

Jubilee Chorus By-Laws 2016

Amended and Accepted March 22, 2016

ARTICLE I – NAME

The name of the choir shall be the Jubilee Chorus Ministry (also referred to in this document as the “Chorus”).

ARTICLE II – PURPOSE

The purpose of the Chorus shall be to minister sincere, devout, and spiritual service to God and church through song.

ARTICLE III – MEMBERS

- Section 1.** Regular Member: Anyone who is a member of Hartford Memorial Baptist Church shall be eligible for membership in the Chorus.
- Section 2.** Associate Member: Anyone who is active in the Chorus but who is not a member of Hartford Memorial Baptist Church. Associate members cannot be an officer of the Chorus.
- Section 3.** Inactive Member: Any member who has missed six (6) consecutive rehearsals without communicating with their section captain, officers of the Chorus, or the director of the Chorus.
- Section 4.** All members of the Jubilee Chorus are personally responsible for:
- a) purchasing their robes as identified by the Robe/Wardrobe Committee;
 - b) robes shall be purchased within six (6) months of joining the choir
 - c) new members who borrow robe(s) to participate in service will be asked to sign a form which states he/she will return the robe to Wardrobe Committee at the end of service;
 - d) purchasing music if requested by the director of the Chorus.
- Section 5.** All members shall wear the official attire unless otherwise authorized, i.e.
- a) black or dark closed toe shoes with the exception for medical requirements;
 - b) ladies may carry a small, black purse;
 - c) slacks shall be black or a dark color when worn under the robe;
 - d) no earrings shall be worn with the robe.

ARTICLE III – MEMBERS (continued) *Amended and Accepted 3/22/2016

Section 6. Eating and drinking while in official attire is prohibited with the exception of special services such as Communion or Maundy Thursday.

Use of mobile telephones or reading non-church related materials during church service is prohibited.

Section 7. Each member must refrain from disrupting rehearsals and worship with late arrivals, early departures, and unnecessary talking or walking.

Section 8. Neither officers nor members shall be personally liable for any authorized business expenses or legal obligations of the Chorus.

Section 9. Members who have not attended three (3) consecutive rehearsals prior to any performance or Sunday on which the Chorus is required to serve shall not expect to sing without the approval of the director.

Section 10. A gift of love in the amount of Fifty Dollars (\$50) will be withdrawn from the treasury and presented to the bereaved family in the loss of an active choir member.

A gift offering in the amount of Fifty Dollars (\$50) shall be withdrawn from the treasury and presented to the bereaved active chorus member who suffers the loss of an immediate family member.

For purpose of this section, an immediate family member is defined as spouse, mother, father, son, or daughter.

Section 11. The conduct of each member shall be in accordance with the Covenant of Hartford Memorial Baptist Church.

Section 12. *To assure operating funds for the expenses of the choir during the first three quarters of the fiscal year and to assist fund raising for bereavements, we will collect a Thirty Five Dollar (\$35) annual love offering per member or your best annual love offering.

ARTICLE IV – OFFICERS

The officers of the Chorus and their duties are as follows:

- Section 1. **PRESIDENT**** – shall preside at all meetings of the Chorus, shall be an ex-officio member of all Chorus committees, and shall perform all duties incidental to the office.
- Section 2. **VICE PRESIDENT**** – shall perform all of the duties of the President in the event of his/her absence.
- Section 3. **TREASURER**** – shall keep an accurate account of all receipts and disbursements, deposit all funds into the church treasury, and prepare a financial report for each business meeting.
- Section 4. **RECORDING SECRETARY**** – shall record and keep the minutes of all meetings, record attendance at rehearsals, prepare reports and all duties incidental to the office.
- Section 5. **CORRESPONDING SECRETARY**** – shall prepare and update membership roster, receive and read all communications to the Chorus, provide written responses as needed, and perform all duties incidental to the office.
- Section 6. **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 7. **SERGEANT-AT-ARMS**** - shall be responsible for maintaining order at all meetings and rehearsals; and shall be appointed by the President

