



## DAVIS MADRIGALS, INC. BYLAWS

### I **MISSION**

To support the study and performance of advanced choral music by the Davis High School Madrigal Singers.

### **OBJECTIVES**

- A. Each year to assist the Madrigal Singers music program by providing
  1. Leadership of and participation in the various permanent and ad hoc committees of the Madrigal Parents' Group.
  2. Fundraising to support the music program and financial scholarships to ensure all students can participate in all Madrigal Singers activities.
  3. Support for the Director's educational goals.
- B. Over the years to assure the continuation of the Madrigal Singers and, for this purpose, to assure the maintenance and effectiveness of the Madrigal Parents' Group by providing for the smooth passage of knowledge and experience to incoming parents/guardians.
- C. Support the Director in providing the broader benefits of the students' choir experience, including team working, esprit de corps, leadership, mentorship, the encouragement of the full participation of each member regardless of seniority, and the preservation of equal and kindly treatment of each other regardless of sex or age.

### II **BYLAWS**

#### A. Membership

Membership shall consist of the parents or guardians of the Madrigal Singers.

#### B. Officers and Board of Directors

The following officers will comprise the Board of Directors (hereafter termed the Board) of Davis Madrigals, Inc., and shall be elected for annual terms.

- Coordinator: serves as the President/CEO of Davis Madrigals, Inc.
- Treasurer: serves as the Treasurer of Davis Madrigals, Inc.
- Secretary: serves as the Secretary of Davis Madrigals, Inc.
- Fundraising Coordinator: Serves as Fundraising Coordinator of Davis Madrigals, Inc.

#### C. Committee Chairs

Permanent Committees are listed below. Committees may consist of one or more members. Chairs are appointed by the Board. Additional committees may be formed as needed, and the committees listed below may be deleted at any time as necessary.

Choral Workshop  
Concert and Hospitality  
Costume  
Fundraising  
Grants  
Madrigal Dinner (Co-Chairs)  
Madrigal Webmaster  
Alumni Outreach  
Publicity  
Retreat  
Transportation and Octets  
Annual Trip



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### D. Meetings

1. **Monthly Meetings:** Monthly meetings will be held to organize and review specific tasks of the group, conduct the business and approve the expenditure of funds by the group, and to provide information regarding the ongoing activities of the Madrigal Singers. The meetings will be scheduled by the Board, and notifications and agendas will be published on the website and sent to parents/guardians at least one week prior to any scheduled meeting.
2. **Trip Meeting:** This meeting will be held if there is a trip during the year. All relevant details of the trip will be presented. Trip committee members will report as necessary. Parents/guardians and students will be required to attend.
3. **Elections Meeting:** The meeting will be held in conjunction with the last monthly meeting of the school year. Officers for the following year will be elected according to the procedures described in Section E below.

### E. Procedures at Meetings

1. **The agenda:** will be followed in the order prepared for the meeting. By consent of those present, departures from the agenda may be made to move, delete, or add items. New items of substantial change should not, if possible, be put to a binding vote at the same meeting in which they were added to the agenda.
2. **Quorum:** For the legitimate (binding) conduct of business at any meeting, the number of those attending must be 50% plus one of the families in the Madrigal parent Group. This calculation is based on the parent(s)/guardian(s) voting one per Madrigal from their family.
3. **Parliamentary Procedure:**—"Robert's Rules of Order" will serve as a guide for conducting the meetings.
4. **Voting:** Each family shall have one vote per Madrigal. Votes are not binding unless a quorum is in attendance. Proxy votes may be given to any Board member in case of absence.
5. **Proxy:** For motions and elections of known content or candidates, signed proxies may be carried only when the motion reaches a vote without substantial amendment. A proxy may be carried by any Board member.

### Expenditure of funds:

Funds will be approved by the Board of Directors at monthly meetings or by electronic communication if not session. The Treasure will provide at monthly meetings, to the membership, a profit and loss statement for review and approval. Discretionary expenditures up to \$500 will be allowed with the consent of both the Coordinator and Treasure together in order to conduct immediate pending business.

### F. Selection of Officers and Chairs

1. **Eligibility:** In accordance with objective B above, all Madrigal parents, both incoming and current, will be eligible for all offices. Since many offices require familiarity with the group's activities, incoming parents will be encouraged to offer themselves for nomination to the posts of assistants.

Approval Pending Parent Group



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2. **Position Descriptions:** A very brief (1/2 page to 1 page) Job Description of each Officer's responsibilities will be sent to the Nominating Committee by the current Officer at least 60 days before the Elections Meeting. In addition, each Officer and Committee Chair will maintain a binder of the year's work to assist new position holders with their duties in the coming year.

A very brief (1/2 page or less) Job Description of each Chair's responsibilities will be sent to the Nominating Committee by the current Chair. The Nominating Committee will give the descriptions to all group members at least 30 days before the Elections Meeting.

3. **Officers**

- The Nominating Committee shall consist of the Madrigal Director, current Coordinator, and one parent representative from each section, to be selected at a spring meeting. The Nominating Committee will elect a member from within this committee to assume the role of chair.
- At least 30 days before publishing a list of candidates, the Secretary of the Board shall request that members who are interested in running for the offices of Madrigal Coordinator, Secretary, or Treasurer should indicate their interest, in writing, to the Nominating Committee chair.
- Nominations may also be made from the floor at the May Parent Meeting (hereafter termed the Elections Meeting).
- The elections meeting shall include all current members plus parents of the new singers for the following year.
- Officers may be elected by acclamation if there is no second candidate. If there are two nominees, the majority vote of those present or represented by proxy will elect by secret ballot. The majority winner is then elected. The Madrigal Director may vote to break ties.
- The term of Office for the positions of Madrigal Coordinator and Secretary will run from the day of the Davis Senior High School graduation of the current year to graduation day of the next school year. The term of office for position of Treasurer will run from the day of Davis Senior High School graduation of the current year through to August 31 of the next graduation year. It is the role of the out going treasurer to work jointly with the incoming treasurer to ensure the smooth transition of financial accounting through the end of the fiscal year ending August 31st.
- In the event that one of the Officer positions is vacated prior to completion of the term of office, the Secretary (or Coordinator if Secretary office vacated), will call a special election to fill the remaining term of the vacant position on the Board. Procedures for this election will be the same as outlined above.

4. **Committee Chairs**

- The **Fundraising Coordinator** will ask for and collect sign-ups for the positions of Chairs and Assistants at the Elections Meeting, or as soon thereafter as possible.
- The terms of office will be the same as for Coordinator and Secretary.

5. **Other Positions**

- The coordinator will prepare a list of jobs and will have sign-ups at the Election Meeting and subsequent meetings. Volunteers will be automatically appointed; any open jobs may be filled by assignment by the Board.
- All Madrigal families are expected to help in the running of the program. Jobs have been designed to accommodate those who cannot attend meetings, those who wish to work on a committee, and those who wish to work alone.



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### G. **Amendments to the Bylaws**

Amendments to the Bylaws must be announced in published form two weeks prior to a meeting and passed by a 2/3 vote of those present after a quorum has been established.



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