

**CONSTITUTION OF THE MADISON MAENNERCHOR  
FOUNDED 1852**

Revised and Adopted: April 1985

Amended: October 2014

Amended: November 2016

Amended: November 2017

**Article I**

Section 1. The name of the society shall be The Madison Maennerchor.

Section 2. The society shall be permanently located in the Madison, Wisconsin area.

Section 3. This society's purpose shall be to advance German culture through song, to arrange concerts and musical entertainment for the perpetuation and furtherance of traditional German music and all music, in general, and to provide musical entertainment to its members, friends and the public.

**Article II Membership**

Section 1. Active membership shall include those who actively participate in the functions of the society.

Section 2. Associate membership shall include the non-singing members of the society.

Section 3. Honorary membership shall include those whom the active membership deems eligible for special honor.

**Article III Meetings**

Section 1. There shall be an annual meeting at which time all officers shall be elected.

Section 2. The minimum number of meetings shall be four per year.

Section 3. A quorum shall consist of forty percent of the active membership.

**Article IV Officers of the Society**

Section 1. The elective officers shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Social Chairman

6. Trustees (three)

Section 2. All elective officers of the society, except the trustees and treasurer, shall serve one year.

**Article V Amendments and By-Laws**

Section 1. Amendments. The constitution may be amended at any time by a two-thirds vote of the active membership. Such proposed amendments must be read to the society at a regular business meeting and lay on the table for one month.

Section 2. Bylaws. All governing procedures of the society shall be contained in the bylaws. These bylaws can be changed by a quorum of the active membership with a two-thirds majority concurring.

## **BYLAWS OF THE MADISON MAENNERCHOR**

Revised October 2014, November 2016, November 2017, October 2023, February 2024

### **Bylaw I      Membership**

#### Section A.      Active Membership

1.      A candidate must be proposed by two active members and elected by secret ballot, a two-thirds majority present concurring. Each candidate may be asked to take a musical test given by the director.
2.      Each candidate for active membership, having attended at least three rehearsals, may be voted upon at the following regular business meeting.
3.      Each active member shall annually remit membership dues to the Treasurer in an amount as determined by the Executive Committee in consultation with the membership. Dues are payable on or before March 1 of the calendar year. Any member unable to comply because of extraordinary reasons must notify the Executive Committee of his reasons for not doing so.
4.      The choir uniform design shall be specified by the Executive Committee in consultation with the active membership. It is the responsibility of each member to obtain a uniform and maintain it in good condition.
5.      Each active member shall attend all rehearsals and meetings. Those not attending at least ten rehearsals or meetings per quarter may be relegated to associate membership status by the Executive Committee. Any member unable to meet the above requirements shall notify the Executive Committee of his reasons for not doing so.
6.      Any active member who is an officer of the society and is placed in an associate membership status shall be automatically relieved of office.
7.      Each active member shall have one vote in any deliberations put before the membership.
8.      Each active member is required to wear his uniform at any performance where the uniform is required. The uniform shall include all proper accessories, including the proper tie. Any member who fails to perform in a fully compliant uniform shall be sanctioned as determined by the president.

#### Section B.      Associate Membership

1.      Associate membership shall include the non-singing members of the society. These may be former active members unable to attend rehearsal or friends wishing to support the society.
2.      An associate member shall not have a vote or a voice in the active proceedings of the society. The member may not participate in concert performances unless given specific permission to do so by the Director.
3.      The associate member dues will be determined by the Executive Committee in consultation with the active membership.

#### Section C.      Honorary Membership

1. Any member or person who has assisted the Maennerchor and has shown great interest in its advancement may become an honorary member. Two-thirds of the active members are required to approve such designation. The candidate shall be proposed in writing to the membership by five active members at any official meeting of the society.
2. Honorary members shall be exempt from all payment of dues.
3. Active membership shall automatically qualify for honorary membership after twenty-five years of consecutive active membership with the member's consent.
4. All honorary members shall receive notice of all society activities and shall be invited guests at any society functions.

