

BY-LAWS
CHORISTERS GUILD – ATLANTA CHAPTER
revised February 17, 2010

ARTICLE I – NAME

This Chapter shall be known as The Choristers Guild, Atlanta Chapter, and will assume the goals, aims, and standards of the National Choristers Guild.

ARTICLE II – PURPOSE

- A. In the spirit of enabling leaders to nurture the spiritual and musical growth of children and youth, this chapter will:
 - 1. promote the organization of Children’s Choirs and Youth Choirs in local churches;
 - 2. offer opportunities for the training of leaders;
 - 3. provide an effective medium for the exchange of ideas and materials.
- B. Recognizing the essential oneness of the Christian Church, this Chapter will encourage working relationships among children’s choirs, youth choirs, and their directors.

ARTICLE III – MEMBERSHIP

- A. Membership in the Choristers Guild is open to all interested persons.
- B. Dues paid to National Choristers Guild include both National and Atlanta Chapter memberships.

ARTICLE IV – FINANCIAL

- A. The Chapter shall operate as a non-profit organization, with 501c3 status.
- B. Fees will be set by the Executive Board to off-set costs of its events.
- C. Chapter leaders shall be reimbursed for actual expenses incurred in connection with the performance of their duties.
- D. The fiscal year for the Chapter shall begin October 1 and end September 30.

ARTICLE V – MEETINGS

- A. The Chapter shall hold at least one meeting per year as determined by the Executive Board.
- B. Annual reports by the Officers shall be presented by June 1.

ARTICLE VI – CHAPTER OFFICERS

A. The Officers of the Chapter shall be:

1. President
2. President – Elect
3. Past-President
4. Secretary
5. Treasurer
6. Communications Leader

ARTICLE VII – DUTIES OF CHAPTER OFFICERS

A. The President shall:

1. Preside at all meetings of the Chapter.
2. Preside at all meetings of the Executive Board.
3. Appoint committees as deemed necessary.
4. Serve as a member ex-officio of all committees.
5. Fill any vacancies in any committee.
6. Submit an annual report to National Office and the Atlanta Chapter by June 1.
7. Call special meetings of the Chapter or of the Executive Board when needed.

C. The President-Elect shall:

1. Assume the duties of the President in the absence of the President.
2. Assist the President.
3. Promote the activities of the Chapter to local newspapers, radio, and other communications media.
4. Serve as the President in the next term.

D. The Past-President shall:

1. Serve a two-year term.
2. Serve as advisor to the President and Executive Board.
3. Serve as Chair of the Mid-Winter Workshop Planning Committee.

E. The Secretary shall:

1. Serve as the membership chairman for the term of office.
2. Keep a membership roster current and accurate.
3. Preserve historical records of the Chapter.
4. Take minutes of all executive board meetings.

F. The Treasurer shall:

1. Be responsible for the financial dealings of the Chapter.

2. Submit a written financial report at each Executive Board meeting.
3. Arrange for an annual audit no later than Dec. 1.

G. The Communications Leader shall:

1. Maintain the chapter website
2. Design publicity for chapter events
3. Coordinate with the president-elect on all communications media

ARTICLE VIII – THE EXECUTIVE BOARD

- A. The Executive Board shall consist of the Chapter officers and two members at large.
- B. The Board shall meet at least twice a year.
- C. At least four Executive Board members shall be present to transact chapter business.

ARTICLE IX – ELECTION OF OFFICERS

- A. The officers and board members at large shall be elected from among members of the Chapter. A Nominating Committee appointed by the President shall be composed of three members, not more than two of whom may be Executive Board members. The Nominating Committee shall have prepared a slate of persons who will accept the office they have been asked to fill.
- B. When a vacancy occurs the Nominating Committee shall submit a name to fill the vacated office for the unexpired term.
- C. Term of office begins October 1. Elections will be held in August.
- D. Tenure
 - a. The Office of President is a six year commitment. The succession is President-Elect, President, Past-President (2 years each). The Past-President may not be re-elected for 2 years.
 - b. Secretary, Treasurer, and Members-at-large serve 2 year terms. They may be re-elected.

ARTICLE X – ORDER OF BUSINESS

- A. The Executive Board sets the calendar for the Chapter.
- B. The Executive Board appoints a chair for each activity and provide the tools to manage. The Board will approve the activity planned.
- C. The Chapter grants the Executive Board power to act upon a particular matter if it seems advantageous to do so.

ARTICLE XI – AMENDMENTS

These by-laws may be amended at any regular meeting of the Chapter by a two-thirds vote of those members present, provided the amendment(s) have been approved by the Executive Board, and copies of the amendment(s) have been submitted to the member-

ship prior to the meeting.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order, Revised” shall govern the Atlanta Chapter of the Choristers Guild in all cases in which they are not inconsistent with these by-laws.