



Aiken, South Carolina
Bylaws

Article I – General

- Section A.** The name of this organization shall be **Aiken Singers**.
- Section B.** Aiken Singers is an opportunity for any Aiken area resident to practice and enjoy singing together, to grow musically and to provide a community service.
- Section C.** The main purpose of this organization is “Community Outreach” by offering informal concerts at a variety of community venues, such as, but not limited to, nursing homes, assisted-living facilities, charity fundraising events, and civic functions.
- Aiken Singers is a non-profit organization recognized by the Internal Revenue Service as a 501(c)(3) charity and is registered with the SC State Department as a public charity. Restricted donations and proceeds shall be used as specified by the donor. Unrestricted donations and membership fees will be used at the discretion of the Aiken Singers Board (hereafter referred to as the Board) in accordance with the bylaws.
- Section D.** The Diane Haslam Vocal Performance Scholarship was established in December 2010 to fund a graduating senior high school student from the area that plans to major in vocal performance in college. The award will be made on an annual basis provided adequate funding is available and a suitable candidate has been determined. The Scholarship Committee evaluates the potential candidates and awards the scholarship. This committee is comprised of an Aiken Singers Board member, the Aiken Singers’ Treasurer, two appointed general members, and the Artistic Director. Other members and persons may be included when necessary.
- Section E.** As a non-profit organization, Aiken Singers continues to look for ways to support our educational endeavors through community summer vocal workshops, camperships, educational music interfaces with other choral organizations, and the use of local University of South Carolina Aiken music students, as instrumentalists and vocalists.

Article II – Membership

- Section A.** Membership in Aiken Singers shall be open to all residents of Aiken County and the Central Savannah Regional Area (CSRA).
- Section B.** Members will not be required to join any national, international, state or regional affiliated organization.

- Section C.** Each member will be required to pay dues as approved by the Aiken Singers Board.
- Section D.** Performing members are expected to attend rehearsals and all performances. Non-singers wishing to become members of Aiken Singers may do so with the approval of the President. Non-singing members may serve on committees or in other capacities within the organization.
- Section E** The Artistic Director, accompanist and supporting musicians are considered independent contractors to the organization.

Article III – Aiken Singers Board Officers

- Section A.** The governing Board shall consist of a President, Vice President, Secretary, Treasurer, and three members at-large. In addition, the Artistic Director is a non-voting member of the Board.
- Section B.** Responsibilities of Board Officers:
- President:** The President shall preside over all club meetings and be responsible for the administration of all club business; shall appoint at-large members as committee chairpersons as deemed necessary.
- Vice-President:** The Vice-President shall preside at all meetings and perform the duties of the President in his/her absence.
- Secretary:** The Secretary shall keep records of all meetings; shall maintain a record of the approved minutes of all meetings; shall maintain a complete roster of members, including current contact information and shall furnish to the organization various reports as required. Formal request of information from non-members shall be made in writing. Membership contact information will not be distributed or sold. In the absence of a Secretary, other members of the Board shall fill this position as necessary.
- Treasurer:** The Treasurer shall receive all monies and pay all bills owed by Aiken Singers; keep an up-to-date ledger recording all financial transactions; and shall perform such duties, but not limited to reconciling and retaining bank statements, prepare and present all tax statements, prepare and submit all necessary annual charities registration and financial documentation; and prepare financial reports for all meetings.
- At-Large:** At-Large Board members shall serve as chairpersons and/or members of committees as deemed necessary by the President and shall be appointed to a specific Board position in the event of a vacancy.

- Section C.** A Board member, who misses two consecutive meetings without notification to the President, may be considered as vacated of their office and voted to be replaced by the Board. In the event of a vacancy on the Board, the remaining members of the Board

shall immediately appoint a person to fill such vacancy from the membership.

