



**Aiken Singers**  
Aiken, South Carolina  
Bylaws  
**Article I – General**

- Section A.** The name of this organization shall be **Aiken Singers**.
- Section B.** **Aiken Singers** is an opportunity for any Aiken County resident to practice and enjoy singing together, to grow musically and to provide a community service.
- Section C.** The main purpose of this organization is “Community Outreach” by offering informal concerts at a variety of community venues, such as, but not limited to, nursing homes, assisted-living facilities, charity fundraising events, and civic functions.
- Aiken Singers** is a non-profit organization recognized by the Internal Revenue Service as a 501-C-(3) charities and is registered with the SC State Department as a corporation. Restricted donations and proceeds shall be used as specified by the donor. Unrestricted donations and membership fees will be used at the discretion of the membership in accordance with the bylaws.
- Section D.** The Diane Haslam Vocal Performance Scholarship was established in December 2010 to fund annually a scholarship to be awarded to an Aiken, Barnwell or Edgefield County graduating senior high school student. Administration of the scholarship is by the Diane Haslam Vocal Performance Scholarship Committee and is comprised of the Governing Board President, Treasurer, two appointed members, and Diane Haslam. Other members and persons may be included when necessary. The scholarship shall be administered in accordance with Governing Board approved guidelines or procedures.

**Article II – Membership**

- Section A.** Membership in **Aiken Singers** shall be open to all residents of Aiken County.
- Section B.** Members will not be required to join any national, international, state or regional affiliated organization.
- Section C.** Each member will be required to pay dues as approved by the governing Board.
- Section D.** Singing members are expected to attend rehearsals and performances.
- Section E.** A memoriam will be made upon the death of a member.

### Article III – Governing Board Officers

**Section A.** The Governing Board shall consist of the President, Vice President, Secretary, Treasurer, and three at-large members.

**Section B.** Responsibilities of Governing Board Officers:

**President:** The President shall preside over all club meetings and be responsible for the administration of all club business; shall appoint at-large members as committee chairpersons as deemed necessary.

**Vice-President:** The Vice-President shall preside at all meetings and perform the duties of the President in his/her absence.

**Secretary:** The Secretary shall keep records of all meetings; shall maintain minutes of all meetings in a bound book; shall maintain a complete roster of members, including current contact information and shall furnish to the organization various reports as required. Formal request of information from non-members shall be requested in writing. Membership contact information will not be distributed or sold.

**Treasurer:** The Treasurer shall receive all monies and pay all bills owed by **Aiken Singers**; shall keep an up-to-date ledger recording all financial transactions; shall perform such duties, but not limited to reconciling and retaining bank statements and preparing financial reports for all meetings.

**At-Large:** At-Large Board members shall serve as chairpersons and/or members of committees as deemed necessary by the Board and shall be appointed to a specific Board position in the event of a vacancy.

**Section C.** A Board member who misses two consecutive meetings without notification to the President will be considered vacated and removed from office. In the event of a vacancy on the Board, the remaining members of the Board shall immediately appoint a person to fill such vacancy from the membership.

### Article IV – Meetings

**Section A.** The President is responsible for scheduling monthly board meetings. Board business meetings are held on the first Monday of each month. A minimum of three board members must be present in order for the meeting to be official. Minutes will be recorded for all meetings. Business may be conducted by phone or electronic mail as necessary. Additional meetings can be called at the request of a Governing Board member.

**Section B.** An Annual Membership meeting will be scheduled to conduct club business and, when appropriate, to vote in new Board members.

## Article V – Financial

- Section A.** Financial records shall be retained for a period of not less than seven years.
- Section B.** A bank account will be opened by the Treasurer and the President who will have equal authority to issue checks on behalf of **Aiken Singers**.
- Section C.** Bank statements kept by the Treasurer will be made available to any Board member or member upon request.
- Section D.** Financial statements shall include a Balance Sheet and an Income and Expense Statement.
- Section E.** All payments made by the **Aiken Singers** Treasurer, whether for goods or services, shall be made by check. All expenses shall be limited to the bank account balance and cash-on-hand.
- Section F.** An annual budget shall be approved by the Board. Any expense exceeding \$100.00 must be approved by the Board prior to the expenditure. All bills shall be presented to the Treasurer for re-imbursement at the time of occurrence.
- Section G.** An annual audit shall be conducted by the Finance Committee and the results presented to the Board.
- Section H.** A full accounting of club finances and assets for the fiscal year shall be presented at the annual membership meeting.

## Article VI – Committees and Additional Positions

- Section A.** The Board shall determine what committees or additional positions are necessary to conduct **Aiken Singers** business efficiently.
- Section B.** Committees or positions may include, but are not limited to:
- |  |                            |
|--|----------------------------|
| Music                                      | Library                    |
| Telephone                                  | Public Relations/Publicity |
| Wardrobe                                   | Social                     |
| Historical                                 | Bylaws                     |
| Audit                                      | Nominations                |
| Technology                                 | Finance                    |
| Diane Haslam Vocal Performance Scholarship |                            |

## **Article VII – Elections**

**Section A.** Elections for Governing Board Members will be held every two years beginning in May 2007. Officers elected will serve a two-year term without compensation. Between elections, vacancies will be filled by the Board.

**Section B.** A slate of candidates for board positions will be presented to the membership by the Nominating Committee prior to or at the Annual Membership Meeting of an election year. Additional nominations can be made from the floor prior to voting. Candidates will be elected by a simple majority of the members present. Secret ballot voting is not required.

## **Article VIII – Amendments**

An amendment to the Bylaws requires a thirty day notice and a 2/3 vote of approval by the Board.

## **Article IX – Dissolution**

Prior to dissolution of **Aiken Singers**, all debts must be paid and satisfied and all property and assets shall be given to a recognized not-for-profit community agency or agencies.

These bylaws are approved by the **Aiken Singers** Governing Board of Directors as amended from time to time.