**Bylaw II Meetings**

1. The calendar year of the society shall begin on September 1<sup>st</sup>.
2. Business meetings shall be held at least four times per year. At these meetings matters pertaining to the business of the society will be taken up.
3. Rehearsals shall be held each Thursday at a time determined by the Executive Committee.
4. The President shall be empowered to call special meetings whenever he deems it necessary. The membership must be notified in advance.
5. The Director is empowered to call additional rehearsals.
6. The place of all meetings shall be determined by the Executive Committee.
7. The annual meeting for the election of officers shall be held in the spring on a date determined by the Executive Committee. Officers elected at the spring election meeting shall assume their duties on September 1.

**Bylaw III Officers of the Society**

Section A. Voting procedures and general duties.

1. Terms of the officers, except for the Trustees:
  - a. All officers, except for the Treasurer, shall be elected annually by popular ballot of the active membership.
  - b. The Treasurer shall be elected for a two-year term.
2. A majority of ballots of those members present shall be sufficient to elect.
3. Ballots submitted to the Secretary in writing from those members unable to attend will be counted.
4. The officers must be members in good standing.
5. The society shall elect three Trustees. Each Trustee shall serve for a period of three years. Only one Trustee shall be elected each year.
6. All elected officers of the society, except Trustees, shall serve as the Executive Committee of the society. The Executive Committee is empowered to use its discretion in judging membership qualifications.

Section B. Duties of the President shall be:

1. To preside at all functions of the society.

2. To have general supervision of the affairs of the society and to inform the officers and committee members of their duties.
3. To give an annual report in September to the membership summarizing the yearly accomplishments of the society.
4. To determine within one month of taking office the composition of the following committees:
  - a. Music Committee
  - b. Membership Committee
  - c. Publicity Committee
  - d. Librarian Committee
  - e. Nominating Committee
5. To appoint any special committee which he deems necessary for the proper functioning of the society.
6. To appoint the delegates to represent the society at other functions.

Section C. The duties of the Vice-President shall be:

1. To act as presiding officer of the society in the absence of the President.
2. To assist and advise the President in all functions of the society and to perform all duties requested of him by the President.
3. To keep a true and accurate list of all members and their attendance.
4. To inform all members of the times, dates, places of all functions of the society.
5. To inform the President of any member who is unable to comply with the stated requirements of active membership.
6. To serve as Chairman of the Publicity Committee.

Section D. The duties of the Secretary shall be:

1. To systematically keep all books, papers, records, documents and the minutes of each meeting.
2. To attend to all correspondence.
3. To act as parliamentarian at all meetings. Thus he shall act as the interpreter of the constitution and bylaws at all meetings.
4. To provide for the History of the society in a continuous manner.

Section E. The duties of the Treasurer shall be:

1. To receive all monies and keep a true and accurate account of same, and also of all credits and property of every nature and description which he may receive or disburse.
2. To keep a record of each member's dues (and issue membership cards, as needed).
3. To inform the Executive Committee of delinquent dues.
4. To give a report to the membership on the financial status of the society at intervals as determined by the President but not less than quarterly.

Section F. The duties of the Social Chairman shall be:

1. To appoint no more than eight members to form the Social Committee.
2. To keep an accurate record of all incomes and expenditures incurred by the Social Committee and to report the same to the membership at the business meeting.

3. To coordinate all social functions with the President.

Section G. The duties of the Trustees shall be:

1. To act as overseers of all special funds, investments, and all property of every description.
2. To review all leases and contracts voted by the society.
3. To audit the books of the Treasurer annually and to report the results to the President and membership.
4. To make an annual inventory of all assets and report their findings to the membership.
5. The Trustees shall not be empowered to make financial decisions for the society. They may advise the Executive Committee as to the use and disposition of funds, investments and property.

**Bylaw IV Committees**

Section A. Music Committee

1. The President shall appoint a Music Committee of active members, which shall include the President, Vice-President, Director and Librarian.
2. The members shall serve for one year.
3. It shall be the duty of this committee to select suitable music for the various concerts and musical entertainments, and to select whatever new music may be desired.
4. The committee shall make all musical arrangements for every concert and report to the society when requested to do so.
5. The Director shall serve as Chairman of this committee.
6. They will give an annual report to the membership on music purchases.

