



# Austin Symphonic Band

## Member Handbook

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### ASB Mission Statement

The Austin Symphonic Band is a group of volunteer musicians who combine their talents and services to provide performances of artistic merit for the benefit of Band members, audiences, and the Austin community.

### ASB Vision Statement

The Austin Symphonic Band is a nationally recognized community band in which musicians from all walks of life enjoy music and achieve their highest level of artistic excellence. ASB serves as a role model for lifelong music-making and creates meaningful musical experiences for members and audiences alike. ASB inspires the Austin community through the programming of classic and new wind band repertoire, educational engagement, and accessible performances

The Austin Symphonic Band (ASB) was formed in 1981 when a group of wind players who were members of the Austin Civic Orchestra, felt the need for a high-quality community adult band. Mr. Mac Payne, administrator of the Pearce Community School, and one of Austin's earliest advocates for community music provided rehearsal space for ASB's early years in the cafeteria of Pearce Junior High School. In 1984 the Band established its own corporate identity. ASB now practices at Connally High School in Pflugerville, an Austin suburb.

Only three conductors have led ASB: Frank Simon, Randol Bass, and the current Music Director, Richard Floyd, who has served the band since 1986. Bill Haehnel was appointed Assistant Music Director in 2003.

Named the Official Band of the City of Austin by the Austin City Council in June of 1989, ASB has performed for City events such as the dedication of the Barbara Jordan passenger terminal at Austin Bergstrom International Airport and the Governor's Welcome Home of the Troops from the Gulf War "Desert Storm" in 1991. ASB also works closely with local schools to provide mentoring, tutoring, performance opportunities, and free tickets to students.

The Band is dedicated to the public performance of band literature and offers several public and community service concerts each year, the majority of which are free. The band's regular season includes a 'Concert in the Park' series in Austin's Zilker Hillside Theater, indoor concerts including visiting guest artists, and community service performances. The band has also performed in Bastrop, Lake Travis, and Round Rock as part of their July patriotic festivals, and in productions of the Austin Lyric Opera.

ASB was selected by Governor Ann Richards to play for Texas' welcome home of the troops ceremony following the Gulf War and is proud to have been designated as "The Official Band of the City of Austin" by the Austin City Council. In 1994 ASB was presented with the John Philip Sousa Foundation's Sudler Scroll during its second 'Sousa Spectacular' concert.

In 1989, ASB was the first community band to perform the Grand Finale Concert at the Midwest International Band and Orchestra Clinic in Chicago. It returned for two additional appearances in 1997 and 2007. ASB was featured at the American Bandmasters Association Conventions in 1993 and 2006. ASB was offered an invitational performance at the Western International Band Clinic in 2004 and has performed at the Texas Bandmasters Association Convention in 1988, 1995, 2004, 2008, 2014, and 2018.

ASB commissions new music and performs contemporary music, providing support for the national community of composers and arrangers of concert band music. Recent works commissioned by ASB have included *Dancing on Water* by Frank Ticheli (2015).

ASB has enjoyed a long history of collaborating with outstanding guest soloists and conductors, including Boston Brass, Rhythm & Brass, Jim Walker (flute soloist), Pat Sheridan (tuba soloist), Tito Carrillo (jazz trumpet soloist) Steve Williamson (Chicago Symphony Principal Clarinetist), Clint Foreman (Boston Symphony Second Flutist), Synaesthesia Saxophone Quartet, and Austin Symphony Conductor Peter Bay.

# Policies and Procedures

Like all organizations, ASB has rules and policies. These policies are adopted by the Board of Directors and are intended to help make the administration of the organization understandable and consistent. Their purpose is to organize our work so we may all focus on our main purpose – making music. ASB is an all-volunteer organization. The Board of Directors is elected from among the members of the Band.

## Members in Good Standing

To be a member in good standing an individual must:

- Be a member in good standing at the end of the previous season and have paid all dues and assessments in full by September 30, or
- Rejoin or initially join the Band in mid-season and pay all dues and assessments when due. Dues for members who join after January 1 shall be half the regular dues for that season.

Each member is responsible for keeping the section leader notified of their current mailing address and telephone number. A member may commit to an alternative method of dues payment as approved by the Board.

