. In the event of the death of a choir member, the committee shall send condolences to the family. Also, in the event of the death of a member of the choir member's family, this committee shall respond by sending condolences.

Section 5 – The Outreach Committee shall plan spiritual outings for the choir which will in turn bring joy and fellowship to those who are unable to travel to their house of worship on a regular basis due to illness or other adversities. The Committee shall also coordinate the choir’s participation in various community outreach programs that involve for example missions abroad (i.e., African relief), homeless shelters, men and women in transition (i.e., from prison back into society) as well as youth and music programs (i.e., support for public school music).

Section 6 – The Hospitality & Social Committee shall plan and coordinate all social functions, including greeting and preparing for visiting choirs.

Section 7 – The Music Committee shall be responsible for distributing, filing, and collecting funds for all music; and shall turn such funds over to the Treasurer for submission to the church’s treasurer. The committee shall also be responsible for distributing, filing and collecting all sheet music and maintaining the music library.

Section 8 – The Robe (Dress) Committee shall monitor the proper attire for all members; and shall keep records and assign robes.

- a. Black shoes only, without ornaments, shall be worn with the robes. An exception will be given to Deacons who will be serving on the first Sunday during the summer.
- b. Blouses or dresses with collars should not be visible at the neckline of the robe, and no ladies’ garment should be visible below the hemline of the robe. Men’s shirt collars and ties will be visible at the neckline.
- c. No earrings or hair ornaments will be worn with the robes.
- d. Any attire other than robes used for concerts, Messiah, etc. shall be decided in committee and brought before the membership for approval.

Section 9 – The Program Committee shall work with the Director and musicians in planning annual and other programs such as the Messiah, etc.

Section 10 – The Bulletin Board/Historian Committee shall display cheerful, receptive, and informational bulletin board; shall keep a photo journal of our activities and shall compile and maintain historical information pertaining to the Cathedral Choir.

ARTICLE VII – MEETINGS

Section 1 – Regular rehearsals shall be held weekly on Thursday evenings at 6:30 p.m., unless otherwise designated by the Director.

Section 2 – Business meetings shall be held monthly on the third Thursday evening of each month. Rehearsals shall be shortened in order to accommodate the meetings. The

majority of the active members in attendance shall constitute a quorum for the transaction of business.

Section 3 – Executive Board meetings shall be held quarterly; the time and place shall be announced by the President.

Section 4 – Special meetings shall be called at the discretion of the Director and/or the President.

ARTICLE VIII – DECORUM

Section 1 – The Holy Bible, Christian courtesy, Spiritual love, and common democratic practices shall govern all meetings, rehearsals, and gatherings of the Hartford Cathedral Choir.

Section 2 – No Officer or member shall be personally liable for any expenses or obligations of the choir.

Section 3 – No Officer or member of the choir shall disburse any funds or monies without authorization of the body.

Section 4 – No Monies shall be kept in the personal account of any choir member or in any outside bank in the name of the Cathedral Choir.

ARTICLE IX – AMENDMENTS

Section 1 – These By-Laws shall be reviewed regularly by the elected officers to determine if any amendments are necessary. If amendments are deemed necessary, the elected officers shall form a constitutional committee to oversee the drafting of proposed amendments which shall be brought to the elected officers for review. The elected officers shall present the proposed amendments to the choir for voting purposes. These by-laws may be amended by a majority of the members who are present at the regular business meeting. No amendment shall be voted upon without three (3) consecutive weeks notice in writing to the membership.

ARTICLE X – SPECIAL CHURCH ACTIVITIES

Section 1 – Monetary gifts will be given for special church events including: Men's Day, Women's Day, and In-House Revivals.

Section 2 – Member participation is expected in all special events and activities when the choir is designated to sing.

Section 3 – A member of the **Membership Committee** will attend all HARAMBEE DINNERS to meet new members and to present information regarding the choir to potential members.

Revised and submitted by the By-Laws Committee
November 6, 2012

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