

The Schubert Club of Fairfield County, Inc.

Schubert Club Bylaws BYLAWS

Revised 2022

ARTICLE I

Section 1

Officers

The Officers of the club shall be as follows:
a President, a Vice President, a Secretary, and a Treasurer.

Section 2

Duties of Officers

President

The President shall preside at all meetings of the Club and shall appoint the Department and Committee Chairs. The President shall be an ex-officio member of all Committees. The President shall have the power to convene any Committee at will and shall perform such other duties as pertain to that Office. The President shall be empowered by the Board to sign checks on the bank accounts of the Club. The President shall be empowered by the Board to hire and manage paid staff, including but not limited to, a bookkeeper, a Schubert Club Website manager, and a Schubert Club Newsletter editor.

Vice President

The Vice President shall perform the duties of the President in the event of the latter's absence or inability to serve. The Vice President may be called upon by the President to aid in the performance of special duties.

Secretary

The Secretary of the Schubert Club shall keep the minutes of all meetings of the Board and provide a copy of same to the President at least 1 week prior to the next board meeting.

Corresponding Secretary

The Corresponding Secretary will manage and maintain records of all written correspondence of the Club. This may include sending get-well cards or cards of sympathy, sending flowers if advised to do so, and sending thank-you notes for contributions to the Wendy Tisch Memorial Fund.

Maintenance of stationery supplies with Club letterhead.

Collection of mail at club's post office box

P.O.Box 17188, Stamford CT 06907

Treasurer

The Treasurer shall pay all bills on the certification of their correctness by the President, and shall record all dues payments and other revenues in the accounts of the Club. The Treasurer shall be responsible for maintaining appropriate funds in the Club's checking account and, with the approval of the President, will make any necessary transfers from the Club's Money Market Fund. The Treasurer shall also be responsible for maintaining files of paid bills and reconciling bank and investment statements. The Treasurer shall maintain comprehensive books and records in conformity with Generally Accepted Accounting Principles, (GAAP).

The Treasurer is also responsible for keeping the files on an annual basis of paid bills, reconciled bank statements, and investment statements.

The Board may, but is not required to, bond the Treasurer at a level equal to or greater than the fund normally in her or his custody. The Schubert Club financial records and books that are in the Treasurer's or bookkeeper's custody or under his or her control shall be available at all times for the Board's review. The Treasurer shall be responsible for the liability insurance needs of the club as well as insurance for the piano(s) owned by the Club.

The Board may retain a qualified paid **bookkeeper** to discharge some of the above named duties and responsibilities, with the directive that the bookkeeper will not have check signing authority. The bookkeeper shall report directly to the Treasurer and be under the direct supervision of the Treasurer and the President.

The bookkeeper is responsible for filing an annual 990 tax form, to be reviewed by the president and the board prior to mailing to the Federal Government. The bookkeeper will also prepare, and timely file, all tax returns required by law, and prepare year-end financial statements for presentation at the Annual Meeting of the Club. The Bookkeeper shall also render statements of the Club's finances at every meeting of the Board of Directors. To avoid penalties, the bookkeeper shall ensure that the Club's annual return to the Internal Revenue Service is filed within the required 120 days after June 30, the end of the Club's fiscal year.

ARTICLE II

The Board

Section 1.

The Board shall consist of the Officers, the Committee Chairs, the Department Chairs, and a Member at Large.

Section 2.

The Board shall have charge of all business; promote plans for the good of the club; fill vacancies in office; authorize the expenditures and disbursements of the Club funds and establish rules for the governance of the Club. The Board shall have full authority over all Committees.

ARTICLE III

Committees

Each committee shall consist of a chairman, appointed by the President, and as many members as needed. The President may call upon Committee Chairmen for oral reports at any regular meeting of the Board. Oral reports shall be given at the Annual Meeting.

The following are presently constituted as Committees:

**Membership, Yearbook, Budget, Publicity and Communications,
And the Tisch Memorial Concert.**

Membership Chair and Committee

The Membership Chair shall be appointed by the President. If desired, the Membership Chair can create a committee to assist with the duties. The Membership Chair shall collect dues of the membership either by mailed check or electronic fund transfer. The membership chair shall deposit funds received and submit timely reports of dues received to the treasure. The Membership Chair shall prepare dues notices to be distributed annually not later than June 15. The Membership Chair shall maintain a current membership list on a computer master list from which mailing labels can be generated, and will coordinate with the Yearbook Chair to add the membership list to the Yearbook directory. The membership Chair will coordinate with the Schubert Club Website manager to update the online membership list as needed.