Section B. Social Committee

1. The Social Chairman shall select members to serve as the Social Committee. They shall serve for the calendar year.
2. The main duties of this committee shall be to provide for the entertainment of the general membership at all functions including rehearsals, meetings, concerts, trips, parties and dances, and other social events engaged in by the society.
3. This committee shall also serve as the Entertainment Committee and make such arrangements as necessary at all society functions in which income is derived from such entertainment. They shall make a separate, detailed financial report to the membership for these special functions.
4. All income and expenditures shall be handled through the treasury.

Section C. Membership Committee

1. The President shall appoint a Membership Committee. They shall serve for one calendar year.
2. The Membership Committee chair shall appoint the Flag Bearer and Sergeant of Arms of the society. He shall maintain order at all functions at the direction of the President.

3. The duties of the committee shall be to investigate all applications for membership in the society and to report them to the Executive Committee. They shall actively solicit new members.
4. The Committee Chairman is responsible for informing the membership of any special event for any members such as birthday, wedding, etc. and to report the sickness or death of any members.
5. The Membership Chairman and the President may select one member from each singing section to act as Group Leader (Stimmfuehrer). The Group Leader will pole his section at each society function and report absences and reasons for absence to the Membership Chairman. The Membership Chairman will report directly to the Vice-President.

Section D. Publicity Committee

1. The Vice-President will serve as Chairman of the Publicity Committee.
2. The Vice-President will select a number of members to serve on this committee.
3. This committee shall be responsible for reporting all its activities directly to the President.
4. The duties of this committee shall be to make all notices of society activities available to public news media and to publicize, in general, all activities of the club. They shall also coordinate all advertising transactions handled by the club for special events.
5. This committee shall oversee the society's social media presence and website.

Section E. Librarian

1. The President shall appoint a Librarian for the society and he shall serve for one calendar year.
2. The Librarian may appoint an Assistant(s) if necessary.
3. The duties of the Librarian shall be to keep all music in good serviceable condition and in proper order. He shall assist the Director in all rehearsals and concerts and see that all members are supplied with music.
4. The Librarian shall also serve as the Assistant Musical Director of the society and will lead all non-concert singing.

Section F. Nominating Committee

1. The President will select active members to form the Nominating Committee. Their selections must be made at least six weeks prior to the meeting at which the officers are elected. They shall serve for a period of time designated by the President.
2. It shall be the duty of the Nominating Committee to select a slate of qualified active members to run for each of the elective offices of the society. The Nominating Committee will submit the list to the membership for election.

Section G. Music Director

1. The President and the Executive Committee shall select the Music Director of the society. Final approval is vested in the active membership.
2. The Music Director need not be an active member of the society.
3. The Music Director will be the only paid member of the society.

4. The Music Director will be empowered by the society to serve as Chairman of the Music Committee and, at Music Director's discretion, to handle all affairs concerned with music and singing.
5. The Music Director's term of employment may be terminated by a two-thirds majority of the active membership.

**Bylaw V      General**

1. The effective starting date of this constitution shall be April 3, 1986.
2. All directives and duties not specifically provided for in the constitution or bylaws or that are prohibited or violate the constitution and bylaws are to be considered as not to exist.
3. Procedures not specifically stated in the constitution or bylaws will be governed by Roberts Rules of Parliamentary Procedure.
4. At the death of a member or his wife, the society, upon request of the family, shall sing an appropriate song at the bier or cemetery.
5. In memory of its deceased members, the society shall annually, on a Sunday in June, July or August, visit no less than two cemeteries where former members are resting in order to sing several songs and to remember the members at the cemeteries.

**Bylaw VI      Dissolution**

1. If the operation of the Madison Maennerchor is not viable due the lack of sufficient members and / or financial considerations, the Executive Committee may, after consultation with membership, decide on dissolution.
2. The Executive Committee, with consultation from remaining members, may arrange for liquidation and / or transfer of assets. The assets can be transferred to one or more organizations, provided that each organization is tax exempt under Section 501 c.3 of the Internal Revenue Code of 1954. The transfer should benefit groups with similar charitable or cultural purposes to those of Madison Maennerchor.
3. The Madison Maennerchor, Inc. can be dissolved at an in person meeting of the membership. For a vote to take place, a quorum of the active members must be present and voting. Dissolution may be decided by a majority vote of this quorum.