

Bylaws for the South Carolina Baptist Singing Churchmen
EIN #57-0992358
Adopted: October 24, 2016

SOUTH CAROLINA BAPTIST SINGING CHURCHMEN

PREAMBLE TO THE SINGING CHURCHMEN BYLAWS

The organization shall be called The South Carolina Baptist Singing Churchmen and will hereafter be referred to as Singing Churchmen.

The purpose of the Singing Churchmen is four-fold:

1. To provide a witness for our Lord through music expressed in authentic Biblical worship.
2. To provide a standard of musical and spiritual excellence worthy of our Lord that grows members as disciples who make disciples.
3. To provide a means of fellowship and prayer support for South Carolina Baptist musicians and their families.
4. To provide funds to be used for worthy music, missions, or ministry projects in our state and around the world. These funds are derived from the taking of offerings at appropriate concerts, sale of Singing Churchmen recordings/products, and other means as deemed appropriate and necessary,

ARTICLE ONE
Governing Principles

The Singing Churchmen attempts through these Bylaws to set guidelines for self governance. The membership realizes that without full participation by each member and elected or appointed office, the group will not survive. An updated copy of these Bylaws will be posted on the Singing Churchmen website.

ARTICLE TWO
Membership

Section 1 - General Information

Membership may be composed of male musicians and staff currently or formerly serving South Carolina Baptist churches, their families, faculty and staff of S.C. Baptist institutions, and members of worship ministries who possess the necessary musical ability and are recommended by their music director.

Section 2 - Designation of Membership

Faithfulness to all activities of the current concert year is expected in order to achieve musical excellence.

Section 3 - Honorary Membership

Those Singing Churchmen members, having faithfully participated the five years preceding their retirement from full time or part time Christian service, may become honorary members of the Singing Churchmen. They are no longer required to pay annual dues when not serving a church in a paid full time or part time position. Recommendation for Honorary Membership may come from the Executive Committee of the Singing Churchmen. Retired members should notify a member of the Executive Committee of the Singing Churchmen when they are no longer serving in a church position. Honorary memberships may also be bestowed on others as deemed appropriate by the Executive Committee of the Singing Churchmen.

Section 4 - Concert Attire

The Singing Churchmen shall decide upon appropriate concert attire for each year. Recommendations for change shall be made by the Executive Committee of the Singing Churchmen and presented to the group no later than the last concert of a given year so that adequate notice can be provided for new and inactive members. Cost, attractiveness, and availability shall be considered in any recommendation.

ARTICLE THREE

Concerts; Meetings; Rehearsals; Voting; Rules of Order

Section 1 - Concerts

The Singing Churchmen may perform concerts in churches of the state and may accept other invitations as schedules allow. Concert schedules will be publicized in advance.

Concerts may be scheduled by the Executive Committee of the Singing Churchmen based on invitations received. Concert request forms may be obtained from the President of the Singing Churchmen.

Section 2 - Meetings

The business affairs of the Singing Churchmen may be conducted at regularly scheduled business meetings. These meetings may be held at the time of scheduled rehearsals, concerts, or other announced meetings of the Singing Churchmen.

Section 3 - Rehearsals

Attendance and promptness at all rehearsals is expected. Members are encouraged to:

- a. make a commitment to participate for the entire concert year;
- b. participate in the annual rehearsal retreat;
- c. participate in rehearsal on the day of the concert.

Rehearsal Preparation - it is desirable that the highest level of musical and spiritual preparation be achieved for each performance/service.

Section 4 - Voting

Those eligible to vote on matters concerning the Singing Churchmen may be those who have paid their dues for the current year. Decisions shall be made by a majority of those members present.

Section 5 - Rules of Order

Robert's Rules of Order, Revised 10th Edition is the authority for Parliamentary rules of procedure for all business meetings.

ARTICLE FOUR

Explanation of the Nominating Committee, Executive Committee, and Officers of the Singing Churchmen

The President shall appoint the current President-Elect and Past-President to join him in as the Nominating Committee which shall contact in advance and present a proposed slate of nominees. This list shall be distributed to the entire membership prior to the election, which shall be held during the business session at the last regular concert or rehearsal of the year.

The Executive Committee shall consist of the current President, Past President, President-elect, Secretary, and Treasurer.

The Officers shall consist of the current Executive Committee, Conductor, Assistant Conductor, Ensemble Directors, Pianist, and Organist. Their responsibility shall be to conduct the affairs of the organization and present reports regularly to the membership for information or action as is necessary.

The Executive Committee of the Singing Churchmen may appoint additional officers and committees as are necessary to carry out the organization's purposes. Committee Chairmen may be asked to join the Officers of the Singing Churchmen upon request.

