

ORGANIZATIONAL GUIDELINES FOR THE UNIVERSITY OF ARIZONA FACULTY/STAFF CHOIR

SECTION I NAME AND DESCRIPTION

The name of this organization is The University of Arizona Faculty/Staff Choir (UA F/S Choir), a volunteer organization comprised of Faculty, Staff, and Graduate Student employees of the University of Arizona. The choir also welcomes spouses and family members of University of Arizona employees and University retirees. The UA F/S Choir is not officially sponsored by the University of Arizona or any of its colleges or departments.

SECTION II GOALS

The University of Arizona Faculty/Staff Choir as a group is pledged to uphold UA policies and guidelines in relationship to the functioning and activities of the Choir. The goals of The UA F/S Choir are to:

- promote social interaction and the joy of singing
- share our songs and music with the University and Tucson communities
- take an interest in the UA School of Music and other UA arts and theater programs, endorsing, promoting and collaborating with these programs as mutually beneficial opportunities arise.

SECTION III MEMBERSHIP AND FEES

The University of Arizona Faculty/Staff Choir welcomes singers of all abilities. No singing experience is required to join and there are no auditions. All current and retired employees, and spouses and relatives of employees, of the University and its affiliate agencies (i.e., UA Foundation, UMC, UPI, etc.), including affiliated personnel and graduate students, are welcome as participants. The Choir also welcomes (but does not solicit) members of the community who desire to participate in weekly rehearsals and performances.

A music and accompanist fee is set by the Choir Board and collected by the Treasurer each semester from each choir participant for the purpose of purchasing copyrighted sheet music, copying non-copyrighted sheet music, and paying the choir accompanist for rehearsals and performances. The fee is collected each semester **after the third rehearsal session in the fall, and after the second rehearsal session in the spring.** This fee is preferred, but optional. No member of the choir will be excluded from participating for nonpayment or partial payment of the music and accompanist fee.

SECTION IV CHOIR DIRECTOR and GIFT COLLECTION

The choir membership is responsible for securing the services of a volunteer Choir Director. The Choir Director selects and purchases the music for each semester's repertoire, staying within the music budget set by the Choir Board. Music is purchased using Choir funds generated from the fees collected from the membership each semester. Non-Copyrighted or out-of-print music may be duplicated according to Publisher specifications and copyright law.

It is the responsibility of the membership to provide a monetary gift each semester for the Choir Director through a group collection effort. The Choir Board determines a suggested amount for individual gift contributions, with a reduced amount suggested for student members. The gift is presented to the director at the end of each semester. Choir participants are not bound by the suggested amount, and may contribute more or less according to their individual resources. If a once-a-week rehearsal is held during the summer session, the suggested amount is half the amount asked for during the fall or spring semesters.

Collection of the Choir Director's gift begins **the second week of October in the fall, and immediately after Spring Break in the spring.** The gift is presented **by the end of the final performance each fall and spring.**

SECTION V
ORGANIZATION of the CHOIR BOARD

BOARD MEETINGS

The Choir Board meets monthly if possible, but at a minimum, at least once each semester.

BOARD MEMBERSHIP

The Choir Board is comprised of **five (5) officers** (President, Vice President, Secretary, Treasurer, and Past President). Officers are expected to attend scheduled Board meetings. A minimum of **three of the five officers** shall be present to constitute a quorum for voting at a Board Meeting.

Standing Committee Chairs and committee members, the Choir Director and the Choir Accompanist are **not required** to attend Board meetings, but **may** attend at their own discretion

Officers (Elected by the Choir members)

PRESIDENT	1 year term
VICE-PRESIDENT (PRESIDENT-ELECT)	1 year term
SECRETARY	2 year term
TREASURER	2 year term
PAST-PRESIDENT	1 year term

To ensure continuity:

- a. The President shall become the Past-President the year following service as President, and will continue to serve on the Board in the capacity of Past-President for one year.
- b. The Vice-President shall move into the position of President the year following service as Vice-President.

