

Ocean Grove Great Auditorium Choir

Bylaws

Adopted 6/15/2018

Name:

The name of the organization is the **Ocean Grove Great Auditorium Choir**, of the **Ocean Grove Camp Meeting Association**, herein referred to as the Choir.

Purpose:

The purpose of the choir is to assist in the mission of the Ocean Grove Camp Meeting Association through leading and providing music during worship services, providing an annual Sacred Concert, participating in the Choir festival, and serving in any other activities as requested by the OGCMA or the Director of Music.

We will endeavor to do all that we can in whatever way that we can to further the Kingdom of Jesus Christ on Earth.

Membership:

All are welcomed into the choir. There are no auditions needed. The only requirement is the desire to serve the Lord through music. Young people are especially welcomed as well as those who are visiting the Grove for a short time.

Administration:

Choir Board:

The Choir Board will consist of the Executive Committee (elected officers), non-Officer Leadership, and all former presidents. The board shall meet at least once a year in the spring to discuss matters relevant to the choir, hear reports from officers and committees and make suggestions to the executive committee.

The president may convene meetings at other times when situations requiring Choir Board discussion are necessary.

The Choir Board will vote on all expenditures exceeding 20% of the treasury.

For voting purposes, a quorum will consist of 50% of the Choir Board membership.

Executive Committee (elected officers):

Regular meetings of the Executive Committee shall be held at the beginning and end of the summer season each year and called / scheduled by the President. A majority shall constitute a quorum. Special meetings may be called by the Choir President or by three members of the Executive Committee. The Executive committee may vote to remove a Executive Committee member who has multiple unexcused absences from Executive Committee meetings.

President-

The President will:

- Conduct all Choir Board, Executive Committee meetings and meetings of the choir itself.
- Appoint committees, included but not limited to Sacred Concert Reception, Fourth of July Parade, and any other ad hoc committees that may become necessary.
- Appoint the following Non-Officer Leadership positions
 - Sunshine Chair
 - Librarian
 - Social Media Chair
 - Section Managers
 - Choir Festival Coordinators
 - Greeter
- If a vacancy in any of the elected officer positions should occur, the President shall appoint an interim replacement who will serve until the next election.
- Communicate with the OGCMA.
- Arrange Rehearsal times and locations in coordination with the OGCMA and Director of Music.

Vice President-

The vice president will:

- In the event of the absence or incapacity of the president, assume those duties assigned to the president.
- Arrange the annual choir banquet
- Perform other duties as requested by the president

Treasurer-

The treasurer will:

- Keep accurate records of choir funds.
- Deposit all funds into the CMA designated Choir Account.
- Coordinate with the OGCMA financial staff.
- Receive incoming monies.
- Monitor financial statements provided by the OGCMA.
- Submit purchase orders to OGCMA for all expenses authorized by the Executive Committee.

Recording Secretary:

The Recording Secretary:

- Will take and report accurate notes at all meetings.
- Prepares and distributes any other documents as needed by the choir.

Data Secretary:

The Data Secretary will:

- Keep an accurate database of choir members addresses and other information.
- Keep an accurate email list of members
- Report choir happenings to members via email
- Keep attendance records for all choir services and meetings
- Provide data to Choir Officers and OGCMA as needed

Director of Music:

The Director of music will serve as an ex officio member of the Executive Committee with full voting rights.

The Director will provide to the Choir Board, Executive Committee or the choir itself, as needed, any information pertaining to the other parts of the music program or budgets as deemed appropriate.

Appointed Non-Officer Leadership:

Non-officer leadership may attend Executive Committee meetings at the request of the President. Non-Officer Leadership positions may be held by one person or a shared by a team.

Librarian:

The Librarian will:

- Keep an inventory of choir music
- Receive new music from the publisher
- Distribute music as needed for rehearsals and services

Sunshine Chair:

The Sunshine Chair will:

- Send Cards to members who are sick or who have suffered loss
- Send Thank You letters to anyone who has made a large contribution to the choir

Social Media Chair:

The Social Media Chair will:

- Place information regarding choir activities on Facebook and other social media
- Coordinate with OGCMA to include choir activities on the OGCMA website

Section Manager Chair(s)

- Arrives early for all at rehearsals and all Sunday worship services.
- Arranges for seating at the direction of the Director of Music Ministries.
- Welcomes and directs singers to the appropriate area and is aware of special needs in each section.

Choir Festival Chair

- Coordinates with the OGCMA Office, Music Director, and the Executive Committee to develop and distribute promotional materials for the Festival.
- Tracks registrations as they arrive and assists groups wishing to attend the Festival.
- Recruits volunteers to serve as section guides for the Festival.
- Collects registration cards and returns them to the OGCMA office.

Greeter

- Arrives early for all at rehearsals and all Sunday worship services.
- Greets all members and identifies, where possible, new members

Nomination and Election of Officers:

During the month of July, the president shall convene a meeting of the past presidents to serve as a nominating committee. This group will nominate a person to fill each of the open positions, and check with that person to be sure they are willing to serve. The names will be given to the Data Secretary who will prepare paper ballots containing the nominee for each position as well as space for write-ins. Elections will be held the last Friday evening rehearsal in August with the new officers introduced to the choir the following Sunday.

Terms of Office:

President	Two Years	May Not be reelected
Vice President	Two Years	May Not be reelected
Treasurer	Three Years	May be reelected
Recording Secretary	Two Years	May be reelected
Data Secretary	Two Years	May be reelected

Newly elected officers will assume their positions as of October 1 of the year in which they were elected. The outgoing treasurer will remain available until the end of the year to assist the incoming treasurer and will also be available until the OGCMA audit has been finished for that year.

Revision of Bylaws

Choir Members:

Any member of the choir may request a change in the bylaws by submitting such request signed by 10 members, to the President. The President will then call a special meeting of the Choir Board. The person requesting the change will present that change to the Board. After the presenter is excused the board will vote on the amendment. A 2/3 majority of those present is required to pass the amendment. After passage by the Board, the amendment shall be presented to the whole choir during a Friday night rehearsal for final approval. A majority vote of the choir shall constitute approval.

Executive Committee:

A member of the executive committee may propose a revision to the bylaws. Approval by a majority of the executive committee members will be followed by a presentation of the amendment to the choir board. If the amendment is approved by a majority of the members of the choir board, the amendment will be presented to the entire choir at a Friday rehearsal for final approval. A majority vote of the choir shall constitute approval.

As part of the OGCMA we will endeavor to make sure these Bylaws and any changes are consistent with the mission of the OGCMA.

These bylaws were passed by the Choir on June 15th, 2018 and therefor supersede all previous bylaws and or guidelines for the Ocean Grove Auditorium Choir of the Ocean Grove Camp Meeting Association.