

Riverchase UMC Sanctuary Choir

Bylaws

*Sharing the Joy of Christ
Through Music*

Riverchase United Methodist Church

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Bylaws

Table of Contents

Officers and Board of Directors	3
Introduction	4
Membership	4
Board of Directors	5
Committees	7
Assistants	8
Amendments	8

Riverchase UMC Sanctuary Choir

Officers and Board of Directors

July 1, 2021 – June 30, 2022

Minister of Music/Director - Dr. Jeff Reynolds

Officers

President – Lynn Coffey
Vice-President/President-Elect – Linda Lunsford
Secretary – Barbara Bullock
Treasurer – Roy Tofflemire
Social Chairman – Clark French
Librarian - Dianne Roberts

Accompanists

Pianist - Kathy Wallace
Organist - Walt Rogers

Assistants

Assistant Librarian – Barbara Bullock
Assistant Librarian – Cathy Henry
Robe Coordinator – Dianne Roberts
Facebook Moderator – Beth Chmura

Bylaws

(Restated and Adopted March 6, 2019)

I. Introduction

The Sanctuary Choir represents just one component of a broad Music Ministry at RUMC. The Music Ministry also consists of a Chamber Choir, several Children's and Youth Choirs, Instrumental Music (including Orchestra and several Handbell Choirs), Modern Worship and Youth Praise Bands, Summer Music Camp and the Riverchase Fine Arts Academy.

II. Membership

Sanctuary Choir membership is open to all adults in the church who are willing to commit to rehearsal and worship schedules. Ideally, participants will possess some music-reading skills and have some background in choral singing.

A. Orientation

A brief orientation is provided to new Sanctuary Choir members by the Librarian or his/her assistant(s) and the Robe Coordinator. New members are assigned a bin (music slot), robe, plastic music folder and three-ring binder.

B. Attendance

Members' attendance at all rehearsals and worship services is taken and recorded by the Librarian and/or an Assistant Librarian(s). In the absence of the Librarian or an Assistant Librarian(s) the President may appoint any active member to take and record the attendance.

C. Active Members

Attendance at rehearsals and worship services is required to maintain Active membership. Active members are eligible to serve on the Board of Directors and vote on any matter that may come before the Sanctuary Choir for action.

D. Inactive Members

A pattern of failing to attend rehearsals and worship services will move the member to Inactive status. Inactive members will continue to receive communications from the choir leadership and the Minister of Music/Director in the hope that the Inactive member will soon return to Active status. But if an Inactive member's status appears to last for

an extended duration, his/her bin (music slot), robe, plastic music folder and three-ring binder may be assigned to a needy Active member. Inactive members are only formally dropped from the membership after the Minister of Music/Director determines that the member will not be returning. Inactive members may not serve on the Board of Directors or vote on any matter that may come before the Sanctuary Choir for action.

III. Board of Directors

The Sanctuary Choir Board of Directors exists to consider issues of administrative/organizational matters that may be brought before it for consideration by individual or groups of Sanctuary Choir members or by the Minister of Music/Director. The Board concerns itself with the health and social well-being of Sanctuary Choir members, plans social events and receptions and maintains communication among Sanctuary Choir members and the Minister of Music/Director. The Minister of Music/Director and the Librarian both serve as members of the Board of Directors, ex officio, without vote.

A. Election

Officers are elected from the Sanctuary Choir membership for a term of one year. Elections are held during the first Sanctuary Choir rehearsal night in June, with newly elected officers assuming their responsibilities on July 1.

B. Officers and Duties

1. President

- a. Presides over monthly Board meetings and Sanctuary Choir business meetings.
- b. Works closely with the Director to insure the smooth running of the Sanctuary Choir.
- c. Oversees planning, fundraising, organization and implementation of Sanctuary Choir special activities.
- d. Represents the Sanctuary Choir as a member of the Board of Stewards.

2. Vice-President/President-Elect

- a. Serves in the absence of the President.
- b. Is Chairman of the Nominating Committee.
- c. Automatically advances to the position of President when the President's term of office expires.
- d. Is responsible for publicity when Sanctuary Choir activities require it.
- e. Assists in planning, fundraising, and executing special activities.

3. Secretary

- a. Takes and maintains minutes of all Sanctuary Choir Board meetings and Sanctuary Choir business meetings.
- b. Maintains a permanent record of minutes as documentation of Sanctuary Choir activities to be passed on to the incoming Secretary.
- c. Sends greeting cards to Sanctuary Choir members as outlined in the “Cares and Concerns” section of these bylaws and administrative policies.