## Privileges of a member in good standing

- Participate in rehearsals, performances, events or activities
- Run for or hold any Band office or other Band position
- Make nominations for any office or Band position
- Vote in all ASB elections
- Attend any regular Board meeting or corporate membership meeting
- Request that the President place an item on the agenda of a Board meeting and be heard regarding that item

## Responsibilities of a member in good standing

- Attend all rehearsals unless excused by the section leader
- Attend all performances unless excused by the section leader
- Fulfill music responsibilities including proper care and handling, having the folder present for all rehearsals and performances, returning music promptly
- Fulfill transportation and unloading requirements as assigned by the Board
- Prepare musically for all performances
- Comply with the direction of the Music Director and the section leaders
- Be on time and in proper attire for performances
- Comply with dues and assessments as assigned by the Board
- Notify section leader of anticipated absences
- Volunteer skills and non-musical work time for the benefit of the organization

## Loss of membership

The Board has the authority to hold a hearing and to expel a Band member from membership. No dues or assessments will be returned to any member who has been expelled.

Automatic loss of membership occurs if an individual does one or more of the following:

- Has more than one unjustifiable absence from a rehearsal in a calendar month during a season
- Has one unjustifiable absence from a performance
- Is past due for any dues or assessments

Any member has the right to request a special hearing before the Board regarding their membership status.

**Resignation/Leave of Absence/Transfer**

- A member may resign from the Band by filing a written resignation with the Secretary, President, or their Section Leader, but resignation does not relieve the member of the obligation to pay unpaid dues or assessments.
- Band membership cannot be transferred to another person
- A member in good standing may request a leave of absence from the Band. The terms of such leave will be determined by the member and the Board and will be recorded in the minutes of the meeting at which the agreement occurs.

**Performance participation**

To be eligible to play a concert, a member must have attended the last two regular rehearsals plus dress rehearsal, if applicable, prior to a concert or have been granted a specific exemption by the section leader or Music Director. A member requests exemption by giving a section leader a written request.

**Acceptable reasons for missing a rehearsal:**

- Work-related travel
- Family emergency
- Illness

**Performance Guests**

The Music Director may invite or hire an individual who is not a regular member of the Band to participate in a specific performance. If there is a budgetary impact on hiring performance guests, the expenditure must be approved in advance by the Board of Directors.

**Rehearsal Guests**

Individuals who want to join the Band, or out-of-town visitors, may join in a rehearsal as a rehearsal guest. It is the responsibility of the section leader to obtain an information card about the guest. Rehearsal guests are not permitted in the last two weeks before a concert. It is the responsibility of the section leader to inform the Board if a rehearsal guest situation requires action.

Permanent or long-term performance guests or rehearsal guests are specifically discouraged. A section leader will note the presence of a guest on the section's attendance record. If any individual wishes to be a rehearsal guest for more than eight rehearsals during a season, the person's guest status must be ratified by the Board.

**ADMINISTRATIVE POLICIES****Part assignments**

Part assignments are made by the section leader in consultation with the Music Director. The Music Director will communicate with section leaders prior to the distribution of music (when possible) for a concert and will discuss the music requirements of the music, applicable musical interpretation issues, and other criteria for placing members on part assignments. The Music Director exercises final authority over all part assignments, but when possible, part assignment changes will be accomplished through the section leader.

**Instrumentation**

Membership in each section shall approximate traditional symphonic band instrumentation and be subject to final review and approval by the Music Director.

The optimal instrumentation of the Band is 88 musicians, allocated within each instrument section as follows. Minimum instrumentation is 57 plus percussion.

### **Optimum Instrumentation**

Flute/Piccolo 10  
 Oboe 2  
 E-flat Clarinet 1  
 B-flat Clarinet 18  
 Bass Clarinet 4  
 Bassoon 2  
 Alto Sax 4  
 Tenor Saxophone 2  
 Baritone Saxophone 1  
 Trumpet/Cornet 12  
 French Horn 8  
 Trombone 8  
 Euphonium/Baritone 4  
 Tuba 6  
 Percussion 6

### **Minimum Instrumentation**

Piccolo 1  
 Flute/Piccolo 6  
 Oboe 2  
 Clarinet 12  
 Bass Clarinet 2  
 Bassoon 2  
 Alto Sax 2  
 Tenor Saxophone 1  
 Baritone Saxophone 1  
 Trumpet/Cornet 8  
 French Horn 6  
 Trombone 8  
 Euphonium/Baritone 4  
 Tuba 4  
 Percussion as required

### **Joining the Band**

If a person wishes to join a section that is below optimal instrumentation and there is no applicant pool for that section, the person shall be permitted to join. No musical audition shall be required before becoming a guest or a member of the Band.