Yearbook Chair and Committee

The Yearbook Chair shall be appointed by the President. If desired, the Yearbook Chair can create a committee to assist with the duties.

The Yearbook must be edited annually, to include all the updated information and dates, pertaining to each Schubert Club department, for the each calendar season. All the dates must be updated to the next calendar year and all the details of the events have to be edited in the Calendar of Events section, and also in the "Schubert Club Departments" section of the Yearbook. The information for the Tisch Concert must be edited. The Yearbook Chair will coordinate with the Membership Chair to edit the Membership Directory at the end of the yearbook.

In early September, a copy of the Yearbook will be sent by mail to every member of the Schubert Club. During the year, if a new member pays online, or by mail, the Chair will issue a Yearbook.

Publicity and Communication Chair and Committee

The Publicity Chair shall be appointed by the President. If desired, the Publicity Chair can create a committee to assist with the duties. The Chair shall handle all press releases for concerts sponsored by The Schubert Club. The Chair shall cooperate with the other Department Chairs in promoting their respective activities. The Publicity Chair will coordinate with local symphonies to publicize and promote the Schubert Club and its upcoming events in the symphony's respective concert programs. The Publicity Chair will maintain a concert schedule for each organization, making sure our ad copy is ready to send to the different orchestra program editors before the printing deadlines. Publicity is also handled through the website and the Newsletter by our professional Services. The Chair will work with our paid Schubert Club Website and Newsletter managers to enhance publicity and communications through those portals.

The Budget Chair and Committee

The Budget Committee Chair shall be appointed by the President. The Chair of the Budget Committee will coordinate with the Chairs of all the Departments of the Club to determine their fiscal budgets, to compare the budgets from the previous 3-5 years and to assess any changes that may need to be made. The Budget Committee will work with the Treasurer and the bookkeeper to determine whether the budget needs to be modified, or funds moved to the appropriate account to cover expenses.

Tisch Concert Chair and Committee

The Tisch Concert Chair shall be appointed by the President. If desired, the Tisch Chair can create a committee to assist with the duties.

The committee shall arrange and pay for, from the Wendy Tish Fund, an annual Wendy Tisch Memorial Concert of one or more distinguished pianists, nationally prominent if practicable, held for the members of the Schubert Club and the public to be held each year at a place, time, and date determined by the Board and agreed upon by Richard Tisch (or Alexander Tisch or a designee)

The committee shall meet at least three times a year for the purpose of making all the arrangements for each concert, including but not limited to the communications with, and the selection of pianist(s), the selection of the venue, marketing and advertisements of the concert, and the printing of the programs, and all other activities necessary to ensure that the Concert is held each year.

The Tisch committee shall coordinate its activities with the Publicity committee, the Yearbook and the Communication Chair including the Newsletter for advertising the event.

ARTICLE IV

Departments

The following are presently constituted as Departments of the Schubert Club:

Awards Piano Competition, Duo Pianists, Music Teachers Roundtable, Musical Services, Piano Ensemble Group, Professional Development Concert Lecture Series, Schubert Club Juniors, Schubert Club Performer's Workshop, Solo Singers In Ensembles, and the Young Musicians Festivals.

The Chairs of these departments are members of The Schubert Club Board and shall attend scheduled board meetings as listed in the yearbook.

These Departments shall operate according to the basic purposes of The Schubert Club, namely, to increase, by cooperation, the general musical knowledge of its members; to unite in common interest, students, teachers, professional performers and lovers of music; and to increase the opportunity for performance and education in music throughout the community.

ARTICLE V

Membership

ACTIVE MEMBERS: Any person who has a definite interest in the advancement of the purposes of The Schubert Club as defined in ARTICLE III, Section 1 may become an active member thereof upon the payment of such annual dues as may be prescribed.

JUNIOR MEMBERS: Any student whose teacher is a member of The Schubert Club in good standing may enjoy all the privileges of the club except that of voting and holding office. Upon high school graduation, Junior Members may become Active Members of the club upon payment of dues.

LIFE MEMBERSHIP may be granted any member paying a specified fee which includes all future dues and assessments.