ARTICLE FIVE

Administrative Leadership: Elected and Appointed

Elected

The Singing Churchmen may elect officers to lead the organization. They may include, but are not limited to, the following:

Section 1 - President

President:

The President may serve with the officers and conductors of the major performing ensembles in leading the group. The President may:

- a. serve as chairman of the Executive Committee of the Singing Churchmen;
- b. represent the group at appropriate functions and concerts;
- c. preside at all business meetings of the group.

Section 2 - President Elect

President-elect:

The President-elect may serve in the normal duties of Vice-President. The President-elect may:

- a. serve as vice-chairman of the Executive Committee of the Singing Churchmen;
- b. coordinate a brief devotional or time of spiritual preparation immediately before entry into a concert seeking to use various members of the group to lead these spiritual emphases.
- c. work with committees as requested;
- d. shall serve as Chairman of the Membership Committee.
- e. may succeed to the presidency.

Section 3 - Past President

Past President:

The President may become Past-President upon completion of his term. This person may serve as a member of the Executive Committee of the Singing Churchmen for one year following his term as President.

Section 4 - Secretary

Secretary:

The Secretary may:

- a. provide minutes of all Executive Committee of the Singing Churchmen and business meetings of the group;
- b. serve as "historian" for the group by collecting all pertinent data;
- c. maintain the Singing Churchmen email group and website, www.singingchurchmen.com
- d. may be recommended by the Executive Committee of the Singing Churchmen and have no term limit.

Section 5 - Treasurer

Treasurer:

The Treasurer may:

- a. keep accurate membership records;
- b. keep accurate financial records of the organization;
- c. work with the Secretary to co-ordinate all membership information;
- d. present financial reports regularly to the membership;
- e. be responsible for the sale of all related materials;
- f. work with the Worship and Music Office to assure the speedy transaction of all the organization's business;
- g. may be recommended by the Executive Committee of the Singing Churchmen and have no term limit.

Section 6 - Librarian

Librarian(s):

The Librarian(s) may:

- a. take care of all music at whatever location is designated;
- b. prepare and assign folders;
- c. assist with other related duties.
- d. may be recommended by the Executive Committee of the Singing Churchmen and have no term limit.

The above officers (with the exception of the secretary, treasurer and librarian) may be elected for annual terms. No person (except the secretary, treasurer and librarian) may serve consecutive terms. Exception: In the case that the President and President-elect would be requested to complete a major project. The Executive Committee of the Singing Churchmen may recommend to the membership to set aside the succession for one year. Both would retain their status and the succession would resume the following year. This would need approval of membership present.

Appointed

These positions may be appointed as follows:

Section 1 - Concert Manager(s)

Concert Manager(s):

The manager(s), appointed by the President, may work with the conductors and the staff of the host church to guarantee a smooth rehearsal and concert. The manager(s) may:

- a. arrive early and prepare for the groups arrival;
- b. arrange for adequate seating in all rehearsal and performing areas;
- c. coordinate the concert's musical order with the conductors and arrange the group for entry into the sanctuary or concert hall on time;

Section 2 - Section Leaders

Section Leaders:

Section leaders are to be appointed by the Conductor of the main choral group to assist with the following:

- a. welcoming new persons into the section;
- b. conducting section rehearsals as requested.

ARTICLE SIX

Musical Leadership

Main Choral Group; Musical Ensembles; Accompanists

Main Choral Group

Section 1 - Conductor and Selection

Conductor:

- a. may serve as the musical director for the entire organization of the Singing Churchmen. He may in conjunction with the officers and ensemble directors assist in the selection and implementation of the concert repertoire.

Selection of the Conductor:

- a. the conductor may be the Director of the South Carolina Baptist Convention Worship and Music Office.
- b. in the event of the Director of the South Carolina Baptist Convention Worship and Music Office chooses not to serve as conductor of the Singing Churchmen, the conductor may be selected by the Executive Committee of the Singing Churchmen in consultation with the Director of the South Carolina Baptist Convention Worship and Music Office or the leader of the South Carolina Baptist Convention Team Office, if there is no current Director of the South Carolina Baptist Convention Worship and Music Office, and with the approval of the main choral group.

Section 2 - Assistant Conductor and Selection

Assistant Conductor:

- a. may serve as assistant to the main choral group conductor of the Singing Churchmen.

Selection of the Assistant Conductor:

- a. The Assistant Conductor may be a member of the main choral group.
- b. Selection is made annually through application to the Nominating Committee of the Singing Churchmen in consultation with the Conductor of Singing Churchmen and with the approval of the main choral group.
- c. applications for Assistant Conductor, for the following concert season, may be due before May 1.
- d. The Assistant Conductor may serve a two-year term.

