

BYLAWS OF THE ARDENSINGERS

SECTION I. Name

- 1.1 The name of this organization shall be THE ARDENSINGERS.
- 1.2 THE ARDENSINGERS is a Gild of the Arden Club.

SECTION II. Purpose

The purpose of this organization shall be to provide musical expression and enjoyment.

SECTION III. Officers and Executive Committee

- 3.1 The Executive Committee shall consist of twelve (12) members, elected for three (3) year terms with one third to be elected each calendar year: the rotation will be automatic as each member's three-year term expires, except as noted in paragraph 3.10
- 3.2 Members of the Executive Committee shall be elected by secret ballot of the Ardensingers' Active Members at the Annual General Meeting each year between June 1 and September 30. The Executive Committee may also be known casually from time to time as "the Board."
- 3.3 The term of office shall coincide with the fiscal year of the Arden Club (October 1 to September 30).
- 3.4 Members of the Executive Committee and those individuals filling a vacancy of more than twenty-four (24) months shall not be eligible for election to consecutive terms.
- 3.5 At the first meeting of the new term of the Executive Committee, the Committee shall elect the following officers by secret ballot: Gildmaster, Assistant Gildmaster, Recording Secretary, Corresponding Secretary, and Treasurer. The term Gildmistress or Assistant Gildmistress may be substituted for Gildmaster or Assistant Gildmaster respectively.
- 3.6 Vacancies occurring in the Executive Committee shall be filled by a written ballot vote of the majority of the remaining Committee members. Members so elected will serve until the next General Meeting, when the Active Members shall elect someone to fill the vacancy.
- 3.7 The Executive Committee shall have overall responsibility for managing the organization, maintaining the quality of any productions and establishing overall policy and procedures appurtenant thereto, including, but not limited to, show selection, administration of funds and supervision of some committees.
- 3.8 The Executive Committee shall meet monthly. Special meetings may be called by the Gildmaster, or in his/her absence, the Assistant Gildmaster or at the request of five Executive Committee Members. The Gildmaster or, in his/her absence, the Assistant Gildmaster, may call for votes on issues before the Executive Committee by email, such vote to be tallied by the Recording Secretary and made a part of the minutes of the next meeting of the Executive Committee.

- 3.9 The Gildmaster, or in his/her absence, the Assistant Gildmaster, will contact any Executive Committee member who has missed four (4) consecutive monthly Executive Committee meetings to determine if he or she wishes to continue as a member of the Executive Committee. Any member of the Executive Committee who has been absent from five (5) or more consecutive monthly Executive Committee meetings may be removed by a majority vote of the members of the Executive Committee.
- 3.10 The Gildmaster will serve two consecutive one-year terms. If the Gildmaster is elected in the third year of their three-year term on the Executive Committee, he/she will serve a fourth year on the Executive Committee. The Executive Committee will not exceed 12 members at any time; if the Gildmaster serves a fourth year, the Board will only retire three members that year.

SECTION IV. Membership

- 4.1 Any member of the Arden Club is eligible to be a member of the Ardensingers.
- 4.2 Active Membership.
- a. Any person who has participated in any two (2) Ardensingers spring and/or fall productions in the past four (4) years, or has participated in the most recent spring production or fall production and any previous spring or fall production and is a member in good standing of the Arden Club, is an Active Member of the Ardensingers.
 - b. The Membership Committee may indicate other activities of the organization that will be considered equivalent to participation in a spring or fall production.
 - c. If the membership status of an individual is in doubt, the Membership Committee will decide if the individual is an Active Member of the Ardensingers.
 - d. Active Members are eligible to serve on the Executive Committee and to vote at all general meetings.

- 4.3 Associate Membership.

Any person who has participated in one or more productions offstage or backstage, but who is not a member of the Arden Club is an Associate Member.

- 4.4 Arden Club Membership.

All persons who perform on the stage must be members of the Arden Club.

- 4.5 Chorus Participation.

Since the number of persons in the chorus is limited by the size of the stage at the Gild Hall, selection of chorus members shall be based on the following:

- a. Seniority by voice category; determined by participation (as defined herein) in the greatest number of shows in the preceding four (4) years.
- b. Musical balance in the chorus.
- c. Quality of voice.

- d. When chorus size must be limited and the above considerations are equal, preference shall be given to persons residing in the three Ardens.

SECTION V. Committees

- 5.1 *Standing Committees - Standing committees will be appointed by and will function under the supervision of the Executive Committee. Examples of standing committees include, but are not limited to, Policy/Bylaw Review, Publicity, Membership, Hospitality, and Archives.*
- 5.2 An Auditing Committee shall be appointed by and be responsible to the Gildmaster only.
- 5.3 Each Executive Committee member will serve on at least one committee. In addition, any member of Ardensingers may serve on committees.
- 5.4 The Gildmaster is an ex-officio member of all committees.

