2019

CONSTITUTION AND BY-LAWS

Amended Membership Vote 09/29/2025

SEA NOTES CHORAL SOCIETY

Southport, North Carolina

CONSTITUTION

STATEMENT OF PURPOSE

The Sea Notes Choral Society, a non-profit organization, exists so that its members may experience the joy of singing great choral music and the satisfaction of singing it as well as possible. Within this primary purpose the aims of the organization are:

1. To provide opportunities to develop individual and collective talents, both technically and interpretively;

2. To provide anyone of kindred spirit with the same opportunities to find joy, growth and satisfaction;

3. To contribute to the community's cultural vitality through performances; and

4. To promote educational and cultural opportunities for any high school senior residing in Brunswick County through the annual award of a "Sea Notes Scholarship."

BY-LAWS

1. MEMBERSHIP

a. Anyone over the age of sixteen is eligible for membership in the Society; however, this does not preclude the use of younger performers at the discretion of the Director.

b. No auditions will be required to qualify for membership in the Society except for soloists; however, the Director may request that any member whose abilities are not compatible with the current program may be requested to sit out that particular concert series.

c. New members will be accepted based on policy determined by the Board which considers the maximum number of singers allowed, a balance of voices in each voice range, and the capacity of the venue for the concert.

d. Every member is expected to attend every rehearsal and every scheduled performance. Each member will be allowed a total of three (3) absences during each concert season. Members will be reminded after the second (2nd) absence. Attendance at dress rehearsal is mandatory.

e. When a choir member is being disruptive and impacting the choir as a whole or in part, the Board will meet to discuss the member's behavior. Dismissal of a choir member will require a majority vote from the Board members.

f. Copies of the Society's Constitution and By-Laws will be posted on the members' page of the Sea Notes web site.

2. BOARD OF DIRECTORS

A Board of Directors shall be the managing body of the Society and shall be elected annually from the general membership of the Society. The Board of Directors shall consist of the following, who shall be designated officers: President, Vice President, Past President, Secretary, Treasurer, Librarian, Concert Chair, Publicity Chair, Friends of Sea Notes Chair, Membership Chair and Member-at-Large.

a. The Board of Directors shall have the following responsibilities:

(1) To retain a Director whose qualifications and expectations are consistent with the stated purpose of the Society. A majority of the Board members must favor a candidate for Director.

(2) To approve the Director's choice of music to be performed and how it is to be presented;

(3) To make arrangements for the use of facilities in which to perform and rehearse;

(4) To provide and implement the publicity necessary to notify the community of forthcoming concerts;

(5) To determine the most practical and reasonable means by which to raise funds to support the Society and its programs;

(6) To select a deserving Brunswick County high school student as recipient of the Sea Notes Scholarship; and

(7) To operate and maintain the Society.

b. Meetings of the Board of Directors will be held monthly or at the call of the President. A majority of all members of the Board of Directors will constitute a quorum for conducting business.

c. The Board of Directors will encourage concert Directors to attend Board meetings during their respective concert series.

d. The Board of Directors shall reference Robert's Rules of Order for meeting protocol.

3. OFFICERS OF THE BOARD OF DIRECTORS

a. PRESIDENT. The President is the chief officer of the Society and takes overall responsibility for all administrative needs of the group. The President calls meetings of the Board or general membership as needed and presides at these meetings. The President represents the Society to the public when required. All other officers of the Society are responsible to the President for the performance of their duties.

b. VICE PRESIDENT. In the absence of the President, the Vice President will assume the duties of the President and will assume that office when permanently vacated. The Vice President should work closely with the President and the Past President to learn as much as possible about the responsibilities of the President and assist those officers as necessary.

c. PAST PRESIDENT. The immediate Past President serves on the Board to provide assistance and counsel to all officers as needed and to assure that experienced leadership is available at all times. If the President and Vice President both are temporarily unavailable to conduct the business of the Society, the Past President may be requested by the President to serve as interim President.

d. SECRETARY. The Secretary will keep minutes of all meetings of the Board of Directors and the general membership. The Secretary shall take care of correspondence as required and maintain a procedures manual.

e. TREASURER. The Treasurer is responsible for disbursing Society funds and presenting a report of the Society's financial status at each Board meeting and, upon request, to the general membership at the opening of each season.

f. LIBRARIAN. The Librarian will order, catalog, distribute and store all music, books and other property of the Society.

g. CONCERT CHAIR. The Concert Chair will be responsible for making rehearsal and concert hall arrangements and preparations. The Concert Chair will consult with the Director in all phases of this activity.

