

CHARTER OF THE COMMUNITY CONCERT BAND
November 2007

- I. The name of the organization shall be The Community Concert Band.
- II. The purpose of the Community Concert Band is twofold: to provide opportunity for adults to participate in a concert band and to make a unique musical and cultural contribution to the life of the community.
- III. The functions of the Community Concert Band are: to be a not-for-profit organization; to foster a spirit of camaraderie among the wind and percussion players of the community; to bring a needed complement to the arena of amateur arts in the community; and to take to the community musical experiences not provided by other musical organizations.
- IV. Membership in the Community Concert Band is open to all instrumentalists 18 years of age or older or high school age by permission (see bylaws) who play instruments found in the standard scoring of the concert band. Participation in the activities of the Community Concert Band is on a voluntary basis, and is not restricted by audition or fee.
- V. Community Concert Band is not intended as a substitute for or to be in competition with established high school music programs.

Bylaws of the Community Concert Band

I. Band Membership

- A. Membership in the Community Concert Band is open without audition to all interested instrumentalists 18 years of age or older who play instruments of the standard concert band configuration.

High school players may participate in the summer with approval of the Community Concert Band Director.

Fall and Spring semesters, high school players will be required to have the permissions of both the Community Concert Band Director and the student's high school instrumental director.

Membership is on a voluntary basis.

There are no fees to become a member. (The Board of Directors may find it necessary to make occasional requests for voluntary contributions for particular incidental items).

B. The responsibilities of membership include:

1. A willingness to attend scheduled rehearsals and performances.
2. A willingness to actively prepare the parts to be played.
3. A willingness to conserve the assets of the Band including music received and equipment used.
4. A willingness to actively participate in all functions of the Band.
5. A willingness to participate in one annual fund-raiser.

C. Membership Termination

1. Membership may be terminated if the individual is a disruptive influence to the Band or a threat or menace to any other member.
2. Termination of membership may only be effected by a unanimous vote of the Board of Directors. If the individual under review is on the Board of Directors, a vote of four board members will be considered unanimous.

II. Board of Directors

- A. The administrative body of the Community Concert Band shall be a duly-elected Board of Directors.
- B. The duties of the Board of Directors are:
 1. To serve the Band
 2. To conduct the detail work necessary for the Band to function.
 3. To be responsible for the assets of the Band
 4. To provide a suitable Music Director for the Band
 5. To work with the Music Director in the scheduling and logistics of performances
 6. To channel and process data from the Band membership and the community
- C. The Board of Directors shall consist of five (5) members of the Band elected to a two (2) year term of service.
 1. Terms will be on a rotating basis with no more than three (3) members being replaced in one (1) year.
 2. Service is limited to two (2) consecutive terms; the member is again eligible for election after one (1) year.
 3. If a Board member resigns prior to the completion of the current term, a special election will be held to fill the vacated seat within one (1) month of the resignation. The election shall follow the process described in Section III, "Election of Board Members."
- D. The Board of Directors shall meet at least monthly at an announced place and time.
 1. A quorum of three (3) Board members is required for any business of the Board to be transacted.
 2. The Board of Directors will conduct all business of the Band; Band members are encouraged to express their views.
 3. All meetings of the Board of Directors shall be open to all members of the Community Concert Band.
 4. Band approval of major Board action will be carried out by voice vote during rehearsal, but all issue discussion will be done at Board meetings.
- E. All purchases made by the Community Concert Band must be authorized prior to the purchase.

The Board shall make annual purchase of new music to the maximum of the allowable budget.

- F. Any member of the Board of Directors may be recalled at a rehearsal by two-third (2/3) majority vote of the Band membership in attendance. Election of a replacement person or persons must be held no more than two (2) weeks following the recall vote.

III. Election of the Board of Directors

- A. A nominating committee shall be formed to select at least one (1) candidate from the current eligible Band membership for each opening on the Board. The nominating committee shall consist of current Board members and/or including Band members. This committee shall be formed by the first of April each year.

- B. At the next to last rehearsal of the month of April, the nominating committee will present the nominations for the new board to the Band. Any additional nominations will be taken from the floor at this rehearsal and must be accepted or declined by the nominee at that time.

The election of the new board will take place at the next rehearsal after the nominating process. All nominees for the Board will be announced. Each band member present will be able to vote. Initially the vote will be carried out by voice vote unless there is a call from the floor to vote by other means.