Article IV – Board Meetings

- Section A.** The President is responsible for scheduling monthly board meetings. An agenda will be prepared and circulated at least 3 days in advance of any Board meetings. Additional meetings can be called at the request of a Board member.
- Section B.** The President shall preside over all Board meetings. *Robert's Rules of Order (Newly Revised)* shall be used for parliamentary guidance. Voting will be conducted after adequate discussion with approval by simple majority. To conduct any official business, a quorum vote is required (4 out of 7). Email voting is permissible if an issue requires expeditious resolution. The results of any email voting will be documented in the minutes of the next meeting.
- Section C.** A treasurer's report will be presented to the Board at the monthly meeting showing the present status of the assets and liabilities in the various Aiken Singers accounts. Periodic progress of income and expenditures will be presented versus the yearly budget.
- Section D.** Reports from the various committees will be heard by written or verbal communication from the responsible Board member. Any actions or concerns will be addressed and/or resolved by the Board.
- Section E.** A list of action items and responsible parties will be reviewed and acted upon as necessary. Resolved action items will be documented in the minutes of the meeting. New items for discussion will appear in the minutes as New Business.
- Section F.** The meeting minutes will be drafted by the Secretary and sent to the members of the Board for prompt review and approval. Any discrepancies will be resolved prior to distribution to the entire membership.

Article V – Annual Membership Meeting

- Section A.** An Annual Membership meeting will be scheduled to conduct club business and, when appropriate, to elect new Board members. All members who are in good standing shall be entitled to vote at this meeting. There shall be no proxy voting.

Article VI – Financial

- Section A.** A fiscal year is defined as January 1 to December 31. Financial records shall be retained for a period of not less than seven years.
- Section B.** A bank account will be opened by the Treasurer and the President who will have equal authority to issue checks on behalf of Aiken Singers.

- Section C.** Financial records kept by the Treasurer will be made available to any Board member or member upon request.
- Section D.** Financial statements shall include a *Statement of Financial Position* and a *Statement of Activities*.
- Section E.** All payments made by the Aiken Singers Treasurer, whether for goods or services, shall be made by check. All expenses shall be limited to the bank account balance and cash-on-hand.
- Section F.** An annual budget shall be prepared by the Finance Committee and approved by the Board. This committee shall consist of the Treasurer (acting as Chair) and two additional Board Members. The proposed budget shall be reviewed and approved by the Board. Any unbudgeted expense or budget exception must be approved by the Board prior to the expenditure.
- Section G.** An annual audit shall be conducted by an independent auditor and the results of the audit presented to the Board at the following monthly Board meeting. The Treasurer will assist during the audit and present all financial records during the audit.
- Section H.** A summary of club finances (income and expenses) and assets for the fiscal year shall be presented at the Annual Membership Meeting. Details are available upon request.

Article VII – Committees and Additional Positions

- Section A.** The Board shall determine what committees or additional positions are necessary to conduct Aiken Singers business efficiently.

Article VIII – Elections

- Section A.** Elections of members to the Aiken Singers Board will be held at the Annual Membership Meeting. Board members will serve a two-year term without compensation. Between elections, vacancies will be filled by the Board.
- Section B.** A slate of candidates for members to the Board will be presented to the membership by the Nominating Committee prior to or at the Annual Membership Meeting of an election year. Additional nominations can be made from the floor prior to voting. Candidates will be elected by a simple majority of the members present. Secret ballot and proxy voting are not required.
- Section C.** At the first Board meeting after the Annual Membership Meeting, the Board will elect, for one-year terms, Officers consisting of a President, Vice President, Secretary, and Treasurer.

Article IX– Amendments

An amendment to the Bylaws requires a thirty-day notice and a 2/3 vote of approval by the Board.

Article X – Dissolution

Prior to dissolution of Aiken Singers, all debts must be paid and satisfied, and all property and assets shall be given to recognized musical not-for-profit community organizations.

These bylaws are approved by the Aiken Singers Board of Directors as amended from time to time.

History of Bylaw Changes:

Rev. 0	Initial Approval	09/15/2007
Rev. 1	Incorporated Non-Profit Charity Tax Identity	07/16/2009
Rev. 2	Added memoriam for death of member	09/24/2009
Rev. 3	Added Diane Haslam Performance Scholarship	11/2010
Rev. 4	Replacement of Board Members and Threshold for amount for non-budgeted item purchases	04/03/2012
Rev.5	Incorporated youth wing organization and increased amount for non-budgeted expenditures	09/08/2014
Rev.6	Revised Youth Wing Section and expanded Treasurer's responsibilities	05/31/2018
Rev.7	Clarified elections, meetings, and financial sections.	01/15/2020