HONORARY MEMBERSHIP: Permanent Honorary Membership, with all the privileges of membership, may be bestowed by the Board upon a member of the club who has performed particularly outstanding service for the club. Such Honorary Members shall be exempt from all future dues and assessments.

ARTICLE VI

Fiscal Year:

The fiscal year of the Club will be for the period from July 1 to June 30.

Dues

The board shall establish the annual membership dues. Dues are payable by the beginning of the fiscal year, July 1. Names of members not paid by August 15 will not appear in the Yearbook.

The dues of the President and the Treasurer shall be waived during their term of office.

Annual Meetings

The annual meeting, The June Luncheon, shall be held in late May or early June of each year. At the discretion of the Board, the date of the annual meeting may be changed as circumstances indicate. There will be a brief business meeting, followed by a music program and lunch

The Board shall meet during the months of September, November, January, March, and May on the day designated by the President.

ARTICLE VII

Quorum

A simple majority of the Board (see Article II, section 1) shall constitute a quorum for the transaction of any business which is brought before the Board.

ARTICLE VIII

Elections

The Board at the September meeting of an even numbered year shall appoint a Nominating Committee. It shall consist of three members, two from the Board, and one from the general membership, with an alternate from each category, taking into consideration recommendations made by each of the various departments. A member of the Nominating Committee who becomes a candidate for President or Vice President shall resign from the Committee immediately and the alternate goes on the committee.

The Nominating Committee and all elected officers shall serve for a term of two years. No member of the Nominating Committee shall serve for two successive terms. All other officers may be eligible for reelection for preferably no more than two successive terms.

The elected officers of the club shall assume the duties of their several offices immediately upon adjournment of the annual meeting in June. If a vacancy occurs in any of the offices or the nominating committee, the board shall fill the vacancy for the unexpired term, taking into consideration the recommendations of the nominating committee. Filling an unexpired term for more than half its tenure shall be considered a full term.

Parliamentary Authority

ROBERTS RULES OF ORDER NEWLY REVISED shall govern the actions of the club.

ARTICLE IX

Suspension of Bylaws

Any article or section of an article of these bylaws may be suspended for not more than one meeting by unanimous consent of the board.

ARTICLE X

Amendments

These bylaws may be amended by a two-thirds vote at any regular meeting of the board. The Schubert Club may not employ the procedure of voting at a general membership meeting on bylaw amendments. In place thereof any amendment(s) adopted by the Board during any given fiscal year shall appear in the new Yearbook the following year, or in the President's Letter following adoption of such amendment(s).

Should ten or more members of the club desire a further clarification of the published amendments, they may request the president to call a special meeting for such a purpose.

Certification of Incorporation

The Certificate of Incorporation may be amended by a resolution adopted by the affirmative vote of at least two-thirds of the members of the executive board. At least one half of the members of the board shall constitute a quorum for the transaction of any business which is brought before the board.

SCHUBERT CLUB POLICIES

1. Upon invitation, the President may respond to and appear before any outside organization which may wish to learn about The Schubert Club and may call upon performing artists who are members of the Club to appear at this same time to perform, thereby making the occasion one of gracious good will.
2. The President shall have the privilege of issuing complimentary guest tickets during the term in office.
3. The President shall have a written agenda to be followed at Board meetings. Board members shall prepare a summary of any matters they wish to have brought before the Board at the next meeting and shall have this in the hands of the President three weeks prior to the meeting. Any precedent- setting business shall be given serious consideration at that meeting and voted on at the following full Board meeting.
4. While the duties of the officers and chairmen are outlined in the Bylaws, it is necessary for each officer and chairman to keep a detailed record of the duties and activities as well as expenses, this record to be passed on to the successor in order to make the transition easier and insure the orderly flow of business.
5. The members of the Nominating Committee shall acquaint themselves with the duties and obligations of officers in order to inform potential candidates.
6. With regard to elections, if someone wishes to submit names other than those mentioned, the Nominations Chairman must be notified so that ballots may be prepared. The slate shall be presented to the general membership before the annual meeting. If possible, the proposed candidates shall be introduced to the membership at a meeting before the election takes place.
7. A copy of the Bylaws is available on the Schubert Club website, www.schubertclub.org.
8. The privilege of joining the Club for half a year at half the yearly dues shall not be granted.
9. A Bylaws Review Committee shall be set up every five to seven years to review the bylaws.