The nominating committee will tabulate votes. The number of nominees receiving the most votes needed to fill expiring Board positions shall be elected. The new board shall be announced before the end of the rehearsal in which the election is held.

- C. The newly elected Board shall meet with the old Board at the May monthly Board meeting.

IV. Officers of the Board of Directors

- A. The Board of Directors will select officers among themselves at the first Board meeting after the election of the Board.

- B. The Officers of the Board of Directors and their respective duties shall be:

- 1. President

- a. Conduct monthly meetings – Plan agenda
- b. Plan and conduct extended meetings semiannually
- c. Spokesperson to the public
- d. Band liaison
- e. Check P.O. Box
- f. Coordinates logistics of concerts, rehearsals with director (see addendum 1 for list of concerts)

- 2. Secretary

- a. Takes minutes of all Board and Band meetings and presents them to the Board prior to or at the next meeting
- b. Processes all correspondence of Band and Board in accordance with Board instructions
- c. Assumes duties of the president in his/her absence
- d. Oversees Band Librarian who maintains the Band library
- e. Works with the Band Librarian to provide an inventory list of the library's contents to the Treasurer for the annual audit

- 3. Treasurer

- a. Maintains accurate and up-to-date financial records of the Band. Financial records shall be audited yearly
- b. Maintains a list of all assets of the Band and their values. This list will be part of the annual audit
- c. Complete and submit grant applications

- 4. Membership/Social Chairman

- a. Maintain the Band Roster, including e-mail addresses

- b. Print a telephone list (names and phone numbers only) to be distributed to the band (if possible, do this each season around the 4th practice)
 - c. Print Address Labels
 - d. Be able to quickly send e-mail to the entire roster for schedules, cancellations, reminders, etc.
 - e. Oversee Grant Programs (attendance, hours tally)
 - f. Recruiting of new members – posting/sending flyers to libraries, high schools, colleges, etc.
 - g. Coordinate the delegation of social activities such as snacks for the second practice of each season, ice cream social, possible picnics and parties, etc.
 - h. At the end of each season, make sure all files are up-to-date before filing them in the membership box (roster, phone list, attendance for grants)
5. Public Relations Chairman
- a. Responsible for the publicity of the Band
 - b. Keeps publicity file
 - c. Oversees historian who is the manager of the Band archives
 - d. Oversees Website manager

V. Music Director

- A. The qualifications to become Music Director of the Community Concert Band shall be:
- 1. Formal music training at the university level, with wind or symphonic experience;
 - 2. Experience in conducting, and current usable skills in conducting an instrumental ensemble;
 - 3. A working knowledge of the standard literature of the concert band.
- B. The duties of the Music Director shall be:
- 1. To conduct all rehearsals and performances of the Community Concert Band or appoint a suitable temporary replacement as the need arises;
 - 2. To develop and explain musical interpretations, and provide technical guidance to the ensemble;
 - 3. To work with the Band librarian in the distribution and retrieval of literature played by the Band;
 - 4. To entertain requests from Band members and community for particular music, and from Band members who are qualified and interested to conduct the Band;
 - 5. To provide the Board of Directors with an annual list of music selections recommended for purchases;
 - 6. To schedule all performances of the Band using guidelines provided by the Board of Directors;
 - 7. To coordinate the logistics of the Band's rehearsals and performances with the president of the Board;
 - 8. To serve as ex officio member of the Board of Directors of the Community Concert Band.
 - 9. To work with the Board to appoint staff members specified in Section VI of this document.

C. Selection of a Music Director

1. When the need arises to select a new Music Director, the Board of Directors shall appoint a selection committee of five (5), derived from the Board and Band.
2. The selection committee as a group shall compile a list of candidates by soliciting applications for the position, soliciting recommendations from other people, and/or approaching a potential candidate directly.
3. The selection committee shall review all candidates. The review process may include a personal interview, and/or a conducting audition with the Band.
4. The committee shall recommend one candidate to the Board as their choice for Music Director. The Board will discuss the selection and may accept or reject it. If the choice is rejected, the Board must state the reasons to the selection committee. The committee must make additional selections until a candidate is approved.

