

# Vanguard Voices Bylaws

## I. Organization: Vanguard Voices

- A. **Mission:** To seek out and perform the best in contemporary and traditional choral music, and to present exceptional performances.
- B. **Purpose:** To unite people through the love of choral music.
- C. **Operation:** Vanguard Voices is a program of the City of Dearborn Parks and Recreation Department.

## II. Membership

- A. **Member:** A member is anyone who has passed an audition, paid their registration fees, and currently has acceptable attendance.
- B. **Vocal Reassessments:** Vocal reassessments may be required for members at the discretion of the Artistic Director.
- C. **Attendance:** Good attendance is key to a good performance, both individually and as an ensemble. Members are expected to participate in all scheduled performances and to adhere to the attendance policy as follows:
  - 1. **Absence from Regular Rehearsals:** One or two absences from regular rehearsals during each session is acceptable. Excessive tardiness may be counted as an absence.
  - 2. **Final Rehearsals and Performance Call Times:** Members are expected to attend the Final Rehearsal(s). It is also important that everyone make an extra effort to be on time for the Final Rehearsal(s) and Performance(s).
  - 3. **Director's Discretion:** Deviations from the attendance policy may require a one-on-one meeting to demonstrate knowledge of the music.
- D. **Registration:**
  - 1. The registration fee is determined by the City of Dearborn Parks and Recreation Department and is paid at the beginning of each session.
- E. **Music Scores:**
  - 1. Music scores will be distributed at no additional cost to registered members.
  - 2. Music must be returned at the end of each session. Failure to return music will result in a fine equal to the cost of the replacement plus a \$25 fee.
- F. **Performances:**
  - 1. Vanguard Voices typically holds two sessions each season, beginning in September and January, and typically has one or more

concerts per session.

2. Participation at performances is required, unless approved by the Artistic Director. Additional concerts or opportunities to sing as a group are scheduled at the discretion of the Artistic Director. These performances are optional, and might require additional rehearsal time.

**G. Concert Attire:**

1. Uniform attire must be purchased by members. Occasionally, a rental may be available.

**H. Conduct of Meetings:**

1. Common courtesy will guide the conduct of all business at all meetings in a structured manner.

**I. Annual/Special Meetings:**

1. An annual meeting of the membership will be held at the conclusion of the season, as designated by the Board of Directors (also named the Board). Notice of the annual meeting will be included in the syllabus for the winter session. The Board will be elected at the annual meeting and will begin their duties at the first monthly board meeting following the election. Other business presented to the board before the meeting will be considered. Special meetings of the membership may be called by the Board as required. Twenty-five percent of the current membership of Vanguard Voices shall constitute a quorum.

**III. Board of Directors**

**A. Officers**

1. The Board of Directors is made up of the elected officers and *ex officio* members of the organization.

2. Elected Officers are President, Vice President, Treasurer, Secretary, Publicity Manager, Librarian, Logistical Manager, Attire Manager, and Two Members-at-Large. Each of these are voting positions, with the President voting only to break a tie.

3. *Ex officio* members are the immediate past President and Artistic Director. These are non-voting positions.

**B. Election Process**

1. The Nominating Committee will establish a slate for open positions on the Board. The slate may consist only of members. The deadline for nominations is four weeks prior to the general meeting. The Nominating Committee will present a slate of nominees to the membership within two weeks prior to the general meeting. The election is run by the Vice President at the general meeting.

2. The founding Bylaws Committee shall establish the first Board of Directors.

3. For the purpose of regulating turnover and preserving continuity,

the term of service for an Officer is two years, alternating even or odd years, depending on the Officer's position: President, Secretary, Logistical Manager, Publicity Manager, and one Member-at-Large will renew in odd years; Vice President, Treasurer, Librarian, Attire Manager and one Member-at-Large will renew in even years. This is not to be construed as a term limit.

4. For the purpose of transitioning to incoming Officers, the exiting Officers are invited to attend the first board meeting of the new season.

**C. Responsibilities**

1. The responsibilities of the Board of Directors are as stated in IV.A- IV.H, and may be reviewed and revised as needed. Additionally, each Officer will perform other duties as prescribed by the Board.

**D. Board Meetings**

1. Meetings of the Board of Directors will be held in person, monthly, at a time, place, and manner agreed upon by a majority of the Board. The Board meetings may also be called by the President or at the request of a majority of Officers. Meeting minutes will be sent to the members one week after a meeting has been conducted. Meetings of the Board are not open to observers. Officers of the board may attend meetings of the Board via a video chat system.

**E. Quorum**

1. A majority of Officers must be present at each board meeting in order for business to be conducted.

**F. Termination**

1. In the event of the resignation or termination of an Officer of the Board of Directors, the Board will appoint a replacement to finish the term.

2. An Officer may be voted off the Board for cause by majority vote of the remaining Officers, but only after an unsuccessful intervention by the Board.