If a section is at or above optimal instrumentation:

- No new member shall be permitted to join that section unless authorized by the Music Director, and
- No current member shall be required to leave that section.

**Applicant Pool**

Each rehearsal guest will be requested to fill out an information form at [austinsymphonicband.org/play](http://austinsymphonicband.org/play). The section leader is responsible for explaining the guest and membership policies to the guest, ascertaining the guest's level of musicianship, and responding to guest information form submissions. This information, kept on file by the Secretary, comprises the ASB applicant pool.

When a vacancy occurs in a section that is below optimal instrumentation, information about all individuals in the applicant pool will be available in a spreadsheet for section leaders to review. The section leader and the Music Director will discuss the potential new members and issue invitations based on the musical benefit to the Band and other skills or contacts the individual may have that would be beneficial to the organization.

When a guest has been selected for admission, the section leader will have a personal conversation with the new member explaining the philosophy, working methods, commitment, and expectations of ASB members. This conversation will stress that ASB strives for high-quality performance standards, is a community-based group in which all members have responsibility for some non-musical activities such as transportation, racking chairs and stands, and being "good citizens" of the Band. This conversation will take place no later than one week after an invitation to join is accepted.

Membership in ASB is based on the musical benefit to the Band and other skills or contacts the individual may have which would be beneficial to the organization. ASB will not base selection criteria on race, age, sex, religion, creed, or national origin.

**High School Student Membership**

The Austin Symphonic Band does not actively solicit or recruit high school players but qualified high school players may be accepted at the discretion of the Music Director.

**Transportation**

The general policy will be that members are responsible for the cost of out-of-town travel, including transportation of privately owned instruments, although the Board may engage and pay for transportation at the Board's discretion. Transportation of percussion instruments and equipment for Austin area performances will be provided by ASB with supervision and participation by the percussion section members. Transportation crew assignments will rotate among all sections of the Band.

**Music Management**

Paper copies of music may be discarded at the end of each concert cycle unless otherwise noted by the ASB librarian

**Concert Dress**

Indoor concerts:

Men, black tuxedos or suit, white shirt, black bow tie, no vest, black cummerbund (optional), black shoes, and socks.

Ladies, black dress no shorter than knee-length or solid black pantsuit, black shoes, and black hose. Lace, sleeveless attire, or décolletage are not acceptable.

Outdoor concerts:

Men, black pants, white shirt

Ladies, black pants or skirt, white blouse.

Occasionally, specific performances will require deviations from this dress requirement. This list defines “concert black” and “standard outdoor concert” attire.

**FISCAL POLICIES**

The ASB fiscal year is September 1 through August 31.

**Dues**

Membership dues are \$75.00 per concert year. Dues are due and payable in full by September 30.

Members who are delinquent in their dues will be dropped from the roster of Members in Good Standing and no longer considered ASB members. Membership may be reinstated at the discretion of the Board. New members are expected to pay the full amount by the third rehearsal they attend; however, dues for members who join after January 1 shall be half the regular dues for that season. Dues may be paid in installments, with the approval of the Secretary or Business Manager who will track dues payments and report to the Board and section leaders those who fall delinquent. Dues must be current in order to perform in any concert. Special assessments may be made by the Board and are due and payable as specified by the Board.

**Financial Transparency**

A record of all transactions (revenue and expenses) is submitted to the City of Austin for the grant review process annually in October. A copy of these transaction details will be made available to members of the band upon request.

**Expense Reimbursements**

The general policy is that expenditures will be paid by ASB directly. When that is not possible, approved out-of-pocket expenditures on the part of Band members will be reimbursed only with appropriate documentation and receipts and only when the expenditure has been approved by the Board or the Business Manager before the purchase. Expenditures made without advance Board or Business Manager approval will not be reimbursed. Expenditures that are part of the ASB budget will be considered approved expenditures and do not need further action on the part of the Board.

