

# Chelmsford Community Band Bylaws

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# CHAPTER I. STRUCTURE OF THE ORGANIZATION

## 1.0 Executive Officers

- A. Executive Officers responsibilities. The officers of an organization shall be responsible for coordination and execution of all official Band activities.
- B. Duties and Responsibilities of the Executive Officers
  - 1. President. The President shall preside at all meetings and oversees all other aspects of running the Band including providing coordination among Officers and Executive Board members. In the absence of the President, the Vice-President shall preside. When both the President and Vice-President are absent, the Secretary shall call the meeting to order for the election of a Chairperson Pro Tem.
  - 2. Vice President. The Vice President shall take over in the absence of the President and provide support for coordination of Officers and Executive Board members.
  - 3. Secretary. The Secretary shall keep a record of all meetings and make minutes available at the next meeting. The Secretary shall archive all official correspondence of the organization.
  - 4. Treasurer. The Treasurer shall receive and disperse all money of the organization. The Treasurer shall provide the maintenance of Band bank accounts, write all checks and also prepare and submit all necessary tax forms (if required). The Treasurer shall create and track the annual budget. The Treasurer shall present a report at each Executive Board meeting and at the Annual General Meeting.
  - 5. Members at Large. Members at large will consist of at least two band members in good standing. This position shall be a two (2) year commitment, with no more than half the number of positions re-elected each year.

## 1.1 Standing Committees Chairpersons

- A. Standing Committee Chairpersons responsibilities. The chairpersons of an organization shall be responsible for coordination and execution of all official committee activities.
- B. Meetings. Shall be held at the discretion of the chairpersons.
- C. Duties and Responsibilities of the Standing Committees Chairpersons
  - 1. Personnel Manager. The Personnel Manager shall keep an up-to-date listing of all current Chelmsford Community Band members including names, phone numbers and addresses, and instruments, and committee memberships. The Personnel Manager shall organize efforts to recruit new members and verify instrumentation for performances. The Personnel Manager shall keep a file of inactive members and maintain an accurate weekly record of attendance. The Personnel Manager shall generate an updated membership and Executive Board member listings which will be distributed to all active members as needed. The Personnel Manager shall keep a record of Section Leaders.
  - 2. Librarian. The Librarian shall maintain the Chelmsford Community Band music library, distribute and collect music among individual folders. The Librarian shall make sure new music is marked and ensure that delinquent members return folders.
  - 3. Equipment Manager. The Equipment Manager shall be responsible for set up and tear down of equipment required for performances, including chairs, lights, podium, and sound system. The Equipment Manager shall maintain such equipment in good working order and maintain the sign on the Common. The Equipment Manager shall maintain a written inventory of Band equipment with estimated value as well as storage locations. Responsibilities also include transportation, set-up, and tear down.
  - 4. Publicity. The Publicity Manager shall publicize the Band's activities and present a written summary of the committee's actions at the Annual General Meeting.

5. Fundraising. The Fundraising Manager shall plan and execute means of generating the revenue needed to support the annual budget including locating sponsors, applying for grants and arranging for advertising. The Fundraising Committee will prepare and present a written summary of its activities at the Annual General Meeting.
6. Planning and Production. The Planning and Production Manager shall plan and execute the production of all individual performances. This includes printing of programs and tickets, coordination with the Publicity Committee and Equipment Manager for concert setup.

## 1.2 Employees

- A. Directors (required).
  1. Includes both the Concert Band and Jazz Band.
  2. Shall be ex-officio members of all committees.
  3. Shall be appointed by a special committee designated by the Executive Board when a vacancy exists.
  4. Shall be paid by stipend. Additional compensation shall be allocated when performances beyond the originally approved schedule are undertaken. Additional compensation shall require approval by the Executive Board.
  5. Shall be responsible to the Executive Board and shall have complete responsibility for the musical integrity of the Bands.
  6. Shall be responsible for concert programming.
  7. At their discretion, can modify section seating.
  8. In the event of performances allowing for only a portion of the general membership to perform, the Director shall have sole discretion regarding eligible member selection and placement on a performance specific basis. Eligible members shall be members in good standing as delineated in Section 1.3.
- B. Assistant Director (optional).
  1. Shall be an ex-officio member of all committees.
  2. Shall be paid per diem in the event of needing to run a rehearsal in the absence of a director. Remuneration for performances shall be at the discretion of the Executive Board and the Director.

## 1.3 Members

- A. Qualifications:
  1. Adults from the local community with intermediate to advanced musical capability.
  2. Students and young adults shall be at the discretion of the Director and Executive Board.
- B. Attendance:

Members shall be expected to attend the majority of rehearsals prior to a concert and shall be expected to attend the majority of concerts during the normal concert season (e.g. excludes summer concert series).
- C. No dues shall be required for membership in this organization.
- D. Good Standing:

Members shall be considered in Good Standing if they meet the proper Qualifications and Attendance guidelines, as well as having been active with organization continuously for at least six (6) months.

