

**CONSTITUTION**  
**of the**  
**SUMTER SHAW**  
**COMMUNITY CONCERT ASSOCIATION**

**June 09, 2008**

**Article I**

The name of the Association shall be the Sumter-Shaw Community Concert Association.

**Article II**

This corporation is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

The goals of the Association shall be:

1. To build and maintain through a non-profit plan, a Concert Series Program for Sumter and its surrounding area.
2. To cultivate in the citizens of Sumter and its surrounding area, an interest in the performing arts, and to encourage the performance therein by a variety of qualified artists.
3. To provide Concert Series Members and the community an opportunity to attend performing arts events. There shall be a minimum of four (4) presented annually.
4. To foster and encourage community appreciation of the performing arts in the schools of Sumter County and its surrounding area.
5. To foster a spirit of patriotism in the community through the sponsorship of military performing artists.

**Article III**

The Affairs of the Association shall be the responsibility of a Board of Directors, which shall consist of no fewer than twelve (12) members, a minimum of six (6) of whom shall be officers. The officers shall be: President; Vice President/Membership; Vice President/Concert Manager; Vice President/Publicity; Secretary; and Treasurer. The Board and its officers shall be elected in the manner provided in the Bylaws of the Association. The Directors and Officers of the Association shall be the only voting members of the Association and shall serve without pay, except as ordered by the Board of Directors.

**Article IV**

The funds of the Association shall be raised by an annual campaign for the sale of Concert Season Memberships. The funds so raised, after the deduction of local campaign and operating

expenses, shall be used exclusively in the furtherance of the purposes stated in Article II. No part of the funds of the Association or any part of its net earnings shall inure to the benefit of any member of the Association or to any other individual.

#### **Article V**

Admission to the scheduled concert series shall be through the Concert Season subscriptions issued by the Membership Secretary. Nonmembers may purchase tickets to individual events.

#### **Article VI**

In the event of dissolution, the residual assets of the organization shall be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State or local government for exclusive public purpose.

Notwithstanding any other provision of these articles, this corporation shall not involve itself in any other activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law.

#### **Article VII**

This Constitution may be amended at any meeting of the Directors of the Association by the affirmative vote of not less than two thirds of the Board members present. Advance notice of the proposed amendment(s) shall be provided to all Board members not less than three (3) days prior to a meeting of the Board at which amendment(s) are to be considered.

# BYLAWS

## of the

### SUMTER-SHAW COMMUNITY CONCERT ASSOCIATION

#### **Section 1. Meeting and Voting of Members**

An annual meeting of the Board of Directors of the Association shall be held in the Spring of each year at such time and place as shall be designated by the President of the Association for the transaction of such business as may come before the meeting. Special meetings of the voting members of the Association shall be called at any time by the President or upon the majority vote of the Board Members of the Association. Meetings shall be held at any place designated by the President and notice of time and place shall be given no less than seven days nor more than thirty days before the date of the meeting. Each Board Member of the Association shall in person be entitled to one vote, with no proxy right, at any regular or special meeting of the membership. A quorum for the purpose of conducting business at any meeting of the membership shall be a number equal to one more than one-half of the Board Members.

#### **Section 2. Board Members**

Board Members shall be elected at the Annual Meeting of the Association from a slate presented by the Nominating Committee. Members shall hold office for four-year terms; they may be reelected for additional terms. The President shall have the power to appoint a Board Member to fill a vacancy.

The Board shall annually elect the officers of the Association from candidates presented by the Nominating Committee at the Annual Meeting; those elected shall assume office after the meeting.

Three unexcused absences from Board meetings shall automatically remove a member from the Board. However, this does not preclude their election to the Board at a future time.

Any Board Member may be removed for good cause by a majority vote of the Board.

#### **Section 3. Executive Committee**

The elected officers of the Association, plus the Immediate Past President, shall constitute the Executive Committee. All officers shall serve two-year terms, but may be re-elected for subsequent terms.

