

Flutissimo! Flute Choir
Bylaws
(October 2011)

- I. **Name**
 - a. This organization shall be named Flutissimo! Flute Choir.
- II. **Mission**
 - a. The mission of Flutissimo! Flute Choir is to provide an opportunity to perform for flutists of all ability levels; to encourage flutists to continue to improve and participate on their chosen instrument; to provide an atmosphere of interaction between adults of differing careers but an interest in and a love for the flute; to create an interest in new compositions and arrangements for flute choir; and to acquaint audiences with the concept of a flute ensemble with its diverse musical colors, instrumentation, and unique repertoire.
- III. **Members**
 - a. All individuals that rehearse and/or perform with the ensemble shall be considered as a member of the organization.
 - b. All members will have voting rights to elect board members and officers.
 - c. Dues shall be assessed as the Board of Directors decides.
- IV. **Board of Directors**
 - a. The Board of Directors (BOD) shall conduct all business to fulfill the mission of the Flutissimo! Flute Choir. The BOD shall consist of the Artistic Director, President, Vice President, Secretary, Treasurer, and Public Relations. The number of BOD members may be increased as the BOD decides.
 - b. All positions, excluding Artistic Director, will be open to the membership and elected annually before the beginning of the fiscal year. The position of Artistic Director is held in perpetuity until resignation or passing. A new Artistic Director will be appointed by the BOD.
 - c. The BOD will hold at least two meetings annually. The first meeting will be held in the fall and the second meeting will be held in the spring. Additional meetings may be held as needed. A quorum will constitute at least two-thirds of the BOD being present at any meeting. Meetings will not be open to the membership.
- V. **Compensation**
 - a. No member of the board will be paid. The BOD may approve reimbursement for out-of-pocket expenses incurred by a BOD member for the fulfillment of the mission of the organization. The BOD may approve payment to individual or groups/companies for professional services provided to the organization.
- VI. **Duties of the Board of Directors**
 - a. **Artistic Director:** The Artistic Director is responsible for choosing music for each concert series. This can be done solely or with the advice of the ensemble director. The AD is also responsible for scheduling rehearsals and rehearsal space, scheduling performance venues and dates, and writing the concert program and program notes. In addition, the AD may contact composers in order to commission pieces for the flute choir as well as search for ways to enhance the flute choir experience for the members. Also, the AD will establish a banking account, and is a signatory along with the treasurer, for the organization. The AD, along with the President, has the authority to sign documents for the organization.

- b. **President:** The President will serve as the administrator of the organization. The President will preside over all meetings as well as oversee any special committee meetings. The President will work in conjunction with the Artistic Director to contact people (composers or performers) that will enhance the flute choir experience for the members. The President will assist the AD with any help needed to fulfill the mission of the organization. The President, along with the AD, has the authority to sign documents for the organization.
 - c. **Vice President:** The Vice President will be in charge of uniform orders, concert attire and other organizational merchandise. The Vice President will be called upon to serve in the absence of the President.
 - d. **Secretary:** The Secretary will take minutes of all meetings and will provide reports to the BOD. The Secretary will keep permanent records of all minutes.
 - e. **Treasurer:** The Treasurer will be responsible for collecting all monies received. The Treasurer will establish a banking account, and is a signatory along with the AD, for the organization. The Treasurer will keep accurate accounts of all monies received and dispersed shall provide reports of the account status at each meeting as well as provide annual tax reports. The Treasurer will keep permanent records of all reports, bank statements, and banking information. The fiscal year shall be August 1 through July 31.
 - f. **Public Relations:** The Public Relations officer will be responsible for coordinating the various aspects of publicity including the website, Facebook, newspapers, radio, and community calendars.
 - g. **Fundraiser:** The Fundraising officer will be responsible for coordinating all fund raising events including but not limited to Susan G. Komen Benefit, auctions, rummage sales, cookbook, concession as well as coordinating volunteers as needed. All activities will be shared with the Public Relations officer.
- VII. Financial Responsibility**
- a. No compensation will be paid to any persons on the BOD or membership.
 - b. Upon approval of the BOD, payment will be made for professional services provided to the organization.
 - c. Upon approval of the BOD, payment will be made for goods and services necessary for the operation of the organization.
 - d. The flute choir will not distribute any monetary funds that may influence legislation or be utilized for the funding of a candidate for public office.
- VIII. Dissolution**
- a. If a dissolution of the Flutissimo! Flute Choir becomes necessary, the Board of Directors shall satisfy any and all outstanding financial obligations. After that time, any and all remaining monies as well as the music library shall be donated to the Texas Flute Society.
- IX. Amendments**
- a. These Bylaws may be changed or amended at any time by a two-thirds majority vote of the Board of Directors.