**Budget**

In January of each year the President, Treasurer, President-Elect, and Business Manager will generate a proposed budget for the next concert year. This budget will be presented to the Board at its first meeting of the calendar year for tentative approval. The Business Manager is authorized to use this budget in preparing funding and grant applications. This schedule is necessary to coincide with the City of Austin funding applications which are received in March of each year. A final budget will be approved by the board no later

than October 31 of the concert year. Flexibility within budget categories to accommodate unforeseen events does not require Board approval.

### **Fees and Honoraria**

All fees and honoraria not included in the annual budget must be approved by the Board of Directors.

### **Waiving of Fees and Assessments**

The Board is authorized to waive fees and assessments or to arrange special payment agreements with any Band member.

### **Contracts**

All basic requirements of contracts must be negotiated and approved in compliance with Article Sections a.4. and g.3. of the ASB Bylaws.

### **ASB Paid Performances**

The Business Manager will use the following guidelines for negotiating performance agreements.

Minimum payment if all on-site expenses are covered by the host - \$1,000

Minimum payment if ASB is responsible for on-site expenses is expenses plus \$1,000

All hosted performances require a letter of agreement between the host and ASB.

### **Signature Authorization**

All unbudgeted transactions in excess of \$200 require two signatures. Authorized signatories are Treasurer, President, immediate Past-President, Business Manager. Signature authorization will be updated at the beginning of each officer year.

### **Cash Flow**

The Business Manager will maintain a minimum of one month's anticipated expenses in the ASB checking account.

### **Reserve Funds**

At the end of each fiscal year, the board should review the income or loss for the previous year. To the extent that the band operated at a loss, the board should consider developing a plan to recoup that loss in the upcoming annual budgeting process.

### **Use of ASB Assets**

Assets of ASB are to be used to carry out the mission of ASB. Therefore, funds may not be used to make payments to ASB officers, employees, volunteers, guests, members, or non-members as a consequence of illness, injury, or death. The board may vote to spend funds on non-monetary tokens of appreciation like flowers, but cash or cash equivalents (gift cards) may not be funded directly by ASB.

**9/9/2009**

**Amended January 31, 2019 by Board Vote**

**Amended November 7, 2019 by Board Vote**



# Board of Directors & Staff – Job Descriptions

## Board Member – At Large

### General Responsibilities

- Set policies for the future direction of ASB
- Ensure that the needs of the members are met
- Approve and evaluate programs and activities to meet those needs
- Monitor progress
- Raise funds to operate ASB
- Be fiscally responsible for maintaining the assets of ASB

### Specific responsibilities

- Attend monthly Board meetings
- Study background information for board meetings
- Actively participate in policy discussions
- Act as a positive communications link between ASB and its members
- Communicate information to members
- Communicate the needs and opinions of members to ASB Board and staff
- Promote ASB to potential members
- Promote ASB to the community
- Suggest new programs and activities
- In cooperation with other Board members, hire and monitor staff

### Five Major Functions of a Board Member

1. Establish and maintain the legal entity: know the bylaws, make legal contracts, defend and protect legal rights
2. Secure assets: ensure continuity of existence, ensure the quality of service, establish ASB prestige and goodwill, maintain the character and personality of the organization
3. Plan: Provide viewpoints and purposes, set goals, write objectives, establish policies, secure facilities, ensure adequate resources, hold board and annual meetings
4. Provide operating requirements: ensure qualified staff, lend adequate authority to staff, provide financial resources, solicit member support, seek community support
5. Measure and control: prevent unauthorized actions, receive and reviews reports, set strategic points - warning signals for action, establish standards, arrange for audits and consulting service as needed

## President

The President is the principal executive officer of ASB subject to the direction and control of the Board of Directors

- Preside at all ASB business meetings
- Appoint standing and special committees
- Transact the necessary business of ASB and be responsible for the general welfare of the Band
- Serve as presiding officer of the Board of Directors and call meetings accordingly

- Fill vacancies on the Board of Directors by appointment with the approval of the Board
  - See to implementation of plans and policies adopted by the Board of Directors
  - In conjunction with the President-Elect, Treasurer, and Business Manager, prepare the annual budget.
  - Contact members who are delinquent in dues and initiate actions requiring attention with the Secretary or Board of Directors as needed
  - Maintain communication with the host facility/director at ASB weekly rehearsal site
  - Approve all information to be placed on the ASB web site
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### **President-Elect**