## CHAPTER II. COMMITTEES

### 2.0 Special Committees/Ad-hoc Committees

- A. Selection. Members may be appointed from any member of the general membership.
- B. Appointment. Committee membership shall be appointed by a simple majority vote of the Executive Board.
- C. Dissolution. Upon completion of a committee's set tasks and approval by the Executive Board.

### 2.1 Special Committees

- A. Director selection committee: Responsible for soliciting, interviewing, auditions for band, and presenting candidates to the Board and the Band.
- B. Constitution and Bylaws review: Formed every two years, or sooner as needed, to review both the constitution and Bylaws for accuracy and viability.
- C. Nominating Committee: Shall solicit the general membership for nominations, present a slate of officers to the organization at large at the last rehearsal of the year, and oversee the voting process.

### 2.2 Ad-hoc Committees

- A. Appointed/created by the Executive Board.
- B. Committees shall be formed as needed.

## CHAPTER III. MEETINGS

### 3.0 Executive Board Meetings

- A. Shall be held at least monthly at the discretion of the Executive Board. All Board meetings shall be open to all band members. Matters pertaining to old business can be decided over email, only if agreed to at a meeting. Actions shall be decided by majority vote.
- B. The rules contained in Robert's Rules of Order Revised shall govern the Organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.
- C. Quorum. Quorum shall be a simple majority of the filled Officer and Standing Committee Chairperson positions.
- D. Attendance. Members of the Executive board shall make their best effort to attend a simple majority of the regularly scheduled meetings to stay an Executive Board member in good standing.

### 3.1 Annual Meetings

- A. Shall consist of all active members.
- B. Shall be held on the first regularly scheduled rehearsal after January 1.
- C. The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.
- D. Quorum. Shall be a simple majority of active members.

### **3.2 Annual Long-Term Planning Meeting**

- A. Shall consist of Executive Board and active members in good standing.
- B. Purpose is meet prior to the start of the Fall Season to plan the Fall to Spring concerts.
- C. The rules contained in Robert's Rules of Order Revised shall govern the Organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.
- D. Quorum. Shall be a simple majority of the filled Officers and Standing Committee Chairpersons positions.
- E. Voting shall be open to all attendees.

## **CHAPTER IV. BUSINESS/FINANCIAL**

### **4.0 Annual Budget**

- A. Fiscal year shall be based on the calendar year.
- B. Shall be created and tracked by the treasurer.
- C. Shall be presented to the Board no later than the end of the fiscal/calendar year.
- D. Approved by the Executive Board by 2/3 majority vote.

### **4.1 Disbursements**

- A. Expenditures shall be authorized by a majority vote of the Executive Board members present. In the event that time will not permit, an expenditure not to exceed \$150.00 will be permitted with the approval of the Band President and one other member of the Executive Board. The Executive Board reserves the right to put a cap on expenditures by the Music Director.
- B. All purchases for the organization shall become the property of the Chelmsford Community Band.

## **CHAPTER V. ELECTIONS**

### **5.0 General Rules**

- A. Officers and Committee Chairpersons shall be elected at the Annual General Meeting to hold office for one year.
- B. Vacancies. Vacancies that occur during the term of office shall be filled by the Executive Board. The general membership shall be notified of potential candidates at least one rehearsal prior to appointment. Appointment shall be determined by a 2/3 vote of the Executive Board.

## **CHAPTER VI. CODE OF CONDUCT**

### **6.0 Expected Conduct of Behavior**

- A. Members are expected and required to maintain a civil and professional attitude towards all members of the organization at all times.
- B. Members shall be expected to be responsible for timely communication with their Section Leaders and the Director regarding any issues or conflicts that arise.
- C. Members are expected to be on time for rehearsals and concerts.
- D. Members are expected to conduct themselves in a respectful manner so as to not disrupt rehearsals or concerts.

## CHAPTER VII. DISCIPLINE AND IMPEACHMENT

- A. Grievance. A complaint filed by another member.
  - 1. Grievances should be brought to the attention of the President or Vice President for resolution or mediation whenever possible.
- B. Warning. A verbal or written admonishment given to the recipient of a grievance
  - 1. The Executive Board shall be responsible for issuing warnings to Employees or the general membership if their conduct becomes disruptive to the general order and flow of the organization.
- C. Impeachment. A change which results in removal of office if found guilty
  - 1. If an officer or chairperson of the Executive Board is not fulfilling the duties described previously in the Constitution and Bylaws they may be removed from their office after three (3) warnings within three (3) months. Impeachment shall be voted upon by the general membership and shall require a 2/3 vote.
- D. Termination of Employment
  - 1. The Executive Board reserves the right to release from employment any Director or Assistant Director who fails to abide by the duties and/or code of conduct described in the Constitution and Bylaws.

## CHAPTER VII. AMENDING THE BYLAWS

These by-laws may be amended at any meeting of the Executive Board by a two-thirds vote of members present, providing that the proposed charge has been read to the organization at large at the preceding meeting.