Section 3 - Musical Ensembles

The Singing Churchmen are the main choral group. Additional ensembles are encouraged where interest and feasibility allow, such as:

HANDBELL
 INSTRUMENTAL
 PRAISE TEAM
 A CAPPELLA
 SOUTHERN GOSPEL

Ensemble Directors:

- a. The Executive Committee of the Singing Churchmen may recommend annually at the end of the concert year ensemble directors for election by the respective ensembles. Each director may choose an assistant.

Section 4 - Accompanists

Accompanists:

- a. may be selected by the conductor of each group upon audition or prior experience. In addition, alternates may be selected as needed.

- b. the accompanists will notify alternates if he is unavailable to play and will also notify the conductor or director after arrangements are completed.

ARTICLE SEVEN Committees

The Singing Churchmen may have committees necessary for the smooth functioning of the Singing Churchmen. Committees may include, but are not limited to the following:

Section 1 - Missions Committee

Missions Committee:

The Missions Committee may:

- a. investigate and implement music, mission, or ministry projects that may be undertaken by the Singing Churchmen.
- b. recommend worthy projects to be the recipient of offerings and other monies designated by the Singing Churchmen;
- c. appoint sub-committees for future music, mission, or ministry projects that may be undertaken by the Singing Churchmen.

Section 2 - Publicity and Promotion Committee

Publicity and Promotion Committee:

The Publicity and Promotion Committee may prepare:

- a. a recruiting packet to be distributed to prospective members of the Singing Churchmen;
- b. a service bulletin (program) for the concert year;
- c. publicity packets for use by the host church in the promotion of our concerts.
- d. prepare and distribute regular news releases on the Singing Churchmen activities.

Section 3 - Membership Committee

Membership Committee:

The Membership Committee may:

- a. coordinate recruiting efforts.
- b. Prepare and implement an orientation for new and returning members.

Section 4 – Scholarship Committee

The Scholarship Committee may:

- a. Coordinate fund-raising efforts.
- b. Oversee and manage the Singing Churchmen Scholarship Fund through the Flexible Endowment account with the SC Baptist Foundation.
- c. Receive applications for and award the scholarships to younger members.

ARTICLE EIGHT
Fiscal Responsibilities

Section 1 - Fiscal Year

The fiscal year of the Singing Churchmen is June 1st – May 31st.

Section 2 - Concert Season

The concert season of the Singing Churchmen may be from Fall to Summer.

Section 3 - Dues and Budget

Dues may be collected each concert year in an amount necessary to cover the estimated operating expenses for the year. Changes in the dues may be adopted upon recommendation of the Officers of the Singing Churchmen and approval of the main choral group.

The budget process may be initiated by the Treasurer and prepared and approved by the Executive Committee of the Singing Churchmen. A copy may be presented to the membership for information at the first rehearsal of the year.

Section 4 - Concert Offerings and Gifts Received

The South Carolina Baptist Convention may maintain an agency liability account for concert offerings taken and gifts received by the Singing Churchmen. Upon written authorization from the President and Missions Committee Chair, the Worship and Music Office of the South Carolina Baptist Convention will disburse concert offerings and gifts received for missions as voted by the Missions Committee.

Section 5 - General Checking

A general checking account may be maintained by the treasurer of the Singing Churchmen from dues received, apparel sales and other gifts. These fund may be used for but not limited to the purchase of music, and other administrative expenses.

Section 6 – Scholarship Fund

An account for gifts and donations may be maintained by the Worship & Music Office of the South Carolina Baptist Convention with the South Carolina Baptist Foundation to offset the cost to younger members of the retreat, dues, uniform purchase, and travel expense to concerts.

ARTICLE NINE
Article of Dissolution

Section 1 - Dissolution

This body may be dissolved by mutual consent of the members and the Worship and Music Office of the South Carolina Baptist Convention.

Section 2 - Funds

Should there be funds on hand at the dissolution of the group, they shall revert to the Worship and Music Office of the South Carolina Baptist Convention to be used for worthy music, mission, or ministry projects in our state and or around the world.

ARTICLE TEN Amendments to the Bylaws

These Bylaws may be changed, amended, or repealed upon majority vote of those present at a regular business meeting after written notice is given at least 30 days in advance. All changes to this document shall be properly dated. The permanent copies shall be kept in the files of the Singing Churchmen and in the records of the Worship and Music Office.

Respectfully submitted,
Tim Moon, President 2016-2017
Stephen Miller, President Elect 2017-2018
George Haltiwanger, Treasurer
Don Albertson, Secretary

Most Recent Changes:

Presented – August 19, 2016
Annual Retreat Business Meeting – White Oak Conference Center

Vote – October 24, 2016
Regular Business Meeting – Lee Road BC, Greenville, SC

Approved
Don Albertson, Secretary