

*Unified Voices Under God's Dominion Gospel Choir*

*Constitution & Bylaws*

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*Preamble*

We the members of **UVUGD**, in Order to form a more perfect **Union** with and **through Christ**, establish our **Faith**, insure our **Dedication**, provide **Encouragement** to our brethren, promote the **Fruits of the Spirit** and secure **God's Word** in our hearts, do ordain and establish the Constitution of UVUGD.

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UVUGD consist of general members and executive board members, who should all be in accordance with the UVUGD Mission.

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*Our Mission*

As **executive board** members and general members of UVUGD our roles are not only to sing, but to **minister**. We are **committing ourselves to delivering** the **Word of God** to as many people as possible. Through our **growing faith**, our **works**, our **academics** and our **songs** we will do our best to **uphold** the **Word of God** and **draw all men and women unto him**.

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*Matthew 5:16(MSG)*

“Here’s another way to put it: You’re here to **be light**, bringing out the **God-colors** in the **world**. God is not a secret to be kept. We’re **going public** with this, as public as a city on a hill. If I make you light-bearers, you don’t think I’m going to hide you under a bucket, do you? I’m putting you on a light stand. Now that I’ve put you there on a **hilltop, on a light stand—shine!** **Keep open house**; be **generous** with your lives. By **opening up** to others, you’ll prompt people to open up with God, this generous **Father in heaven.**”



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## **Article I – Name**

The name of this organization is Unified Voices Under God’s Dominion Gospel Choir hereinafter referred to as UVUGD.

## **Article II – Mission**

As executive members and general members of UVUGD our roles are not only to sing, but to minister. We are committing ourselves to delivering the Word of God to as many people as possible. Through our growing faith, our works, our academics and our songs we will do our best to uphold the Word of God and draw all men and women unto him.

## **Article III – Membership**

### **Section I- Defined**

Membership is open to any enrolled Frostburg State University student who:

1. Is in good standing with Frostburg State University
2. Who understands and agrees to the UVUGD Mission
3. Have paid the UVUGD dues

### **Section II – Classification of Members**

There are three classifications of members:

1. Executive board members
2. General members
3. Advisor(s)

## **Article IV- Executive Board**

All members of the UVUGD Executive Board are to be pillars in the spiritual leadership and well-being of the spiritual growth of the choir.

The Executive Board will/may consist of the following positions:

1. President
2. Director
3. Vice President
4. Secretary
5. Treasurer
6. Chaplain
7. Head Musician

## **Article V – Duties of Executive Board Defined**

### **Section I – Duties**

The duties below are the general duties for each position holder, however, position holder may have other duties specified by the president.



## Section II – President

### Special qualifications for the presidency:

1. Must be a faithful member of the choir(as to fit advisor or current president standards)
2. The president must have served on the UVUGD Exec Board for at least one semester.
3. In order to be elected president, the candidate must have at least one full year remaining at Frostburg State University.

### Duties:

1. The president shall be the chief executive officer.
2. The president shall appoint all committee chairpersons.
3. The president, with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.
5. Train the incoming President.

## Section III – Director

1. The director will be responsible for preparing musical selections and notes for each practice—and directing the choir locally and away from Frostburg.
2. The director will have the final say on song leaders and designating parts and arrangements.
3. The director, in accordance with the president and fellow exec board members, shall set the tone, the theme, and the vision for each semester.
4. Train the incoming Director.

## Section IV - Vice President

### Special qualifications for the vice presidency:

1. Have served on the UVUGD Exec Board for at least one semester.

### Duties:

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be a programing assistant.
5. The vice president will be social media coordinator.
6. Train the incoming Vice President.



**Section V – The Secretary**

**Special qualifications for the secretary:**

1. Must be a faithful member of the choir(as to fit president and directors standards).

**Duties:**

1. The secretary shall be responsible for keeping the minutes of all meetings, the meetings of the executive board and provide a copy of the minutes for each officer and keep a master file.
2. The secretary shall maintain a complete and accurate account of attendance and membership status.
3. The secretary will maintain a list of all contacts including but not limited to pastor, churches and organizations.
4. The secretary may be required to contact pastors, churches and other organizations to arrange events, travel dates and singing events.
5. Train the incoming Secretary.