ARTICLE V – COMMITTEES

The ten (10) standing committees of the Chorus and the duties of each shall be as follows:

- Section 1. EXECUTIVE** - shall consist of the Officers and Chairpersons of each standing committee.
- Section 2. CHAPLAINS** – shall promote and encourage the spiritual growth of the membership and lead the Chorus in worship at each gathering.
- Section 3. BY-LAWS** – shall develop general rules that apply to the functioning of the Chorus and establish guidelines for the membership that are consistent with those of Hartford Memorial Baptist Church. These by-laws shall be reviewed and/or amended (as necessary) every four (4) years.
- Section 4. SOCIAL COMMITTEE** – shall coordinate engagements, travel arrangements and programs; arrange, coordinate, and host all fellowship activities for the Chorus; welcome, host, and assist visiting choirs and guests.
- Section 5. SICK AND VISITATION** – shall notify the membership of any sick, bereaved members, and shall coordinate visits to sick members and bereaved families.
- Section 6. OUTREACH MINISTRY** – shall visit area nursing and rehabilitation facilities to bring joy to the residents in song; join Deacons on their visits to these facilities (if requested), and coordinate visits to such facilities with the Cathedral Choir. Unless there is a special request, these visits shall be on a bi-monthly basis. This Committee shall also work in conjunction with the Sick and Visitation Committee.
- Section 7. ROBE/WARDROBE** – shall support captainship in designation of the Proper attire, monitors attire for all worship services and engagements, and recommend any deviation to the official attire for special occasions.
- Section 8. MUSIC** – shall procure, maintain, distribute all music and shall inventory the music library. Music shall not be distributed on the Sunday the Chorus sings or at the time of any singing engagement.
- Section 9. MEMBERSHIP** – shall meet with new members and provide them with a new member’s package which shall include information regarding music, robes, their designated section captain, copy of the By-Laws, Chorus Guideline Sheet, and the Chorus Directory.

Members of this Committee shall consist of Attendance Monitor and all Section Captains.

The Attendance Monitor shall ensure that all Section Captains take attendance at each rehearsal and distribute attendance sheets to each Section Captain. The Attendance Monitor shall report to the Director those members who have not attended the three (3) required scheduled rehearsals.

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.

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 – MEETINGS

- Section 1.** Regular rehearsals shall be held at the discretion of the Chorus Director.
- Section 2.** The Chorus business meeting will be held on the first rehearsal of each month. Business meetings shall be called at the pleasure of the President.
- Section 3.** All meeting minutes shall be approved at the following meeting by a majority of the members present.
- Section 4.** Choir business shall be approved by a majority vote of members present.
- Section 5.** Unless otherwise provided, the presence of 25 % of the active members of the Jubilee Ministry and a simple majority present and voting constitute a quorum at any Jubilee Chorus meeting. The President, Vice President, or designee shall act as moderator of any Chorus meeting.
- Section 6.** **Voting** – Each member shall have one (1) vote in person upon all questions presented for action at any meeting of the members as to which the members have the right to vote. The vote shall be carried by a majority of votes, or a quorum of votes received at the time of the action being presented in accordance to Robert’s Rules of Order.

ARTICLE VII – NOMINATIONS

The Nominating Committee shall be comprised of not less than two (2) members nor more than five (5) members appointed by the President in consultation with the Advisors of the Jubilee Ministry. The Nominating Committee shall accept nominations for the office of President from active members of the Chorus, including nominations from the floor at the October business meeting to be eligible for election. The Nominating Committee shall accept nominations of up to three (3) active members and submit to the Pastor to fill the vacancy.

ARTICLE VIII – CONTRIBUTIONS

Contributions from the Chorus are to be appropriated for church and community activities and shall be approved by a majority vote of the members present.

ARTICLE IX - AMENDMENTS

Section 1. Proposed amendments may be approved by a majority vote of members Present.

By-Laws amended on March 22, 2016

By-Laws ratified on March 22, 2016