

BYLAWS OF THE RICHARDSON COMMUNITY BAND

I. NAME

The name of the group is Richardson Community Band.

II. TYPE OF ORGANIZATION

The Richardson Community Band is a non-profit tax exempt organization as defined in section 501(c)(3) of the Internal Revenue Code.

III. PURPOSES

The purposes of the band are:

- 1) to provide a community service to the city of Richardson;
- 2) to provide a musical outlet for talented members of the community;
- 3) to perform the finest available literature for concert band;
- 4) to foster an appreciation of concert band music.

IV. MEMBERSHIP

Any area resident who exhibits satisfactory playing ability or potential, agrees to adhere to the band's policies, gives regular attendance to rehearsals, and performs regularly with the group is eligible for permanent membership. A new member will be added to the band's permanent roster after attending three rehearsals. Every permanent member is encouraged to participate in one of the band's committees.

V. REHEARSALS AND CONCERTS

Rehearsals are held weekly at announced times and locations. The concert dates and locations will be determined by the Music Advisory Committee during a bi-yearly meeting with the director. Any additional concerts will be considered by a majority agreement of band members.

VI. ATTENDANCE AND MEMBER RESPONSIBILITIES

Members are expected to attend all rehearsals and concerts. The appropriate Section Leader or the 2nd Vice-President/Social Chairperson should be informed of anticipated absences. Any member who must be absent for an extended period of time should inform the 2nd Vice-President/Social Chairperson to avoid loss of membership. Members are encouraged to practice outside of rehearsals, but must promptly return music before the next rehearsal. Members must not take music home after the final rehearsal before a concert. Each permanent member is encouraged to participate in one of the band's committees.

VII. SEATING

Seating and assignment of parts will be at the discretion of the Permanent Band Director or the Section Leaders. Informal auditions may be held by the Director or at the request of a band member. Any section with a large number of members should be self-monitored to maintain accurate instrumentation balance to our band size.

VIII. DRESS

Rehearsal dress is informal. Performance dress will be selected by majority agreement of the band membership and is appropriate for the season and the type of concert.

IX. DUES

Annual dues of \$25.00 per person or per couple will be collected by the 1st Vice-President/Treasurer during September for the fiscal year beginning September 1 and ending August 31. New members joining after March 1 of the fiscal year will pay half of the annual dues, \$12.50. Dues for new members are payable on election to permanent membership. Exceptions to annual dues will be considered by the Administrative Board.

X. DIRECTORS

A Permanent Director will be elected by a simple majority vote of the band membership. An assistant director will be appointed by the Administrative Board of the Band. Any director may be removed from office by: **A)** recommendation by the Administrative Board of the Band or petition from five current members in good standing, each from a separate instrumental section (flutes, clarinets, double reeds, saxophones, trombones, euphoniums, trumpets/cornets, horns, tubas, percussion) to the Administrative Board, and **B)** a 2/3 (two-thirds) majority vote of the band membership polled by the Administrative Board.

XI. ADMINISTRATIVE BOARD

The administrative authority of the band will be vested in a six member Administrative Board. The voting members of the Administrative Board shall be titled (1) President, (2) 1st Vice President /Treasurer, (3) 2nd Vice President /Social Chairperson, (4) Concert and Rehearsal Chairman, (5) Permanent Director, and (6) Past-President. In addition, the President may appoint other non-voting members of the Board, to include as a minimum, a Librarian. The Administrative Board will include a president-elect who will take office as President at the end of the season. The president-elect may hold another office on the Administrative Board and will vote in the capacity of that office. A president-elect who does not also hold a voting office on the board will not vote.

A. Membership on the Administrative Board

Membership on the Administrative board will be for a term of one year beginning September 1st and will be by a majority vote of the band membership. A nominating committee consisting of one member of the current Administrative board and four other band members will be appointed by the President on or before July 1st. This committee will nominate one candidate for President-Elect, 1st Vice President /Treasurer, 2nd Vice President /Social Chairperson, and Concert and Rehearsal Chairman and will contact the potential nominee to ascertain his/her willingness to serve if elected. An election will be held during the last rehearsal in August at which time the nominating committee will make its report and nominations will be accepted from the floor. It is the responsibility of the outgoing officers to schedule orientation meetings

with the incoming officers of the respective positions and transfer any files or other materials. The nominating committee shall nominate a President-elect as soon as practical after the adoption of this revision of the bylaws, and the band shall elect a president-elect at a rehearsal as soon as practical after the nomination.