- Assist the President in the discharge of his/her duties
  - Perform the duties of the President in the President's absence or disability
  - Assist with planning the concert season for the coming year
  - In conjunction with the President-Elect, Treasurer, and Business Manager, prepare the annual budget
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### **Past-President**

- The Past President serves as advisor to the Board and the President and other functions as may be determined by the Board.
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## **PAID POSITIONS**

### **Music Director**

Implementation of the artistic vision of ASB rests with the musical director. The Music Director is expected to be a paid position with compensation determined by the Board of Directors

- Conduct rehearsals and performances
  - Select music for performances
  - In conjunction with the Board of Directors, schedule performances
  - In conjunction with section leaders, assign parts
  - With approval of the Board of Directors, engage professional soloists or other guest artists
  - Advise the Band regarding potential musical opportunities
  - Advise and approve selection of guest conductors or associate or substitute conductors
- 

### **Assistant Music Director**

The Assistant Music Director is expected to be a paid position with compensation determined by the Board of Directors

- Conduct rehearsals and performances as needed or requested by the Music Director
  - In collaboration with the Music Director, assist in the selection of repertoire for concerts
  - Advise the Band regarding potential musical opportunities
-

**Business Manager**

The Business Manager is expected to be a paid position with compensation determined by the Board of Directors.

- Oversee all operations including fundraising, marketing, publicity, and concert logistics
  - Responsible for all concert logistics including;
    - Research potential concert sites
    - Upon approval of conductor and board, enter into necessary contractual agreements for concert sites and related facilities
    - Make necessary arrangements for stage management including lighting, sound, decoration, etc. at concert sites
    - Supervise stage set-up
    - Handle transportation needs when required for out-of-town concerts
  - Coordinate the production and distribution of all print and promotional materials
  - Coordinate concert publicity
  - Coordinate communication with and proposals to all appropriate arts funding agencies
  - Serve as a non-voting member of the ASB Board of Directors
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**APPOINTED POSITIONS****Secretary**

- Record all proceedings of Board of Directors meetings and provide minutes to the Board in a timely manner
  - Maintain the ASB applicant pool list
  - Collect membership information and maintain the membership database
  - Conduct an annual membership survey
  - Provide the President and Section Leaders with a list of non-paying players for action in accordance with membership policies
  - In conjunction with the President-Elect, carry out recognition for outgoing officers at the annual meeting
  - If not an elected director, serve as a non-voting member of the Board
- 

**Treasurer**

- Collect all dues and other money from ASB members
  - Be responsible for counting and turning in to the Business Manager or assigned staff member for deposit all monies collected by ASB
  - If not an elected director, serve as a non-voting member of the Board
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**Bookkeeper**

- In collaboration with the Treasurer, maintain electronic financial records in Quickbooks
  - Provide financial reports and account balances as needed when requested by the Board or Business Manager
  - Issue checks to approved expenses, ASB vendors, and staff in a timely manner
-

**Librarian**

- Communicate with the Music Director before each concert concerning music to be discarded or passed out for each concert
  - Provide print and electronic copies of music to ASB Members
  - Stamp new music with “Austin Symphonic Band” stamp
  - Maintain computer listings of all music in alphabetical order by composer and title
  - Bring clothespins to concerts
  - Maintain ASB music library
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**Historian/Archivist**

- Keep a record of all pieces performed at each concert for every season
  - Maintain physical archive including CD recordings, concert programs and other season collateral
  - Secure and store other important historical items relevant to the ASB
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**Marketing Director**

- In collaboration with Business Manager, draft marketing calendar and strategy for each season
  - Responsible for posting event information on public community calendars
  - Draft marketing emails for all events per the marketing season calendar
  - Advise in marketing strategy and provide reports including marketing statistics at Board Meetings
- 

**Webmaster**

- Collect weekly announcements and post on ASB Blog and send via Email
  - Update pages at the start of each season with the current roster, staff, board members, and events
  - In cooperation with the President and Business Manager, maintain the ASB web site public and member-only information sections
  - Information other than basic time, place, and date information of ASB events must be approved by the ASB current President
  - Advise the Board regarding technical and graphic web site issues
- 

