

Mailma-kuoro.

The Constitution of the Mailma-kuoro Edition 2011

Article I: Organization Name and Purpose

Section I: *Name*

The name of the organization shall be **Mailma-kuoro**.

Section II: *Purpose*

We aim to bring women together from different countries to sing and to be a source of spiritual up-lifting, through singing folk music from around the world.

Article II: Governance

Section I: *Authority*

The executive responsibilities of the choir will be voted in the office of Chairwoman, who will be aided by the executive board. The executive will be chosen by the choir members at the autumn general meeting

Section II: *Elections*

A. Executive Officers:

1. Chairwoman
2. Vice Chairwoman
3. Treasurer
4. Secretary

B. The agenda of the general meeting in autumn will include the nomination of the Chairwoman and the self-nomination of the committee members.

C. The Chairwoman selection and the committee member nominated roles will be confirmed at the autumn general meeting.

D. Election procedures may include a platform speech by nominees who will then be selected by a majority vote of the members present.

E. At the beginning of each general meeting, the Speaker, Minute-taker and Vote-Counter people will be selected.

Section III: *Responsibilities of the Executive Board*

The overall responsibility is to maintain the function of the Mailma-kuoro administratively and to arrange two general meetings in spring and in autumn and to carry out the decisions arising from these two meetings.

A. Chairwoman

1. To enforce all laws set by the constitution.
2. To preside over meetings.
3. To plan the choir's agenda according to the wishes of the choir, and delegate responsibilities to the officers and members.
4. To represent the choir in public relations.
5. To form special offices and appoint positions as deemed necessary.
6. To suggest the dismissal of an officer and/or member who fails to carry out the responsibilities set by the constitution.
7. To act as a mediator during internal choir conflicts.

- B. Vice Chairwoman
 - 1. To assume the responsibilities of the Chairwoman when absent, incapable, or inactive.
 - 2. To assist the Chairwoman in the carrying out of her duties.

- C. Treasurer
 - 1. To collect all dues, fines, donations, etc.
 - 2. To keep accurate and updated financial records of the choir's checking account.
 - 3. To create, maintain, and defend the budget of the organization.
 - 4. To oversee all fundraising activities voted on by the executive board.

- D. Secretary
 - 1. To organize the record keeping of the association.
 - 2. To record the business of all executive board meetings.
 - 3. To read the past minutes at the executive board meetings for approval of the board.
 - 4. To keep an accurate record of the members of the choir.

Section IV: Signatory rights

The Chairwoman, Vice Chairwoman, Treasurer and the Secretary have signatory rights for the association. In order for the signature to be valid it needs to be signed by two of the persons mentioned before.

Section V: General Meetings

At least two general meetings will be held per year, one in the spring season (January-May) and one in the autumn season (September-December).

Extra meetings will be held according to the decision of the executive committee, or if at least one tenth of the voting members submit a written demand to the executive committee, calling for a general meeting. If this occurs, the general meeting must be held within 30 days from the receipt of the letter.

Members must be advised of a general meeting by email or by advertisement of the meeting on the choir's website at earliest two months, and at latest 2 weeks, before the date of the general meeting

The spring general meeting will handle the following issues:

The Chairwoman opens the meeting.

A speaker, a scribe, and two people to check the minutes of the meeting will be nominated for the duration of that meeting, as well as a person to count the votes, if necessary.

The meeting's legality and legal ability to make decisions will be confirmed.

The meeting's contents and organization will be confirmed.

The previous year's accounts and statement from the auditors will be presented to the meeting.

The meeting will confirm the accounts and release the previous year's executive board from financial liability.

The rest of the meeting's issues will be dealt raised.

The autumn general meeting will handle the following issues:

The Chairwoman opens the meeting.

A speaker, a scribe, and two people to check the minutes of the meeting will be nominated for the duration of that meeting, as well as a person to count the votes, if necessary.

The meeting's legality and legal ability to make decisions will be confirmed.

The meeting's contents and organization will be confirmed.
The choir's agenda for the year will be discussed and voted upon, including proposed financial outgoings, membership intake and performance related issues.
The coming year's executive board will be chosen
Two auditors will be chosen
The rest of the meeting's issues will be dealt raised.

