

**BY-LAWS OF THE
BOX HILL CHORAL SOCIETY INCORPORATED
A CHAPTER OF THE ROYAL VICTORIAN CHOIR**
as adopted at the Annual General meeting on 24 February 1997

1. APPLICATION OF THESE BY-LAWS

These by-laws shall provide the basis for all decisions relating to the operation of the Society, provided there are no provisions of the Constitution and Rules of the Society which contradict the by-laws involved, in which case the said provisions of the Constitution and Rules will prevail.

2. INTERPRETATION

Reference in the by-laws to “the Society” this shall mean Box Hill Choral Society Incorporated. Any reference to individuals which uses masculine, feminine or plural personal pronouns shall be interpreted as applying equally to all members regardless of gender or number. Any procedure or eventuality not covered by these by-laws or the Constitution and Rules of the Society shall be dealt with in accordance with the relevant Section(s) of the Model Rules.

3. SIGNATORIES OF THE SOCIETY

In accordance with Clause 9 (b) of the Constitution and Rules of the Society, the office bearers of the Society who shall be appointed as signatories for the Society shall be the President, Vice-President, Secretary and Treasurer. Any two of these office bearers signing on behalf of the Society shall be sufficient evidence of Committee approval of the transaction involved.

4. SUB-COMMITTEES

In accordance with Clause 5 (d) of the Constitution and Rules of the Society, sub-committees may be set up and members elected or co-opted to them as needed. The following sub-clauses shall apply only if and when such subcommittees are set up.

(a) Members Subcommittee

The subcommittee shall consist of one soprano, once contralto, one tenor and one bass, who shall be the Section Representatives. The Social Secretary and the Bulletin editor may be members of this subcommittee. The Membership Secretary shall be the chairperson. Duties of the Members Subcommittee include all matters concerned with the welfare of the members.

(b) Music and Programme Subcommittee

This subcommittee shall include the President (in the chair), the Librarian and the Musical Director, and shall assist the Musical Director and the Committee in choosing suitable music for performance and/or purchase, taking into account the abilities of the choir and the costs associated with proper performance of the works.

(c) Financial Subcommittee

This subcommittee shall include the Treasurer and the Publicity Officer and shall assist in preparing and monitoring adherence to budgets, planning promotions of specific events and the choir generally, seeking sponsorships and any other aspects of the financial operations of the Society.

(d) Production Subcommittee

This subcommittee shall include the Concert Manager (in the chair) and a ticket secretary, and shall be responsible for all aspects of the production of choir performances.

5. AMENDMENT OF THESE BY-LAWS

These by-laws shall only be amended by a clear majority vote of those members present and voting at an Annual or Special General Meeting of the Society, called in accordance with the Constitution and Rules of the Society. Detailed information shall be provided to all members ahead of any such meeting, showing exactly the proposed amendment(s) and explaining their effect.

[End of By-laws]