**Concert Coordinator**

- In cooperation with the Business Manager, inform facilities regarding equipment, number of chairs and music stands for concerts and rehearsals
  - Maintain a list of the number of chairs and stands needed for each concert and communicate that information to the transportation coordinator, Business Manager, and the section leader of sections assigned to transportation duties for each concert
- 

**Transportation Coordinator**

- In cooperation with the Business Manager, engage and drive or arrange for drivers for trucks to transport equipment to all ASB functions
  - In cooperation with the assigned section, oversee the loading of equipment for all ASB events
  - Note: it is not the responsibility of the coordinator to do the loading, but to oversee sections assigned to load. The percussion section provides oversight of percussion equipment
-

**Section Leaders**

Section leaders will be selected by each section of the band in elections held in May. In larger sections, these responsibilities may be divided among several members. In such cases, it is essential that the President and Secretary know who is responsible for each task.

**Membership**

- Greet new section members and introduce them to other members of the section
- Make sure that each new member fills out the ASB membership form at [ausitnsymphonicband.org/play](http://ausitnsymphonicband.org/play)
- Greet and introduce rehearsal guests, have them fill out a guest form online
- Encourage section members to pay dues in a timely manner, and follow up on unpaid dues
- Follow up the presence of new members with communication that will express a desire for continued participation
- Provide a list of players for each concert to the Secretary
- Provide a stand and chair list for each concert to the concert coordinator

**Attendance**

- Maintain attendance records adequate to ascertain member in good standing status of section members
- Contact section members that are absent and actively encourage regular participation in all rehearsals and performances

**Coordination of part assignments**

- Assign parts in consultation with the Music Director.

**Music Management**

- Make sure that each section member understands all policies and procedures regarding music copies and that these policies are consistently implemented within the section

**Applicant Pool Management**

- Review and respond to online guest form submissions
- When a vacancy in the section occurs, get the applicant pool information from the Secretary. In conjunction with the Music Director, select individuals from the applicant pool according to the ASB Policies and Procedures document
- Contact the applicant and invite them to join ASB
- Sections above optimum instrumentation: Consult with the Music Director about the number of players needed for each concert and make part assignments based on that consultation. If it appears that not all members will be able to play any concert - consult with the President who, in consultation with the Board, will make a determination about what action should be taken

**Pre-concert responsibilities**

- Three weeks prior to a concert, inform the Secretary of the names of all section members participating in that concert
- As assigned by the Board - delegate section members to assist in loading and unloading of equipment and set up for performances
- Notify the Secretary of any guest players so they will be on the email notification list

**Assistant Section Leader**

- Assist Section Leader as needed and carry out all responsibilities in the absence of the section leader and assist the section leader as needed

**ASB Member Duties to Section Leader**

- Inform section leader of any anticipated absences
- Respond to section leader requests to volunteer to assist
- Inform section leaders of any concerns in the section

## **BYLAWS AUSTIN SYMPHONIC BAND**

### **ARTICLE 1**

The name of this organization which is incorporated under the laws of the State of Texas is: Austin Symphonic Band

### **ARTICLE 2**

The objectives of this organization shall be those expressed in its Charter. It shall be a non-profit organization of volunteer musicians who combine their talents and services to provide performances of artistic merit for the benefit of Band members, audiences, and the Austin community.

### **ARTICLE 3**

The place of business of this organization shall be in the City of Austin, Travis County, Texas, and in such other places or place for the transaction of business or for the holding of meetings and conventions a may, within the discretion of the Board of Directors, be necessary and essential to the furtherance of this organization.

### **ARTICLE 4**

#### **Band Participants**

Any person who qualifies under one of the classes of participation set out below, who has paid all required dues and assessments, and who has fulfilled the performance and attendance requirements of a member is eligible for one of the classes of participation listed below.

#### **A. Member in Good Standing**

Members in good standing include:

- A person who was a member in good standing at the end of the previous season and has paid all dues and assessments as assigned by the ASB Board of Directors; or
- A person who rejoins or initially joins the band in mid-season and has paid all dues and assessments as assigned by the Board of Directors
- A member in good standing is entitled to one vote in all organizational elections.

A person shall automatically cease to be a member in good standing if the person:

- Has more than one unjustifiable absence from a rehearsal in a calendar month during a season
- Has one unjustifiable absence from a performance or
- Is past due for any dues or assessments.

Justified absences shall be defined by the Band Policies and Procedures. Band membership shall be held by a member individually and is not transferable or assignable to another person.

