

ARTICLES OF INCORPORATION AND BY-LAWS

of

PENINSULA COMMUNITY CHORUS

ARTICLE I: NAME

The name of the organization shall be “Peninsula Community Chorus,” here in after referred as PCC.

ARTICLE II: MISSION STATEMENT

PCC is an all-inclusive community choir dedicated to bringing the joy of choral music to the Gig Harbor community and surrounding area. We strive to perform, create, and enjoy music together, while building community and enriching the lives of our members and audience through the power of choral artistry.

ARTICLE III: MEMBERSHIP & DUES

Membership is open to all interested parties over the age of 18, or by exception. Members will be expected to pay dues and purchase music. Dues will be set by the Board prior to each fiscal year.

ARTICLE IV: FISCAL YEAR

SECTION 1:

The fiscal year of the organization shall begin on July 1 and end on June 30 each year.

SECTION 2:

The Board of Directors shall have the authority to adjust the fiscal year as necessary, provided that proper notice is given to all relevant parties and compliance with any legal requirements.

SECTION 3:

Financial statements and reports shall be prepared at the close of each fiscal year and presented to the Board of Directors for review and approval within 60 days following the end of the fiscal year.

ARTICLE V: BOARD OF DIRECTORS

SECTION 1:

There shall be a Board of five (5) Directors elected by the members of the chorus for terms prescribed below. The Board of Directors shall be composed of a President, a Vice President, a Secretary, a Treasurer, and one Member-at-Large. Terms of office shall be two years. President and Treasurer shall be elected in even years. Vice President, Secretary and Member-at-Large shall be elected in odd years. In the event of a vacancy occurring prior to the normal termination date, the Board of Directors shall appoint a suitable person to complete the term.

SECTION 2:

A nominating committee shall be appointed by the Vice President at least one month in advance of elections for the purpose of choosing a slate of candidates. Additional candidates may be nominated from the floor at the Annual Meeting.

ARTICLE VI: DUTIES OF THE OFFICERS

SECTION 1:

Board members shall serve as officers of the organization. Board members shall assume office the month following the Spring Concert.

SECTION 2:

The President shall be elected by members of the chorus for a term of two years. Serves as a partner to the conductor in achieving the mission of the chorus. Provides leadership to the Board, calls for meetings, sets the agendas and conducts the meetings. Provides information to membership of chorus in person at rehearsals or by email and/or phone. Responds to requests for change, concerns, alone or with other Board members. Chairs Annual Meeting when election takes place. Serves as interface between chorus and community. Other duties as assigned.

SECTION 3:

The Vice President shall be elected by members of the chorus for a term of two years. Participates as an active member of the Board. Calls for and appoints volunteers for heading various committees as needed. Ensures maintenance of website. Fulfills the duties of the President as needed when President is unavailable. Other duties as assigned.

SECTION 4:

The Treasurer shall be elected by members of the chorus for a term of two years. Participates as an active member of the Board. Manages finances including depositing all income into the bank account. Pays bills from all vendors and other needs as determined by the Board. Provides financial reports at the Annual Board Meetings and as requested by Board members. Along with the President, has signature rights on the PCC checking account and has a key to the PO box. Responsible for filing tax forms and maintaining non-profit status. Other duties as assigned.

SECTION 5:

The Secretary shall be elected by members of the chorus for a term of two years. Participates as an active member of the Board. Records and maintains minutes of each meeting for review by the Board and the chorus. Ensures minutes are posted on website. Maintains historical records of the Chorus. Other duties as assigned.

SECTION 6:

The Member-at-Large shall be elected by members of the chorus for a term of two years. Participates as an active member of the Board. Acts as a liaison between the chorus members and the Board. Represents the members of the chorus by bringing forth suggestions or concerns voiced by members. Other duties as assigned

ARTICLE VI: MEETINGS

SECTION 1:

The Annual Meeting of the organization shall be held within a month prior to the end of the Spring season on a date to be set by the Board of Directors for the express purpose of

the election of officers and any other business that comes before the membership. A quorum of the members shall be 50% of the membership.

SECTION 2:

A Board meeting may be called at any time by the President. The Board shall meet no less than twice a year. Except when otherwise stated by the President, all Board meetings are considered to be in Executive Session.

SECTION 3:

Whenever the vote of the Board is required on any action, the vote shall be dispensed with if all the Directors consent in writing to such action being taken. Such consent shall have the same effect as a vote.

SECTION 4:

A simple majority of the Board of Directors (3) shall be considered a quorum.

ARTICLE VII: DISSOLUTION

Upon dissolution any remaining organizational assets shall be donated in equal parts to the VPOs for Gig Harbor High School and Peninsula High School for the purpose of musical programs or clubs.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended at any meeting of the Board of Directors by a simple majority vote of the Board.

Updated and approved: April 8, 2024