

Bylaws of Pocono Concert Chorale

Article I – Name

- Section 1.* The name of this organization shall be Pocono Concert Chorale.
- Section 2.* The principal office of the organization shall be 306 Valley View Dr. N, Stroudsburg, PA 18360. The principal office may be changed as the Board of Directors shall designate or as the affairs of the organization shall require.
- Section 3.* The fiscal year of the organization shall begin on August 1 and end on July 31 of the subsequent year.

Article II – Objective and Purpose

- Section 1.* Pocono Concert Chorale is a non-profit organization whose sole purpose is to enrich and educate the citizens of Monroe County, PA and outlying areas by providing local singers opportunities to learn and give community performances of outstanding choral music.
- Section 2.* Pocono Concert Chorale is organized exclusively for educational purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 3.* No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization (a) exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III – Membership

- Section 1.* Membership in Pocono Concert Chorale is open to singers who are at least eighteen years old and have successfully passed a musical audition with the Conductor, during which all membership expectations and obligations are reviewed.
- Section 2.* The Conductor reserves the right to restrict auditions and new membership to specific voice parts as needed for proper sectional balance.
- Section 3.* All members are expected to abide by the policies outlined in the “Accepted Membership Form” which must be completed and signed prior to official acceptance in Pocono Concert Chorale. The policies are also posted on the group’s website at www.poconoconcertchorale.org/membership.php.

Article IV - Dues

- Section 1.* Payment of dues as established by the Board is required from each member each semester by the fourth rehearsal. Refund of paid dues to members in good standing who must leave Pocono Concert Chorale after the start of the semester may be made at the discretion of the Board.

Article V – Officers and Board of Directors

- Section 1.* The officers of this organization shall be: President, Vice-President, Secretary, Treasurer, Librarian, Public Relations Coordinator, and Fundraising Coordinator.
- Section 2.* The positions of President, Vice-President, Secretary, Librarian, Public Relations Coordinator, and Fundraising Coordinator will consist of two-year terms. The Treasurer may hold the position indefinitely unless dictated otherwise by a simple majority vote of the Board of Directors. The President and Vice-President may serve in their office for no more than two consecutive two-year terms.
- Section 3.* The Board of Directors shall consist of all the officers listed in Section 1 as well as optional Members-at-Large. The Members-at-Large shall consist of no more than two members and two volunteer non-members, and may serve in that capacity for no more than two consecutive two-year terms.

Article VI – Elections

- Section 1.* Board elections will take place at the fourth-to-last regular rehearsal of the spring semester. All members present will be involved in nominating and voting.
- Section 2.* The outcome of all Board elections will be decided by a simple majority vote.
- Section 3.* All newly elected Board members shall assume their position on May 1.
- Section 4.* The Treasurer will be exempt from elections. Should the position become vacant, a new Treasurer will be determined by a simple majority vote of the Board from a list of interested members.
- Section 5.* To assure a degree of continuity within the Board, the election of its members is done on a staggered basis as follows:
- Odd-numbered years: President, Vice-President, Librarian, and if applicable, two Members-at Large (one member, one non-member)
- Even-numbered years: Secretary, Funding Coordinator, Public Relations Coordinator, and if applicable, two Members-at Large (one member, one non-member)
- Section 6.* At the election held just prior to completion of the current President’s tenure, it is expected that the Vice-President will become a nominee for President.
- Section 7.* If any Board position becomes vacant before the completion of a regular term, the Board, by a simple majority vote, shall choose a member to fill the vacancy for the remainder of the term of office.

Article VII – Meetings

- Section 1.* Special rehearsals and performances may be called by the Conductor in consultation with the members.
- Section 2.* Special meetings shall be called by the President.
- Section 3.* The general meeting of the membership will be held immediately after the fifth week rehearsal of each semester. The week beforehand, the President will send a notification of the meeting to all members via email, encouraging them to submit items for the agenda.
- Section 4.* The Board of Directors will hold its meetings after rehearsal on the second Tuesday in October, November, February, March, and April. One week before each scheduled meeting the President will submit an agenda to the Secretary, who will then email a notification of the meeting and the agenda to all Board members, giving ample time for them to request to the President additional agenda items as needed.