#### **B. Performance Guest**

- A Performance Guest is an individual the Music Director or the Board has invited to participate in a specific performance based on the musical interests of the band.
- A Performance Guest is not required to pay membership dues or music deposit.

**C. Rehearsal Guest**

- Any other person who wishes to participate in the band may attend rehearsals as a rehearsal guest.
- No rehearsal guest shall be permitted to participate in either of the two rehearsals immediately before a concert.

**ARTICLE 5****Termination of Membership**

Members failing to pay dues and assessments as assigned by the Board of Directors shall be automatically dropped from membership

**A. Termination by Board Vote**

By affirmative vote of five directors, the Board may expel a band member from corporate membership if the board finds good cause to do so after a hearing before the board.

**B. Resignation**

Any band member may voluntarily resign from the band at any time by filing a written resignation with the Secretary. Resignation shall not relieve the resigning member of the obligation to pay unpaid dues or assessments.

**C. Leave of Absence**

A member in good standing may request a leave of absence for good cause. Terms and conditions of such leaves shall be determined by the Board of Directors.

**ARTICLE 6****Meetings of Corporate Members****A. Annual Corporate Membership Meeting**

An annual meeting of the corporate membership shall be held during the month of May unless determined otherwise by the Board of Directors for good reason. At that meeting, the membership shall receive a report on the financial status and activities of the organization and shall elect corporate officers, corporate directors, and section leaders.

**B. Notice of Corporate Membership Meeting**

A written or printed notice shall be delivered to each member not less than 10 nor more than 60 days before any corporate meeting. The notice shall be delivered either personally or by mail or electronic media and shall state the location, day, and hour of the meeting. The purpose of the meeting shall be stated in the notice when required by statute or these bylaws.

**C. Quorum**

A quorum at a corporate membership meeting shall be one-third of the members.



**ARTICLE 7****Board of Directors****A. General Powers and Qualifications**

The affairs of the band shall be managed by its Board of Directors which shall consist of directors and Presidential officers. At least four directors shall be residents of the state and members of the band

**B. Composition**

The Board of Directors shall consist of a President, President-Elect, Immediate Past President, and four directors.

**C. Terms of Office**

Each Board member shall hold office for a two-year term of office and until a successor has been elected and qualified to hold office with the exception of the President and President-Elect who serve one-year terms in those offices. Terms of office shall begin August 1 of each year.

**D. Board Vacancy**

A vacancy may be filled by the following methods:

- Unanimous vote of the board
- Majority vote of the corporate membership at a membership meeting

A Board member elected to fill a vacancy shall be elected for the unexpired portion of the term of office.

**E. Appointments**

The Board shall elect or appoint a Secretary, a Treasurer, and may elect or appoint other officers as needed. These officers:

- Shall have the authority to perform any duty assigned by these bylaws or by the board
- Are not voting members of the board by virtue of office, and
- May be ex officio board members as provided by this article.

**F. Ex Officio Board Members**

Ex officio members of the board shall include:

- The Music Director
- The Secretary of the board
- The Treasurer
- The Business Manager

An ex officio member may attend any board meeting and be heard on any matter but may not vote, move, or second a motion.

**G. Removal of a Board Officer**

When the best interests of the band would be served by removal, any board officer may be removed in the following manner:

- If elected by the corporate membership - may be removed by a majority vote of the membership.
- If elected by the board - may be removed by a majority vote of the board.

Before removing an officer, the Board must conduct a hearing at which the officer is invited to be present and heard.

**H. Nomination and Election of Board Members**

The President-Elect and two board members shall be elected by the corporate membership at the annual membership meeting. Any member may nominate a candidate for Board membership. Election is by simple plurality.

**ARTICLE 8****Duties of the Board of Directors****A. President**

The President is the principal executive officer of the band corporation and shall supervise and conduct all of the business affairs of the band. The President shall:

- Serve a one-year term of office immediately after serving a term as President-Elect
- Preside at all corporate membership and board meetings
- Serve as the ceremonial head of the band
- With the Secretary or any other proper officer of the band corporation authorized by the board, sign any deed, mortgage, bond, contract, or other instrument that the board has authorized to be executed, unless the signing and execution has been delegated by the board, by these bylaws, or by statute to some other officer or agent of the band corporation.
- Make all appointments of standing and special committees, subject to the approval of the board of directors.