B. Duties of the Administrative Board

The Administrative Board as a group shall meet at least once per calendar quarter to conduct the affairs of the band. The duties of the Full Board will include, but not be limited to the following:

- 1) Approve expenditures over \$1,000.00;
- 2) Appoint an assistant director;
- 3) Serve as a nominating committee for the purpose of filling vacancies of the Board.

The Board Members will be responsible for the duties listed below and may delegate specific tasks to others as appropriate.

President

The President shall:

- 1) Preside at meeting of the band board and of the full band;
- 2) Represent the band or appoint a representative to appear before other groups such as the city council, parks administration, etc.;
- 3) See that the band maintains and develops sources of income to support its operations,
- 4) Appoint special committees, including a five member nominating committee for new officers;
- 5) Vote in case of a tie.

President-Elect

The President-Elect shall participate in Administrative Board Meetings and shall carry out specific tasks that the President delegates as preparation for taking office.

1st Vice President/Treasurer

The 1st Vice President shall:

- 1) Conduct the affairs of the band in the absence of the President;
- 2) Maintain a membership roster, and inform members of any information pertinent to the band;
- 3) Record new member data, introduce new members to the group, send follow-up letter to new member within one week after his/her joining the band, and provide new members with copies of the roster and bylaws;
- 4) Assist Publicity Manager with new member recruiting;
- 5) Collect annual dues;
- 6) Maintain financial records
- 7) Make disbursements less than \$1,000 with appropriate documentation and greater than or equal to \$1,000 with approval of the full board;

8) Recommend ways and means to the band.

2nd Vice President /Social Chairperson

The 2nd Vice President shall:

- 1) Conduct the affairs of the band in the absence of the President and the 1st Vice President;
- 2) Publicize the Richardson Community Band and its performances through all possible media outlets;
- 3) Assist Personnel manager with new member recruiting;
- 4) Be responsible for the public relations of the band in general.
- 5) Assign a permanent band member to mentor each prospective member.
- 6) Establish and maintain a means for recording attendance at rehearsals and concerts.

Concert and Rehearsal Chairperson

The concert and rehearsal chairperson shall:

- 1) Arrange suitable locations for rehearsals and concerts;
- 2) Assist the Publicity Manager with publication.
- 3) Arrange for the maintenance, storage and inventory of all physical property except music;
- 4) Arrange to have equipment set up for all band rehearsals and concerts;
- 5) Arrange to have equipment and music transported to and from concert locations;
- 6) Arrange to borrow or otherwise secure any instruments and equipment needed by the band at concerts and rehearsals.

Permanent Band Director

The Permanent Band Director, hereafter referred to as Director, shall:

- 1) Conduct the Band at all rehearsals and concerts or arrange for a qualified substitute to do so.
- 2) Act as the final authority of the band with regard to matters of a musical nature including, but not limited to, selection of music and assignment of seating and parts to be played.

Past-President

Each year, the President of the out-going Administrative Board shall remain on the new board the following year with the title of Past-President. The Past-President shall be a voting member of the Board but without specific regular duties. It is intended that the Past-President will assist with the smooth transfer of leadership to the new officers, and perform various tasks from time to time as required by the President.

Librarian

The librarian will be a non-voting, appointed member of the Administrative Board. The librarian shall:

- 1) Be responsible for distributing and collecting music for the band members;
- 2) Provide for the orderly storage of all music;
- 3) Maintain an accurate catalog of all band-owned music;
- 4) Place an identifying symbol on all band-owned music.

XII. MUSIC SELECTION ADVISORY COMMITTEE

The Music Advisory committee will assist the conductor of the Richardson Community band.

- A. The purposes of the committee will be:
 - 1) Advise the Director on selection of repertoire based on the feedback of the band membership.
 - 2) Assist in setting calendar dates for rehearsals and performances of the band.
 - 3) Assist with and make recommendations for publicity for the band.
 - 4) Assist with and make recommendations in the selection of soloists.
- B. Membership:
 - 1) Director, Chairman
 - 2) Assistant Director
 - 3) President
 - 4) Concert Chair
 - 5) Woodwind Representative
 - 6) Brass Representative
 - 7) Percussion Representative
 - 8) Member at large
 - 9) Publicity Chairperson
- C. Meeting schedule:

The Music Advisory Committee will have two regularly scheduled meetings. Additional meetings can be scheduled as needed and may be called by the President or Director of the Band. At the Spring meeting the committee will set dates for the concerts and discuss repertoire, soloists and publicity of these performances. During the fall meeting the committee will set dates and themes for the Summer Series.

XIII. BYLAWS

These bylaws can be amended by a 2/3 (two-thirds) majority vote of the active membership, as determined by the 1st Vice President/Treasurer if notice has been given at two previous meetings of the band's intention to vote on bylaw changes.

Updated: August XX, 2002