VI. Band Staff

A. In conjunction with the Director of the Band, the Board will appoint a Band Manager. The person will be supervised by the Director. The position is appointed annually without a term limit at the first meeting of a new Board of Directors. The duties of the Band Manager are

1. Assist the Director in maintaining communication with the Board of directors and other members of the Band.
2. Assist Board members in maintaining continuity of the band operation such as schedule of events and completion of forms.
3. Attend Board of Directors meetings as an ex officio member.
4. Assist with preparation and transportation of equipment and music for rehearsals and concerts
5. Report any equipment repair needs to the director and/or the Board

B. In conjunction with the Director, The Board shall appoint a Librarian to maintain the music library. The position of Librarian should be overseen by the Secretary. The position is appointed annually without a term limit at the first meeting of a new Board of Directors. The duties of the Librarian are to maintain and keep an orderly library:

1. To keep the music in good repair and report any loss or irreparable damage to the board.
2. To distribute and retrieve all music as requested by the Music Director.
3. To maintain a catalog of the Band's literature library, cross-referenced by title, composer, type, and any additional information as requested by the Music Director.
4. To maintain any additional inventory of the library, in conjunction with the Secretary.
5. To keep track of music on loan to other organizations.

C. The Board may appoint a historian as the need is determined. The work of the historian is overseen by the Public Relations officer. The position is appointed annually without a term limit at the first meeting of a new Board of Directors. Duties of the Historian are:

1. Maintain an organized collection of publicity flyers, letters, and forms.
2. Keep band photos and programs.

D. The Board will appoint a Website manager. The work of the website manager is overseen by the Public Relations Board member. The position is appointed annually without a term limit at the first meeting of a new Board of Directors. Duties of the Website manager are:

1. Oversee the annual registration of the band domain name and the web server;
2. Maintain the web server files, related e-mail accounts, and regularly check the account and site integrity
3. Regularly update critical band information related to rehearsals, concerts, photos, and content
4. Periodically change the design and layout to keep a current look to the site; and
5. Add new features or content as the need arises.

VII. Assets of the Community Concert Band

A. Assets of the Band will include:

1. Tangible assets including both monetary and physical assets;
2. Intangible assets including donations of service, and goodwill.

B. Tangible Assets

All assets of the Band shall be controlled by the Board of Directors, who are responsible for their conservation and maintenance.

C. Intangible Assets

Intangible assets shall be maintained by the appropriate officer.

D. Subordinate Groups

It is recognized that independent, smaller groups may originate from the Community Concert Band. These groups are not bound by the Community Concert Band Bylaws. Property of the Community Concert Band may be used by these groups, but remains the property of the Community Concert Band. Funds raised by these groups will be disposed of at the discretion of the group.

VIII. Records of the Community Concert Band

A. Each office holds its own materials with duplicate copies provided to other officers as needed. Records will be put in storage as well.

B. The records shall consist of:

1. Financial records to describe monies received by the Band and payment of monies by the Band;
2. Inventory records to list the contents of the band library and any other equipment owned by the Band;
3. Accounting of donations other than money by source, type, and value;
4. Meeting minutes, agendas, grant applications, correspondence, etc.

C. The Treasurer shall be responsible for maintaining the financial records and for holding the records until they are passed to the new Treasurer.

D. The Secretary shall be responsible for maintaining and filing of correspondence and minutes and for holding these files until they are passed to the next Secretary. The Secretary is also responsible for working with the Librarian to maintain the inventory of library assets and for holding these files until they are passed to the next Secretary.

- E. The other Board officers shall be responsible for maintaining their respective files and for holding these files until they are passed to successors.
- F. The records shall be audited annually as follows:
 - 1. The Board of Directors shall appoint two members other than the Treasurer to review the financial records. The appointment shall be made by the first of April. The review shall be completed by the first of May.
 - 2. The Board of Directors shall appoint two people to assist the Librarian (and Equipment Manager) with the annual inventory. The appointment shall be made by the first of April; the inventory shall be completed by the first of May.

IX. Amendments to the Bylaws

- A. The Bylaws may be amended at any time by the following procedure:
 - 1. The proposed amendment shall be in writing and shall be presented at a regular rehearsal of the Band.
 - 2. The proposed amendment shall be discussed at the next regularly scheduled Board meeting. Any revisions shall be made at this time;
 - 3. The amendment shall be read in its revised form at the next regularly-scheduled rehearsal after the Board meeting.
 - 4. The amendment shall be voted upon at the next regularly-scheduled rehearsal after the second reading. A majority of two-thirds (2/3) of the Band membership present at the vote shall be required for passage.
- B. These by-laws shall be reviewed every three years for possible amendment by a committee appointed by the Board of Directors.