h. PUBLICITY CHAIR. The Publicity Chair and a chosen committee will publicize all activities of the Society. The Historian(s), reporting to the Publicity Chair, will maintain a permanent record of all the Society's activities, publicity, posters, media coverage, etc. in appropriate form in conjunction with the Publicity Chair.

i. FRIENDS OF SEA NOTES CHAIR. The Friends of Sea Notes Chair will be responsible for management of the Friends of Sea Notes program.

j. MEMBERSHIP CHAIR. The Membership Chair will be responsible for maintaining the membership rolls, accepting applications for new members and maintaining a New Members Packet.

k. MEMBER-AT-LARGE. The Member-At-Large will serve as a liaison between the Board and the Membership. The Member-At-Large will undertake such tasks as assigned by the Board.

l. The President may, from time to time, appoint an assistant or assistants as may be required for any of the above-listed officers of the Board of Directors; however, the assistant or assistants shall not be voting members of the Board.

4. ELECTIONS

a. The President shall confirm a Nominating Committee consisting of the President, another member of the Board, and two (2) previously appointed representatives of the general membership who are not Board members. The Committee will prepare a list of qualified candidates, all of whom have agreed to accept the duties of the office for which they are nominated. The individual currently serving as Vice President shall automatically become the nominee for President. The list of candidates shall be presented to the general membership of the Society two (2) weeks before the tech rehearsal of the spring concert.

b. The election shall take place the Monday prior to the technical rehearsal of the spring concert. At this rehearsal, nominations from the floor will be accepted. A secret ballot will be used if more than one (1) candidate is running for any office. Those candidates winning a simple majority of the members present and voting will be considered elected. Officers will be elected for a term of one (1) year. They will assume office commencing July 5th.

c. When the President indicates an inability to fulfill the duties, the Vice President automatically assumes the office of President.

d. When the office of Vice President becomes vacant, a special election must be called to fill that office.

e. The President automatically becomes the next year's Past President. Since the Past President is not filled by direct election, any vacancy in this office will not be filled in mid-year.

f. Vacancies in any office other than President, Vice President or Past President occurring in mid-year will be appointed by the President with the approval of the Board of Directors and will serve only until the expiration of the term.

5. DIRECTOR

a. The Director shall serve on a per-concert basis unless the membership is notified of a special exception.

b. Responsibilities of the Director include the musical preparation of the Society for the performance, and the selection of the accompanist and guest performers. The Director shall select music with the concurrence of a majority of the Board of Directors.

c. The Director shall not be responsible for administrative duties such as ordering and distributing music, collecting dues, publicity, etc.

d. The Director may attend Board meetings if the Board members deem it necessary.

6. PERFORMANCES/REHEARSALS

a. The Society's seasons are of flexible length as defined by the Board of Directors. The Society generally performs three (3) concerts per year, being designated as a "Spring Concert," the "Fourth of July Concert," and the "Christmas Concert." Each of the designated concerts and its rehearsals shall be considered a "concert season."

b. Rehearsals will begin promptly at the designated time on Monday evening during the concert season. At rehearsal, all members shall pay attention to the Director and shall keep conversations and other noise to a minimum.

7. DUES

a. The Society's dues shall be determined on an annual basis by the Board of Directors and will be applied towards the cost of music (which will become the property of the Society) and general expenses such as publicity, programs, costs of production, etc.

b. For current members, annual dues will be due and payable no later than the third (3rd) rehearsal in January. Dues paid after this timeframe are subject to a late fee. For those new members joining Sea Notes for later concert seasons, annual dues will remain the same amount and will be paid in full. Dues are not refundable.

8. FRIENDS OF SEA NOTES

Funds for the Society are raised in a number of ways, including dues and donations. A major source of funds is the "Friends of Sea Notes." The generosity of the "Friends" allows the Sea

Notes to achieve the aims and goals of the organization. "Friends" are acknowledged and recognized through special reserved seating at every concert.

9. AMENDMENTS

a. An amendment to the By-Laws may be proposed by any member of the Board of Directors or by petition signed by no less than twenty-five percent (25%) of the current membership. The "current membership" is defined as the members included on the membership roster.

b. A simple majority of the Board of Directors is necessary for the proposed amendment to be considered by the full membership.

c. The President shall inform the Society of the vote on the proposed amendment two (2) weeks in advance of any voting.

d. Announcement at any regularly scheduled rehearsal, in addition to an email distributed to all members, will constitute adequate notice.

e. The proposed amendment will be adopted if favored by a majority of the members present and voting.