Section VI: Constitutional Changes and Dissolution of the Organization:

Constitutional alterations or dissolution of the organization will require the presence of three quarters ($\frac{3}{4}$) of the voting members at the meeting. The invitation to the meeting must advertise the discussion of the proposed constitutional change, or dissolution of the organization.

Section VII: Accounts and Auditing

The organization's accounting period will be a calendar year.

Two members of the choir will be selected at the autumn general meeting to audit the choir's accounts.

The treasure will provide the choir's accounts to the auditors at least one month before the spring general meeting.

The auditors will provide a written statement of their findings to the executive committee at least two weeks before the spring general meeting.

Article III: Music

Section I: *Authority*

Recognizing that music is separate from the administrative duties of the choir, the Director will be responsible for the music content of the choir.

Section II: *Selection of New Director*

- A. Candidates to fill the position of Director will be chosen by the executive board.
- B. Selection will be determined by the majority vote of the choir members.

Section III: *Responsibilities of the Director(s) and Musician(s)*

- A. Director
 1. To teach all music to each section of the choir.
 2. To choose musical selections.
 3. To approve all hired musicians.
 4. To seriously consider all suggestions from the choir members and to give a verbal response explaining the made decision.
 5. In the case of conflict, the matter will be brought to the Executive board.

Article IV: Executive Board Voting and Removal

Section I: *Votes*

- A. All executive board members possess one vote.
- B. For voting purposes, the Director is considered to be a part of the executive board.

Section II: *Removals*

- A. To remove an officer and/or choir member from the choir, a complete executive board must be active.
- B. The complaints must be voiced and shall be heard by the executive board.
- C. There must be a 3/4-majority vote of the executive board for the officer or member to be officially removed or dismissed.

Section III: *Choir Participation in the Removal Process*

If the executive board cannot reach a firm decision on an issue, it must then be brought to the choir.

Article V: Membership

Section I: *Qualifications for Membership*

Membership shall be open to all women who are interested in singing and who are approved by the music director. The membership shall be approved by the executive board.

The choir may vote to establish a supporting or honorary membership for a person or organization, if the choir executive, following the will of the choir, deems it to be appropriate.

A supporting member may provide the organization with financial, or other, support, but may not vote in general meetings.

Section II: *Membership Rights*

- A. Each member will be allowed one vote during elections.
- B. Members have the right to impeach an officer by a 3/4 vote of choir providing there is a cause for such an action.
- C. Members may be permitted to attend executive board meetings, upon submitting a request and receiving approval.

Section III: *Removal of Membership*

A member may be removed from the choir if the member has failed to fulfill her financial, or other, duties to the choir, for example failure to pay membership fees, or if the member desires to leave the choir.

To remove an officer and/or choir member from the choir, a complete executive board must be active. There must be a 3/4-majority vote of the executive board for the officer or member to be officially removed or dismissed.

Article VI: Attendance

Section I: *General Rules*

Members should attend all rehearsal and performances. Members are expected to call the Choir's contact person, prior to practice, if they cannot attend practices, performances, and/or meetings of the executive board.

If a member cannot attend the rehearsal more than two times a month, she has to inform the Secretary about her absence. She is obligated to do the follow-up work to familiarize herself with the songs using the music clip produced by the choir.

Members are expected to be on time to rehearsals and performances.

All members must attend the practice before a performance in order to sing with the choir on the day of the performance. The purpose of this policy is to ensure that the choir is fully prepared for all performances and presented in the best possible light.

Section II: *Practice and Performance Attendance*

Article VII: Dues

Section I: *Dues Policy*

Dues paid for membership shall be determined by the general meeting and paid on the designated date. Members failing to pay dues will not be allowed to participate in choir activities, unless you speak to Treasurer about extenuating circumstances.

Article VIII: By-laws

Section I: *Expectations*

Members are expected to comply with decisions made by the executive board.

Section II: *Practice and Performance*

- A. Members shall reflect a positive attitude during rehearsals and performances.
- B. Members are responsible for knowing all material taught during rehearsals and workshop sessions and maintaining their own music.

The definition of women is based on the self-identification of the individual as a woman.