SECTION VI. MANAGEMENT OF ARDENSINGERS' PRODUCTIONS

- 6.1 Prior to each production, the Executive Committee will select committees and persons responsible for the quality of the production. These include a Casting Committee, a Stage Director, a Music Director, Production Manager, and Business Manager.
- 6.2. A Casting Committee will be appointed for each production. The Casting Committee will be responsible to the Gildmaster.

All major roles will be filled by open audition. With the approval of the Casting Committee, the Stage Director may fill minor roles from the chorus.

The Casting Committee will consist of the Stage Director, the Music Director, one Executive Committee member appointed by the Gildmaster, and two other members, who need not be members of the Executive Committee, accountable to the Gildmaster.

The Gildmaster will designate one of the three appointed members as Chair. The Chair will be responsible for scheduling auditions and seeing that all persons who audition for leads and for chorus are notified whether or not they have been cast or accepted into the chorus. Notifications should be made within 72 hours after completion of auditions.

The Stage Director and Music Director, with approval of at least one other member of the Casting Committee, will be responsible for filling any vacancies in the cast that occur after the production has been cast.

- 6.3 The Stage Director will be appointed by and be accountable to the Executive Committee. There will be a letter of agreement signed by the Stage Director and Gildmaster specifying conditions of employment. The letter of agreement will be reviewed annually by the Executive Committee.
- 6.4. The Music Director will be appointed by and be accountable to the Executive Committee. There will be a letter of agreement signed by the Stage Director and Gildmaster specifying conditions of employment. The letter of agreement will be reviewed annually by the Executive Committee.
- 6.5 The Production Manager will be appointed by and be accountable to the Executive Committee. The following roles will be appointed by the Production Manager: Stage Manager; Costumes; Make-up;

Set Design; Set Construction; Properties; Lighting; and other assignments for completion of the production.

- 6.6. The Business Manager will be appointed by and be accountable to the Executive Committee. The following roles will be appointed by the Business Manager: House Manager; responsible for chairs, security and parking, and ushers; Tickets and Box Office; Show Publicity; Intermission Refreshments Coordinator; and other assignments for completion of the production.

SECTION VII. Meetings

- 7.1 A quorum of any General Meeting shall consist of those Active Members attending the meeting.
- 7.2 A quorum of the Executive Committee shall consist of seven (7) of its members.
- 7.3 There shall be one (1) meeting of the general membership per calendar year. Each Active Member will be notified in writing of the time and place of the meeting and the purpose for which it is called at least two weeks in advance of the meeting of the general membership .
- 7.4 The order of business at the General Meeting shall be as follows:
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| a. Call to Order | e. Old Business |
| b. Reading of the minutes of the last General meeting | f. New Business |
| c. Treasurer's Report | g. Elections |
| d. Report of the Executive Committee | h. Good and Welfare |

SECTION VIII. Bylaws

- 8.1 Each Active Member of the Ardensingers is entitled to receive, upon request, a copy of the Ardensingers Bylaws.
- 8.2 Amendments to these Bylaws must be presented to the Executive Committee at least one month before the meeting of the general membership at which they are to be considered. The Executive Committee will report thereon to the meeting of the general membership.
- 8.3 Amendments must be considered at a general membership meeting of the Ardensingers. If an amendment or amendments are to be considered at a general membership meeting, notice of the proposed amendment or amendments shall be included in the notice of the time and place of the meeting.
- 8.4 Adoption of a proposed amendment requires a two-thirds (2/3) vote of the Active Members present and voting at the meeting. If there is more than one proposed amendment, they may be voted on as a group unless one or more members request that they be voted on individually.

SECTION IX. Grievances

- 9.1 Grievances by an Active Member of the Ardensingers should be taken to a member of the Executive Committee for review and if deemed necessary the creation of a plan of action by the Executive Committee. The Guildmaster will be responsible for implementing the plan of action and reporting back to the Executive Committee at the next meeting.

2016 Bylaws were amended on 9/18/2016 (Bylaws review committee Pat Marks, Carina Waldeck, Bruce Monroe and John Trexler)

2015 Bylaws were amended in September 2015 when Paula Gonzalez was Gildmistress.

2012 Bylaws were amended on 6/12/12 (Bylaws Review Committee of Richard Brenner, John Dennison, Jon Williams, and Martha Smylie, Gildmaster).

2001 Bylaws were amended on 6/12/2001 when Ron Fava was Gildmaster.

1995 Bylaws were amended in June, 1995 (Bylaws review committee of David DeGarmo, Charles Brodigan, J. Stoddard Hayes, Jr., and Mary Russick Myers, Gildmaster)

1982 Bylaws - Earliest Bylaws found are "June 1977 with Amendment 1982." The June 1977 By-Laws and Review Committee consisted of Alexandra Chevrier, Susan Gray, Sally Hamburger, and Allen Tweddle. Bruce Monroe was Gildmaster in June 1977, and Perry Goldlust was Gildmaster in 1982.