Article VIII – Duties of Conductor and Officers

Section 1. The Conductor shall:

- a.) Organize a rehearsal and performance schedule for the concert season in consultation with the Board.
- b.) Select all repertoire for each concert.
- c.) Audition prospective members.
- d.) Conduct all rehearsals and concerts or, if necessary, secure a substitute.
- e.) Secure and supervise an accompanist.
- f.) Secure guest musicians as needed, based on budgetary approval by the Board.
- g.) Develop contracts for guest performers.
- h.) Help with grant applications.
- i.) Advise on posters and printed programs for concerts.
- j.) Work with the Public Relations Coordinator to promote choir concerts through media.
- k.) Determine extra rehearsals as needed in consultation with choir members and the accompanist.
- l.) Make rehearsal cancellation decisions due to unusual circumstances (e.g., inclement weather) in consultation with the President.
- m.) Be paid an amount to be determined by the Board of Directors.
- n.) Dismiss singers who have exceeded the maximum allowed number of rehearsal absences or are deemed by the Conductor to be inadequately prepared for concert performances or disruptive of the operation of the ensemble.

Section 2. The President shall:

- a.) Preside over all board meetings.
- b.) Assure that all meetings and functions are conducted in an orderly manner.
- c.) Report to the Chorale pertinent information.
- d.) Hold regular meetings of the Board.
- e.) Assign duties to other officers when necessary.
- f.) Conduct election of Board officers.

Section 3. The Vice-President shall:

- a.) Assume duties of the President at meetings when the President is absent.
- b.) Assist the President as needed.
- c.) Automatically become the President if the President resigns.

Section 4. The Secretary shall:

- a.) Be responsible for keeping minutes for all meetings.
- b.) Be responsible for keeping an attendance log of all Board meetings.
- c.) Submit to the Board at each meeting the minutes of the previous Board meeting.
- d.) Create and respond to correspondence as needed.
- e.) Keep an up-to-date copy of the organization's bylaws.

Section 5. The Treasurer shall:

- a.) Deposit all organization funds into a specified bank.
- b.) Keep an accurate account of the finances of the organization.
- c.) Collect and record dues.
- d.) Pay all properly authorized bills of the organization. Two officers are required to sign checks exceeding \$400, one of which must be the treasurer. Checks under \$400 must be signed by either the Treasurer, President, Vice President, or Secretary.
- e.) Submit to the Board at each meeting a written and updated report of the organization's finances.
- f.) Submit an updated written report of the organization's finances at the beginning of each semester to be posted on the website for availability to the members.
- g.) File tax reports as required

- Section 6.** The Fundraising Coordinator shall:
- a.) Oversee all fundraising activities.
 - b.) Maintain proper records of all fundraising transactions.
 - c.) Report fundraising activities to the Board.
 - d.) Send acknowledgments to donors and advertisers.

- Section 7.** The Librarian shall:
- a.) Copy music in the public domain, and record expenses.
 - b.) Distribute music to members.
 - c.) Collect music owned/borrowed by Pocono Concert Chorale at the end of a concert season.
 - d.) Take attendance at rehearsals.
 - e.) Report issues of attendance to Conductor.

- Section 8.** The Public Relations Coordinator shall:
- a.) Send advertisements and notices to communications outlets.
 - b.) Create and cultivate social media presence.
 - c.) Report all activities to the Board.

- Section 9.** The Board Members-at-Large shall:
- a.) Assist the Board as needed.

Article IX – Committees

- Section 1.** Standing committees shall be created by the Board if deemed necessary.

Article X – Amendments

- Section 1.** These bylaws may be amended by the Board, subject to approval by a simple majority of the members at a general or special meeting.

Article XI – Dissolution


- Section 1.** Upon the dissolution of Pocono Concert Chorale, assets shall be distributed for exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

These Bylaws were adopted by the general membership at a meeting held on September 30, 2025.



Signature of President

Steven Larson
Printed name of President



Signature of Secretary

Amy Helfrick
Printed name of Secretary