After serving a term as President, the President shall serve a term as immediate Past-President.

**B. President-Elect**

In the absence of the President or in the event of the inability or refusal of the President to act, the President-Elect shall perform the duties of the President. The President-Elect shall be responsible for planning the upcoming concert season. and shall perform any other duty assigned by the President or board. After serving a one-year term of office, the President-Elect shall serve a term as President.

**C. Immediate Past President**

In the absence of the President and the President-Elect, or in the event of the inability or refusal of both of these officers to act, the immediate Past-President shall perform the duties of the President. After serving a one-year term of office, the immediate Past-President shall retire from the board unless re-elected to the board.

**D. Treasurer**

The Treasurer shall

- Be custodian of all funds and securities of the band corporation as directed by the Board of Directors, and
- Perform any duty incident to the office of Treasurer and any other duty assigned by the President or the board.

**E. Secretary**

The Secretary shall

- Keep the minutes of the membership and board meetings.
- Give all notices required by law or by these bylaws.
- Be custodian of the corporate records of the band.
- Perform any duty incident to the office of Secretary and any other duty assigned by the President or the board.

**F. Music Director**

The board shall appoint a Music Director and determine the duties of and compensation for the director. All musical decisions shall be made by the Music Director.

**G. Business Manager**

The board may appoint a Business Manager and determine the duties of and compensation for the Business Manager. Routine business decisions shall be made by the Business Manager after consultation with the President and if possible the board. Emergency business decisions shall be made by the Business Manager who shall inform the President of the decision as soon as reasonably possible.

**H. Section Leaders**

The board shall combine or subdivide the instrument sections into an appropriate number of administrative sections. Each section shall be headed by one or more section leaders. Section leaders shall be elected by written ballot of the section members.

A section leader shall:

- Serve for one year or until a successor has qualified for the position, and
- Have the authority and perform any duty assigned by these bylaws or by the Board.

**I. Removal of Appointees**

Any person elected or appointed to a position by the board may be removed from that position by an affirmative vote of four directors.

**ARTICLE 9****Written Policies**

The board may adopt formal, written band policies. No policy may conflict with these bylaws, the articles of incorporation, or law.

**ARTICLE 10****Committees**

The President as directed by the Board of Directors shall appoint such committees as are necessary and are not in conflict with other provisions of these bylaws. The duties of any such committees shall be prescribed upon their appointment. The term of appointment shall be for one year. In making committee appointments, the President shall give due consideration to maintaining the continuity of the committee's operation.

**ARTICLE 11****Financial**

The fiscal year of the organization shall be from September 1 through August 31.

**A. Contracts**

In addition to the officers authorized under these bylaws, the board may authorize an officer or agent of the band corporation to enter into a contract or to execute and deliver a financial instrument for the band corporation. Such authority may be either general or limited to a specific instance.

**B. Checks and Drafts**

By resolution, the board may determine the appropriate officer to execute a particular financial instrument. In the absence of another determination by board resolution, each financial instrument shall be executed by the Treasurer.

**C. Deposits**

All funds of the band corporation shall be deposited in a financial institution that has been designated by the board. Funds will be deposited within five business days of receipt unless an exception is authorized by the Board.

**D. Gifts**

On behalf of the band, the board may accept a contribution, gift, bequest, or devise for the general purposes or for a special purpose of the band corporation.

**E. Dues and Assessments**

Annual dues are \$75 and are due and payable in full by September 30 of each concert season. Annual dues for new members are due and payable by the third rehearsal they attend. Annual dues for members who join after January 1 shall be half the regular dues for that season. Special assessments may be made by the Board, and are due and payable as specified by the Board. The Board may allow members the amount to pay dues or assessments installments, excuse late payments, or otherwise delay or forgive payment.

**ARTICLE 12****Amendment of Bylaws.**

By an affirmative vote of five directors at any annual, monthly, or special board meeting, these bylaws may be altered, amended, or repealed and a new bylaw may be adopted, if at least two days written notice is given to each director and ex officio board member of an intention to alter, amend, or repeal an existing bylaw or to adopt a new bylaw at the meeting.

**Adopted September 13, 1998**

**Amended October 12, 1999**

**Amended July 2007**

**Amended May 6, 2009**