#### **Section 4. Duties**

President – The President of the Association shall:

- Preside, or appoint a designee to preside, at all meetings and concerts

- ❑ Assure that all contracts are properly executed and distribute copies of finalized contracts to the Treasurer, the Vice President/Concert Manager, and Patriot Hall
- ❑ Represent the Association among local civic groups
- ❑ Appoint the following committees and chairmen
  - Nominating Committee
  - Hospitality Committee
  - Artist Selection Committee
  - Military Liaison Committee, chairman appointed by President
  - Membership Committee, Chaired by the Vice President for Membership
  - Concert Management Committee, Chaired by the Vice President, Concert Mgr.
  - Publicity Committee, Chaired by the Vice President, Publicity
  - Finance Committee, Chaired by the Treasurer
  - Bylaws Committee, chairman appointed by President
  - Honorary Chairman, Shaw Air Force Base (wife of the 9<sup>th</sup> Air Force Commander or her designee)
  - Any others required by circumstances

Vice President/Membership – The Vice President/Membership shall:

- ❑ Record membership fees and contributions
- ❑ Forward all funds to the Treasurer of the Association
- ❑ Maintain a database of Concert Series Members and Contributors
- ❑ Mail tickets to members of the Association
- ❑ Assume the duties of the president in the absence of the president

Secretary – The secretary shall:

- ❑ Record and distribute minutes of all meetings
- ❑ Receive and answer all correspondence of the Association with the advice and consent of the President or Executive Committee, as appropriate
- ❑ Maintain a permanent written record of all correspondence
- ❑ Notify Board Members of scheduled meetings
- ❑ Assure that each new Board Member is furnished a copy of the Constitution and Bylaws of the Association.

Vice-President/Concert Manager – This officer shall:

- ❑ Be responsible for the direct arrangements with the Artist and Auditorium Managers for the presentation of the concert, including lodging and meals
- ❑ Be responsible for design and printing of concert printed programs

Vice President/Publicity – The Vice-President/Publicity shall:

- ❑ Be responsible for all phases of the Concert Series Campaign including the design for membership brochures and tickets
- ❑ Be responsible for obtaining advantageous publicity for the concert series from the news media, preparation of articles, design and distribution of posters and other advertising material, and dissemination of information to Sumter, Shaw AFB and surrounding areas

Treasurer – The Treasurer shall:

- ❑ Receive and deposit all monies of the Association in a local bank
- ❑ Pay all debts of the Association from Association funds
- ❑ Invest surplus funds or retained earnings in the most advantageous plan
- ❑ Submit annual financial reports to the Board of Directors or at times as directed by the President
- ❑ Send acknowledgement/thank you messages to businesses and organizations that contribute to the Association
- ❑ File all required tax reports with appropriate agencies in a timely manner
- ❑ Develop, with the assistance of the Finance Committee, a budget for presentation at the annual meeting

Nominating Committee – the President annually, shall appoint, a nominating committee consisting of three members of the Board of Directors. Prior to the Annual Meeting of the Association, they shall prepare a slate of the number of candidates to be offered for election to The slates shall be presented to the Board at the Annual Meeting.

Hospitality Committee – The Hospitality Committee shall be responsible for “Meet the Artists Receptions” as scheduled by the board.

Artists’ Selection Committee – This committee shall be responsible for reviewing and recommending performing artists available for the ensuing concert season within budget guidelines.

Military Liaison Committee –

The Military Liaison Committee shall communicate with military bands to schedule concerts and shall then be responsible for all local arrangements for said military band. The committee shall work with the Wing Commander’s designee to promote all concerts among the military personnel.

## **Section 5. Contracts**

Three officers, to include both the President and the Treasurer, shall sign contracts.

## **Section 6. Amendments**

These bylaws may be amended or at any meeting of the Officers and Directors of the Association by the affirmative vote of not less than two thirds of the Board Members present. Advance notice of the proposed meeting and its purpose shall be given in writing to all Directors and Officers not less than three (3) days prior to a meeting of the Board Members at which amendments are to be considered.