

CHARTER OF THE COMMUNITY CONCERT BAND

March 2019

- 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

- a. Membership may be terminated if the individual is a disruptive influence to the Band or a threat or menace to any other member.
- b. 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 involve additional members of the Band in roles to assist the Board with the detail work. Examples may include librarian, web master, ice cream social coordinator, etc.
- 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 voluntarily resigns prior to the completion of the current term, a replacement is appointed to fill the remainder of the current term.
- D. The Board of Directors shall meet at least semi-annually.
 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 meet as needed to conduct band business, with a minimum of two (2) meetings per year. 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.
- E. Major purchases made by the Community Concert Band must be authorized by the Board prior to the purchase. The Board shall make purchases 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. A replacement Board member will be appointed to fill the remainder of the current term.

III. Election of the Board of Directors

- A. The current Board of Directors shall solicit nominations from current eligible membership for board and staff positions. Members may self-nominate or they can nominate others, provided those being nominated consent to the nomination. Nominations will be solicited by the first of April each year.
- B. The election of the new board will take place at the last rehearsal in April. 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.
- C. The newly elected Board shall meet with the retiring Board to transition leadership of the Band. This meeting will be held at a mutually agreed upon time, prior to the end of May following the election of the new Board.

IV. Officers of the Board of Directors

- A. The Officers of the Board of Directors and their primary duties shall be:
 - a. President
 - i. Plans and conducts all Board meetings
 - ii. Spokesperson to the public
 - iii. Band liaison
 - b. Secretary
 - i. Takes minutes of all Board and Band meetings and presents them to the Board prior to or at the next meeting
 - ii. Processes all external correspondence of Band and Board in accordance with Board instructions
 - iii. Assumes duties of the president in his/her absence
 - c. Treasurer
 - i. Maintains accurate and up-to-date financial records of the Band. Financial records shall be audited yearly
 - ii. Maintains a list of all assets of the Band and their values. This list will be part of the annual audit
 - iii. Complete and submit grant applications
 - d. Membership
 - i. Maintains the Band Roster, including email addresses and phone numbers
 - ii. Communicates to band membership as needed
 - e. Publicity
 - i. Responsible for the publicity of the Band, including use of social media

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.

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 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.
2. The Board of Directors shall appoint two people to assist with the annual inventory.

IX. Amendments to the Bylaws

A. The Bylaws may be amended at any time by the following procedure:

- a. The proposed amendment shall be initially presented at a regular rehearsal of the Band.
- b. The proposed amendment shall be sent to Band membership for review and comment.
- c. The amendment shall be voted upon at the next regularly-scheduled rehearsal. A majority of two-thirds (2/3) of the Band membership present at the vote shall be required for passage.