

# **Bylaws of the West Chester Area Community Chorus (A Pennsylvania Non-Profit Corporation)**

## **Article I. Name, Offices and Fiscal Year**

**Section 1.01** The name of the Corporation shall be the West Chester Area Community Chorus.

**Section 1.02** The principal office of the Corporation shall be 1905 Groton Ct., West Chester, PA 19382. The principal office may be changed from time to time as the Board of Directors shall designate or as the affairs of the Corporation shall require.

**Section 1.03** The fiscal year of the Corporation shall begin on September 1 and end on August 31 of the subsequent year.

**Section 1.04** The Corporation is registered as a Pennsylvania non-profit Corporation.

## **Article II. Purpose**

**Section 2.01** The Corporation is a non-profit organization whose sole purpose is to enrich, educate and entertain the community by providing opportunities to individuals who enjoy singing in an adult group setting.

**Section 2.02** The purposes for which the Corporation is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future U.S. Internal Revenue law.

**Section 2.03** Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future U.S. Internal Revenue law.

### **Article III. Membership**

**Section 3.01** The members of the Corporation are the singers, accompanists and directors upon fulfillment of any required financial obligations as instituted by the Board of Directors.

**Section 3.02** Membership is open to anyone who enjoys singing and is over 18 years of age and completed their high school enrollment. No audition is required.

### **Article IV. Officers and Board of Directors**

**Section 4.01** The officers of the Corporation shall be the President, Vice-President, Secretary and Treasurer. The position of the Secretary and the Treasurer may be held by the same individual. The duties of the officers are more fully described below.

(a) The duties of the President shall be to schedule, convene and conduct all meetings of the Board of Directors and of the General Membership and shall carry out any other duties as requested by the Board of Directors.

(b) The duties of the Vice President shall be to schedule, convene and conduct all meetings of the Board of Directors and of the

**General Membership in the absence of the President and shall carry out other duties as requested by the Board of Directors.**

**(c) The duties of the Secretary is to take the minutes of all Board of Directors and General Membership meetings and to keep all official records of the Corporation in good order.**

**(d) The duties of the Treasurer shall be to maintain the financial records of the Corporation. This includes but is not limited to receiving and recording the dues of the members, receiving and properly recording all other receipts such as concert admission fees, grant receipts, contributions, etc., keeping full and accurate records of all bills paid, paying all bills in a timely manner, reconciling bank accounts. The Treasurer will also provide at least quarterly reports to both the Board of Directors and at least annual reports to the General Membership. All checks issued in excess of \$200.00 shall be signed by the Treasurer and one other authorized signatory. The Treasurer will coordinate the review of the books of the Corporation on at least a bi-annual basis.**

**Section 4.02 All artistic decisions shall be the sole responsibility of the Director.**

**Section 4.03 The Board of Directors shall consist of the officers of the Corporation, the Director and additional members as added by the officers from time to time.**

## **Article V. Meetings**

**Section 5.01 The Board of Directors shall meet at least quarterly and at other times as needed. Meetings shall be announced by either the President or the Director at least one week in advance. A quorum of the Board of Directors shall**

**consist of at least two thirds of the members of the Board of Directors.**

**Section 5.02** There shall be at least one General Membership meeting annually scheduled shortly after the start of the season each September. Other General Membership meetings shall be held from time to time as needed. All General Membership meetings will be announced by either the President or the Director at least two weeks in advance. A quorum for a General Membership meeting shall consist of at least 50% of the General Membership.

## **Article VI. Committees**

**Section 6.01** Committees will be formed as needed.

## **Article VII. Dissolution**

**Section 7.01** In the event of dissolution of the Corporation, the members, officers, directors are not entitled to any of the remaining assets of the Corporation. All residual assets will be turned over to one or more organizations described in Sections 501 (c)(3) and 170 (c)(2) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future Internal Revenue Code, of the federal, state, or local government for exclusive public purpose.

## **Article VIII. Amendment of Bylaws**

**Section 8.01** The initial Bylaws shall be adopted by a majority of the General Membership at the first General Membership meeting after the incorporation of the Corporation.

**Section 8.02** Any member or director may present amendments to the Bylaws at any Board of Directors meeting.

**Section 8.03** Upon recommendation of a majority of the Board of Directors, the proposed amendment will be presented to the General Membership at either the Annual General Membership meeting or any specially called General Membership meeting.

**Section 8.04** The proposed Bylaw amendments may be adopted by a majority vote of the members present.

These Bylaws were initially adopted by the General Membership at a called meeting on \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**  
**President**

\_\_\_\_\_  
**Print Name**  
**Secretary**