Standing Committees (Non-Elected/ Self-Appointed)

EVENTS COORDINATION AND PUBLICITY: making arrangements for University and Community performances; making flyers and generating other materials to announce choir performances

MEMBERSHIP/RECRUITMENT: recruiting new members fall and spring semesters, keeping track of membership

FUNDRAISING: generating income for the treasury's General Fund, or for specific purposes

HISTORY/ARCHIVES: keeping and preserving records, news articles, history of the Choir

WEBSITE : constructing and maintaining a website on the UA or other server.

LIBRARY: distributing new music, collecting and filing old music, returning music to the Choral Music library.

LISTSERV: constructing and maintaining a choir listserv.

Standing Committee Chairs are recruited each spring through a volunteer process, or appointed by the Choir Board.

Standing Committee Chairs are free to choose other choir members to serve on their committees. Choir members may also volunteer to participate on committees.

Standing Committee Chairs may retain their positions from year to year.

Ad Hoc Committees can be formed and Chairs appointed by the Board as the need arises.

Succession

The President and Vice-President cannot succeed themselves in the same office until after the expiration of one administrative year. This shall not apply in the case of a President or Vice-President selected to fill any portion of an un-expired term.

The Secretary and Treasurer can serve multiple terms, as can all Committee Chairs.

Vacancies

A vacancy in the office of President shall be filled by automatic succession of the Vice-President

A vacancy in the office of Vice-President, Secretary, or Treasurer before the next election occurs can be filled by the Choir Board asking for a volunteer from the Choir membership to fill that position

Duties of Officers

The President shall:

1. Serve as the executive officer of the Choir and advocate on its behalf with other organizations and individuals as necessary;
2. Uphold UA policies and guidelines in relationship to the functioning and activities of our Choir (i.e. licensing issues concerning use of the University logo on Choir shirts);
3. Provide leadership for general policy making and carrying out the directives of the membership;
4. Call meetings at set intervals and preside at them (suggested: monthly meeting);
5. Represent the Choir to the University of Arizona and Tucson communities;
6. Remain on the Board for one year after completion of the Presidency in the role of Past-President.

The Vice President shall:

1. Serve in the place of and with the authority of the President in case of the President's absence or inability to serve;
2. Arrange for space for twice-weekly rehearsal sessions by request through the School of Music's Senior Technical Director;
3. Arrange for space for regularly scheduled meetings of the Choir Board;
4. Serve ex-officio on Standing Committees.

The Secretary shall:

1. Keep a record of the proceedings of the scheduled meetings;
2. Post a brief summary of the minutes to the choir listserv after each board meeting, exercising discretion when apprising the membership of discussion items and decisions.
3. Carry on correspondence as necessary, including answering letters and sending acknowledgments.

The Treasurer shall:

1. Serve as custodian of the funds, including:
 - a. Paying all expenditures
 - b. Collecting music and accompanist fees;
 - c. Aggregating financial gifts for the Choir Director from the membership of the Choir
2. Prepare and submit an annual budget to the Board;
3. Maintain financial records and present a status report to the Board at scheduled meetings;
4. File a yearly Federal Tax Statement (if necessary).

The Past-President shall:

1. Preside over the meeting of the choir when the selection of officers takes place, asking for volunteers for open offices;
2. Take an active role in securing volunteers for open officer positions, in advance of the meeting, if necessary.
3. Determine if Committee Chairs wish to retain their positions, and in the case of an opening, solicit volunteers to fill the vacated positions.

Selection of Officers (President, Vice-President, Secretary, Treasurer)

Each spring, a new Vice-President shall be chosen by the Choir membership at a meeting during regular rehearsal time. The current Vice-President succeeds automatically to the position of President, and the current President succeeds automatically to the position of Past-President. If there is no Vice-President to succeed to the position of President, a new President is chosen at the selection meeting.

Every other year it becomes necessary to also choose a new Secretary and a new Treasurer, unless individuals who are presently in those positions volunteer to remain in office for an additional two-year term.