**Section VI – The Treasurer**

**Special qualifications for the treasurer:**

1. Must be a faithful member of the choir(as to fit president and directors standards)

**Duties:**

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will perform other duties as directed by the president.
4. Train the incoming Treasurer.

**Section VII – The Chaplain**

1. The chaplain will provide spiritual guidance and providing the care for those in spiritual and emotional need, as well as the choir.
2. The chaplain may be asked to represent UVUGD as the choir’s liaison.
3. Train and mentor the incoming Chaplain.

**Section VIII – Head Musician**

**Special qualifications for the head musician:**

1. Must be a faithful member of the choir(as to fit president and directors standards)

**Duties:**

1. The head musician will prep the members of the band for practice and prepare musical notations for selections.
2. Train the incoming Head Musician.



## **Article VI – Advisor**

### **Section I – Advisor position**

The position of advisor can only be filled by a faculty member of Frostburg State University.

### **Section II – Advisor’s responsibility**

1. The advisor shall be a believer in the bible or at least respect it’s authority.
2. The advisor shall assist the group in their execution of roles and responsibilities.
3. The advisor shall provide feedback to the organization regarding its operation and functioning.
4. The advisor shall serve as a resource.
5. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
6. The advisor will be a nonvoting member of the organization.

## **Article VII - Event Planning Committee**

The event planning committee will be in charge of planning campus wide and local events, such as but not limited to family nights, fun trips, fundraisers and semi-annually concert—in correspondence with the rest of the exec board.

### **Section I – Formation of committee**

1. The committee will consist of 2-5 members including the event committee chair.
2. The committee’s members will be volunteer based.

## **Article VIII – Impeachment**

### **Section I – In decency and in order**

#### **1 Corinthians 14:40**

Let all things be done decently and in order.

### **Section II – The order of Proceedings**

#### **Matthew 18:15-17**

**15-17** “If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you’ve made a friend. If he won’t listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won’t listen, tell the church. If he won’t listen to the church, you’ll have to start over from scratch, confront him with the need for repentance, and offer again God’s forgiving love.”



### **Section III – Reasons for Impeachment**

An Executive Board member may be impeached and removed from office for the following reasons:

1. Not upholding Godly Standards/Not letting his/her light shine before men.
2. Abuse of authority.
3. Not meeting assigned duties as described in the Bylaws.
4. Missing Executive Board or General Assembly meetings without a legitimate excuse given to the Executive Board(Number will be set by the current board).
5. Displaying behavior unbecoming to an Executive Board member as stated in the University Pathfinder.

### **Article IX - General Member**

1. The general member will be a presence in the choir whether singing, servicing, playing an instrument or just lending support to the choir.
2. The general member is anyone has paid his or her dues.
3. The general member is an active member in the organization, and is in accordance with the set attendance policy.

### **Article X - Practices and Meetings**

1. The times for regularly scheduled practices shall be: Chosen by the exec board and members due to circumstances of the current school year.
2. At least 2 days' notice shall be given for each regular business meeting.
3. Special or emergency meetings may be called with less than 24 hours/days' notice by the President or Vice

### **Article XI - Dues and Finances**

1. The fiscal year of the organization, shall be from     August     to May    .
2. The amount of annual dues shall be determined each year by the current board.
3. Dues shall not exceed \$ 50 per year.

### **Article XI – Amendments**

Changes to the Constitution and Bylaws should be done by the advisor and president every 4<sup>th</sup> year or as needed to fit circumstances of the current choir.



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*The Agreement*

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I, \_\_\_\_\_ have read the Unified Voices Under God’s Dominion Ministry’s Constitution. My role as a \_\_\_\_\_ has been explained to me, and I fully understand my role and how I am to function in UVUGD. I agree to help uphold the choir and our mission by fulfilling my responsibilities.

\_\_\_\_\_

Signature  
Date