3. Upon termination of any Officer's term (whether through term end, resignation, or any other reason), all materials owned by or pertaining to Vanguard Voices business that have been within the leaving Officer's possession or under their control (including, but not limited to: books, music, files, receipts, reports, logins, electronic files, etc.) must be returned to the succeeding member, the current President, or the Vice President.

**IV. Officer Guidelines**

**A. President**

1. The President shall preside at all meetings of the Board of Directors and meetings of the membership.

2. The President shall give Officers a draft agenda one week prior to each meeting.

3. The President shall appoint committee chairs with the approval of the Board.
4. The President shall coordinate with the City of Dearborn and the Artistic Director about choral matters.
5. At the end of their term, the President shall continue to be an *ex officio* member of the Board for one season. In the event that the immediate past President cannot fulfill the position, it shall remain vacant.

**B. Vice President**

1. The Vice President, in the absence or inability of the President, shall perform the duties and exercises of the powers of the President.
2. The Vice President will form the Nominating Committee, for the election of Officers, of at least three members which will be approved by the Board.
3. The Vice President shall preside over the election of Officers at the general meeting.

**C. Secretary**

1. The Secretary shall record the minutes of all meetings of the Board of Directors and distribute copies of the minutes (electronically or otherwise) to each of the Officers within one week of each meeting. The minutes will be made available to the members.
2. In the event the Secretary is not present, another Officer shall act as the Secretary and assume their responsibilities.
3. The Secretary shall maintain up-to-date mailing lists and a roster of the current membership.
4. The Secretary shall take, and keep records of, attendance at all Vanguard Voices functions (rehearsals, performances, etc.).

**D. Treasurer**

1. The Treasurer, in coordination with the Artistic Director, shall oversee the financial activities of the organization.
2. The Treasurer shall keep complete records of all financial transactions, and make them available for an annual audit.
3. The Treasurer shall ensure all registrations are submitted to the City of Dearborn.
4. The Treasurer shall prepare the invoices for all financial obligations (e.g., Instrumentalists).
5. The Treasurer shall ensure all required contracts are signed by the contractual parties (e. g., Instrumentalists) and delivered to the City of Dearborn.

**E. Publicity Manager**

1. The Publicity Manager shall be responsible for public relations,

marketing, and advertising on behalf of Vanguard Voices.

2. The Publicity Manager shall be responsible for overseeing the development and production of printed materials, and for maintaining a press kit.

**F. Librarian**

1. The Librarian, in coordination with the Artistic Director, shall be responsible for acquiring, filing, and safeguarding the organization's music library, maintaining an up-to-date music inventory listing, and overseeing music in order to prevent loss.

2. The Librarian shall be responsible for distributing and collecting music to members and others (e. g., Instrumentalists) as required.

**G. Logistical Manager**

1. The Logistical Manager, in coordination with the Artistic Director, shall be responsible for the logistics of rehearsals and performances, including chairs, risers, music stands, large instruments, props, etc.

**H. Attire Manager**

1. The Attire Manager shall be responsible for the concert attire of each season.

**I. Member at Large**

1. A Member at Large is an Officer whose duties and responsibilities are not specified.

**V. Personnel**

**A. Artistic Director**

1. The Artistic Director is employed by the City of Dearborn on a contractual basis.

2. The Artistic Director is responsible for the preparation and execution of all music productions as authorized by the Board of Directors.

3. The Artistic Director serves on the Board and attends board meetings *ex officio*.

**B. Instrumentalists**

1. Instrumentalists, including accompanists, are engaged by the Artistic Director and contracted by the City of Dearborn.

**VI. Committees**

**A. Nominating Committee**

1. The Nominating Committee is organized and led by the Vice President.

2. The Nominating Committee is responsible for establishing an election slate, presenting the slate at the annual membership meeting,

tabulating the election results, and reporting such results at the annual meeting.

**B. *Ad Hoc* Committees**

1. The President may establish *ad hoc* committees with Board approval, and appoint persons to chair such committees. The committees would have the authority delegated to them by the Board. *Ad hoc* committees terminate no later than the next annual membership meeting unless extended by the Board.

**VII. Operation**

**A. Vanguard Voices Property**

1. All materials and data owned by or pertaining to Vanguard Voices business that have been within a leaving member's possession or under their control (including but not limited to: books, music, files, receipts, reports, logins, electronic files, props, attire, etc.) must be returned to the appropriate Officer or Committee Chair.

**B. Amendments to Bylaws**

1. Bylaws may be amended by a majority vote of all members. Any proposed amendment will be distributed to all members for consideration two weeks prior to the annual meeting.

**C. Financial Audit**

1. The organization's financial records will be audited annually by an outside professional.
2. The result of the annual audit will be shared with the Board.

***THESE VANGUARD VOICES BYLAWS WERE APPROVED ON  
THURSDAY, AUGUST 3, 2023  
BY CONSENSUS OF THE FOUNDING BYLAWS COMMITTEE.***