The Past President shall preside over the selection of officers, asking for volunteers for open offices and for open Committee Chair positions. The Past-President **may take an active role in securing volunteers for open officer positions**

The selection process is kept informal, with volunteers for open positions recruited from the membership present at the meeting or from those who have volunteered in advance, who may/may not be present during the selection process. New Officers and Committee Chairs who volunteer without opposition can be confirmed by a show of hands of members present at the election, or by a voice vote of confirmation. **Officers assume their positions in June.**

When more than one person volunteers for an Officer or Chair position, and none wish to withdraw to leave only one in the field, an **election is held**, with a majority vote of members present at the election determining the choice of new Officer or Chair.

SECTION VI CHOIR BOARD MEETINGS / VOTING PRIVILEGES

Meetings

1. A minimum of **two (2)** Board meetings are held each year, one each semester. Ideally, the Board will meet once a month.
2. A minimum of **three of the five officers** shall be present to constitute a quorum for voting at a Board Meeting.
3. Special Meetings may be called by the President with the consent of the Officers
4. One choir rehearsal meeting during the spring semester will be designated as the meeting for selecting new Officers and Committee Chairs (who will begin serving their terms on the following June 1st).

Voting

1. All persons present at meetings may contribute to discussion of agenda items.
2. For all votes that are **not** related to treasury expenditures, a simple majority of those officers, committee chairs and committee members present will serve to pass any motion. In the case of a tie vote, the issue will be tabled for further discussion at the next meeting.
3. For **all votes related to treasury expenditures of over \$50**, voting shall be limited to Board **officers only**. Expenditures over \$50 must be passed by a minimum of **three of the five officers**.
4. It is anticipated that **most issues** related to the functioning of the Board and choir can be discussed and successfully decided upon by the Choir Board. For issues deemed to be of importance to the continuation of the choir, or involving **major changes such as those that may affect choir membership or choir direction**, the Choir Board may bring the issue to the general choir membership and allow the membership to offer input and/or a binding vote on the issue at a scheduled **general membership meeting announced in advance on the listserv**. A majority vote of those present at that meeting will be binding.

SECTION VII DURATION AND DISSOLUTION

The duration of the University of Arizona Faculty/Staff Choir and its Board shall be perpetual. Upon the dissolution and final liquidation of the group, the officers shall, after paying or making provision for the payment of all debts and liabilities of the Choir, follow specific procedures for handling of the remaining monies as determined by the Choir Board, or if no such procedures are mandated:

1. Contribute them to the School of Music Choral Music Library. **or**
2. Contribute them to the Foundation of the University of Arizona, a nonprofit, tax-exempt public foundation which operates to advance the mission of the University of Arizona, **or**
3. Contribute them to another Choir or charity at the discretion of the Board.

Choir property, such as portable instruments and supplies, purchase music, and other goods will be distributed to local organizations, the University of Arizona School of Music, or gifted to choir members as deemed appropriate by the Choir Board.

SECTION VIII ADOPTION AND AMENDMENTS

These Guidelines will be ADOPTED on a TEMPORARY basis by the Choir Board at a regularly scheduled meeting after on-line distribution to Board Members in advance of the meeting.

The Temporary Guidelines will be released via the listserv to the general membership for comments/additions/changes/suggestions in May 2008. Comments will be considered for inclusion/revision by Board members during a regularly scheduled meeting, and the revised document can be made permanent as of June 1, 2008.

Amendments to the Guidelines should be submitted in writing to the Board and considered at the next Board meeting. Notice of the proposed amendment must be posted on the Faculty/Staff Choir Listserv. Objections to proposed amendments must also be submitted in writing. A vote by the general membership on the appropriateness of new amendments can be done at any rehearsal, and can be passed by a simple majority of members present. When such a vote is to be taken, members must be notified at least a day in advance via the listserv. Minor changes in wording and/or minor additions/insertions/deletions can be considered by the Board at a scheduled meeting. Minor changes do not have to be approved by the membership.