4. Treasurer

- a. Collects and disburses money for the Sanctuary Choir.
- b. Keeps written records of income and expenses.
- c. Reports the Sanctuary Choir’s financial standing at monthly Board meetings and to the Sanctuary Choir membership as requested by the President.
- d. Sends financial gifts in accordance with the “Cares and Concerns” section of these bylaws and policies.
- e. Maintains the official checking account of the Sanctuary Choir in keeping with the policies of the bank, the Sanctuary Choir and the Methodist Book of Discipline.

5. Social Chairman

- a. Provides reminders and sign-up sheets to assist each Sanctuary Choir voice section in their responsibility for providing Sunday morning snacks.
- b. Plans and assists in the execution of Sanctuary Choir social activities.

6. Librarian

- a. Is appointed by the Minister of Music/Director to aid in cataloging, filing, distributing and collecting sheet music.
- b. Maintains library records in computer.
- c. Updates choir music on a weekly basis.

C. Officer Vacancies

1. Vacancy in the Office of Secretary, Treasurer, or Social Chairman

Should a vacancy occur in the Secretary, Treasurer or Social Chairman positions during the course of any of those officers’ terms of service, the President, in consultation with the Minister of Music/Director, shall propose to the remaining members of the Board the name of an Active Sanctuary Choir member to fill the vacant position for the remainder of its term. Upon acceptance of that member’s

name by the Board, the individual will be seated and serve out the remaining term of the officer so replaced.

2. Vacancy in the Office of President

If the vacancy occurs in the position of President, the Vice-President/President-Elect shall automatically advance to the position of President to serve out the remaining term of that office plus an additional one year term.

3. Vacancy in the Office of Vice-President/President-Elect

If the vacancy occurs in the position of Vice-President/President-Elect, the President shall propose, in consultation with the Minister of Music/Director and with the concurrence of the remaining Board members, the name of an Active Sanctuary Choir member to be nominated and stand for election by the Sanctuary Choir. If the Sanctuary Choir accepts the nominee so presented, the Sanctuary Choir will then be asked to immediately elect that nominee at the same meeting where his/her nomination is accepted. The member so elected will then complete the term of the vacant Vice-President/President-Elect position and continue to serve until he/she automatically advances to the position of President when the President's term of office comes to an end.

D. Meetings

1. Regular Meetings

The Board meets monthly as called by the President to consider any business that may be presented before it. Robert's Rules of Order serves as the Board's guide for parliamentary procedure. Sanctuary Choir members are welcome to attend any regular Board meeting.

2. Special or Impromptu Meetings

Any Board member may request the convening of a special or impromptu Board meeting at any time provided all Board members are informed of the convening of the special or impromptu meeting and the specific purpose for it. Actions may be taken at any special or impromptu meeting provided a majority of the Board members are present.

IV. Committees

A. Nominating Committee

The Nominating Committee is chaired by the Vice-President/President-Elect. The Minister of Music/Director participates in meetings of the Nominating Committee as an

advisory member. Early in April, the committee chairman will select one active member from each voice section to serve as members of the Nominating Committee. The committee will then consider candidates from the Sanctuary Choir active membership for each of the officer positions to be elected and subsequently solicit those candidates' willingness to serve in the designated positions for the ensuing business year (July-June).

At the first Sanctuary Choir rehearsal in May the chairman will submit a slate of officers for the Sanctuary Choir membership's consideration. Additional nominations for any position, provided the nominee is an active member, will be accepted from the floor at this time.

The election of the officers nominated by the committee or from the floor will occur thereafter during the first Sanctuary Choir rehearsal in June.

B. Other Committees

Other committees may be established and exist for their appropriate purpose and then subsequently be disbanded at the discretion of the President and the Board.

V. Assistants

Beyond the elected or appointed Board Officers set forth in Section III of these bylaws, the Minister of Music/Director may create and eliminate positions and appoint and replace persons as he/she deems it appropriate from time to time (such as, for example on the date these bylaws are adopted, an Assistant Librarian(s), a Robe Coordinator, a Care Team Coordinator, and a Facebook Moderator) that/who may assist him/her in specific areas of Sanctuary Choir administration.

VI. Amendments

Amendments to these bylaws may be proposed by any active member of the Sanctuary Choir. Amendments presented are automatically tabled for discussion for a minimum of 30 days before a vote is taken. After this period, notice of the date of the upcoming vote will be sent to all Sanctuary Choir members via email or postal mail at least two weeks prior to voting. Amendments must be approved by a two-thirds vote of the Sanctuary Choir active members in attendance. Amendments take effect immediately upon their adoption.

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