

# *LHRO Constitution*

## **LAKE HAVASU REGIONAL ORCHESTRA BYLAWS**

### **ARTICLE I**

**ELECTIONS:** Four (4) weeks before the Spring Concert, the President shall appoint a nominating committee consisting of three (3) members. Such committee shall present its slate of nominees for each office to the membership two (2) weeks before the Spring Concert. Additional nominations may be accepted from the floor at this time after consent of the nominee has been obtained.

Election of officers shall be held as set down in the Constitution. The term of office shall be 2 years. There shall be three (3) board members elected for three (3) year terms: one new board member to be elected each year. A simple majority vote of the members present and constituting a quorum shall determine the results of such election.

**INSTALLATIONS:** Installation of elected officers shall take place immediately after election.

### **ARTICLE II**

**MEETINGS:** Meetings of the membership shall be called by the President when deemed necessary, and shall be held in conjunction with rehearsal.

A quorum shall be necessary for the transaction of business at meetings. A majority of the membership constitutes a quorum.

Meetings of the Board of Directors shall be held monthly unless deemed otherwise. The order of meetings shall be governed by Roberts Rules of Order.

### **ARTICLE III**

#### **DUTIES OF OFFICERS:**

##### **The President's duties shall be to:**

NOTE. President may delegate responsibilities to others as necessary to accomplish goals and objectives.

- a. Preside at all meetings and appoint Parliamentarian as necessary.
- b. Appoint ad-hoc and special committee chairpersons or committees as needed.
- c. Be an ex/officio Member on all committees except for the nominating committee.
- d. Act as unofficial host/hostess on special occasions.
- e. Represent the members at community functions.
- f. Appoint a Social Committee Chairman to organize an annual dinner or social activity for the membership.
- g. Organize, manage and supervise fund raising.
- h. Oversee layout for all concert programs. Coordinate with Conductor.
- i. Oversee copy for press releases including newspapers and radio stations. Coordinate with Conductor.
- j. Coordinate filing for use of auditorium with Conductor.
- k. Introduce program and Conductor at all concerts.
- l. Act as representative to the Allied Arts Council, sharing duties with Conductor and arrange for distribution of "Spotlight on the Arts".

##### **The Vice-President's duties shall be to:**

- a. Preside at meetings in the absence of the President.
- b. Assist the President in the performance of the presidential duties.
- c. Represent the President at functions as designated.

##### **The Secretary's duties shall be to:**

- a. Take minutes at all meetings and furnish to Board by email or other expedient means as quickly as possible after each meeting.
- b. Be responsible for recording attendance at all meetings.
- c. Maintain a membership roster with full names, addresses, telephone numbers and email addresses.
- d. Handle all correspondence including correspondence sent to contributors.
- e. Maintain insurance in force and keep Board of Directors properly informed.
- f. Pick up mail from Post Office Box.
- g. Maintain files of all contracts, programs, correspondence, list of contributors, and other business documents.

**The Treasurer's duties shall be to:**

- a. Collect all monies and deposit in bank account.
- b. Keep complete records of all receipts and disbursements.
- c. Furnish financial reports to the Board of Directors.
- d. Maintain financial books in a current status at all time.
- e. Pay all financial obligations upon approval by the Board of Directors. Emergency payments may be made with the verbal approval of three other board members.
- f. Supervise receipt of donations at concerts.

**The Conductor:**

- a. Shall be an ex-officio officer of the Board of Directors, and perform duties and responsibilities as specified in contract. A copy of the annual contract is to be attached each year to the official copy of the By-Laws located in the Secretary's file.
- b. Act as representative to the Allied Arts Council, sharing duties with the President.

RESIGNATION/TERMINATION: In the event of an officer's resignation or termination for failure to perform the duties of office, an election shall be held at the meeting immediately following the acceptance of said resignation or termination. A termination of any officer or Board member shall be accomplished in compliance with Robert's Rules of Order.

KEYS: The Secretary and/or Treasurer, President and Conductor shall hold P.O. Box keys.

**ARTICLE IV**

CONTRACTS: There shall be contracts for the following:

- a. Conductor: President and Secretary-prepare draft.
- b. Treasurer: President and Vice-President prepare draft.
- c. Secretary: President and Vice-President prepare draft. Contract negotiations for the following season shall begin in January and be completed, with contracts signed, by the March board meeting.

**ARTICLE V**

No changes.

**ARTICLE VI**

No changes.

**ARTICLE VII**

Notwithstanding any other provision of the Bylaws, the association shall not carry on any other activity which is not permitted; no changes in the remainder of the Article.

**ARTICLE VIII**

No changes.