

# BYLAWS OF THE AROUND THE SOUND COMMUNITY BAND

## SECTION I: Name

This organization is to be known as Around the Sound Community Band.  
Hereby referred to as the *Organization*.

## SECTION II: Placement of Records

The financial records for this organization shall be in the keeping of the treasurer.  
They shall be available for review on request by any band member.

The minutes and copies of communications, advertisement, and recruitment will be in the keeping of the secretary. They shall be available for review on request by any band member.

Records deemed by the Board to be too old to be useful for the business of the Board, but of historic value, shall be kept by the band historian / archivist.

## SECTION III: Mission

To provide musical opportunities within band settings for members of the Organization.

To provide music to communities at large through concerts in senior facilities, at community events, and other places where there is a need or request.

## SECTION IV: Membership

Membership will be granted to those who actively seek it. Membership voting privileges will be granted to those who are up to date in their dues.

Membership shall automatically terminate immediately upon failure to pay dues as required by these bylaws or for failure to satisfy any other qualifications for membership as set forth by the Board in the band policy / operating procedure manual. In addition, membership may be terminated for other good cause as determined by the policy manual.

## SECTION V: Governance of the Organization

The officers of this Organization shall be known as the Executive Board (also called the *Board*). The members (also called the *Officers*) of the Board shall be elected by the membership. To have fair, adequate, and democratic governance of the Organization,

there shall at all times be a minimum of five elected Board members. The five elected member Board requirement of these bylaws may not be reduced.

The members of the Executive Board are as follows:

- Chair
- Assistant Chair / Membership
- Secretary
- Treasurer
- Member At Large
- Conductor / Artistic Director

The conductor / artistic director is a standing (not elected), non-voting Board member and not subject to the nomination / election procedures in section VIII.

#### SECTION VI: Duties of Officers

The Chair will:

- Communicate with the members of the Board and those with band responsibilities in regard to topics or concerns needing discussion.
- Interact directly with the conductor / artistic director about problems facing the Organization.
- Chair meetings of the Board.
- Communicate to the Board any information from any Board members unable to attend a Board meeting.
- Appoint a committee to review the books of the Organization for the Board as described in Section VII of these bylaws.
- Contact all members of the board to remind them of meetings and give their reports if they are unable to attend.

The Assistant Chair / Membership will:

- Take over the duties of Chair if he / she is unavailable to fill them.
- Assist the Chair with special projects as needed.
- Contact all members of the Board to remind them of meetings and give their reports if they are unable to attend.
- Keep a database of members and attendance records of the same.
- Maintain contact and send announcements to members through email as directed by the Board and the conductor.
- Receive and respond to inquiries from persons interested in joining the band and welcome the same.
- Work with the Treasurer in order to keep dues payment records.

The Secretary will:

- Keep minutes of the meetings.
- Type and submit minutes of previous meetings to the Board.

Keep copies of all letters and correspondence to and from the organization.  
Send thank you notes as needed or requested.  
Maintain a route by which correspondence can be received.

The Treasurer will:

Receive and deposit funds from sponsors and band members.  
Write checks and pay bills at the direction of the Board.  
Maintain an updated accounting of the organizations funds and provide a copy at each Board meeting and when requested by a Board member or any band member.  
Work with the person responsible for membership to maintain current records of dues paid.

The Member At Large will:

Assume duties as assigned by the board.

The Conductor / Artistic Director (non-voting member) will:

Be responsible for all things related to the musicianship of the band. These include conducting and rehearsing the band, selecting music, assigning parts, and other things as necessary.  
Arrange for a substitute conductor if he / she cannot attend a rehearsal or performance.  
Provide oversight of the music library.  
Set concert programs.  
Submit performance schedules.  
Have the final decision on venues.

In the event of not fielding a full Board, the duties may be abbreviated and redistributed as seems best to meet the needs of the Organization and the Board as determined by the Board.

#### SECTION VII: Powers, Obligations, and Duties of the Executive Board.

The business and affairs of the Organization shall be conducted under the direction of, and the control and disposal of the Organization's property and funds shall be vested in, its Executive Board, except as otherwise provided in the Nonprofit Corporation Act of the Revised Code of Washington.

The Board will prepare, update and execute a policy / operating procedures manual concerning the day to day operations of the band, expectations of band members, and other operating functions which have to do with the normal operation of the band and which are not specified in these bylaws. Any policy / operating procedures manual may not supersede these bylaws and shall be available in writing to all band members.

The Board has the authority and responsibility to:

Select, evaluate, contract with, and set compensation for a conductor / artistic director for the band.  
Arrange for appropriate rehearsal facilities.  
Set dues and collect the same.  
Expend funds on band materials.  
Develop ideas to recruit and retain members.  
Appoint band members to band jobs needed to accomplish the business of the band as outlined in section XIV of these bylaws.  
Establish committees and appoint committee chairs as needed as outlined in section XIII of these bylaws.  
Approve all promotional materials.  
Provide oversight of all web content.  
Provide oversight of fundraising, sponsorships, grants, and donations.

The Board is obligated to:

Provide annual reports of the Organization's financial position to the members of the band.  
Conduct an annual financial review. The chair shall appoint two band members who are not on the Board to conduct an annual review of the Organization's financial records.  
Keep all band funds in a checking account specifically for the Organization. The chair, assistant chair, and treasurer shall be authorized to sign checks.  
Communicate information to band members about performances, rehearsals, dues, and changes in any of the above.  
Inform the membership before adding to or abbreviating the Board duties.  
Advise all band members of general membership meetings and votes to be held.  
Provide oversight of Board appointed committees and band members appointed to jobs.

#### SECTION VIII: Nomination and Election of Officers.

Persons nominated for the board shall have been members of the Organization for a minimum of one-half year and be current in dues. Nominations will take place two weeks before elections. Elections will be held in the month of May and terms will be for one year.

Board members shall be limited to three consecutive terms on the Board in any four-year period. In the event no one is willing to stand for a Board position, the membership can vote to waive any of these prerequisites for the present election.

There is no specific compensation for serving on the Board. At the end of the elected term Board members will be expected to turn over all band materials to the new Board.

## SECTION IX: Replacement of Board members during term.

The Board shall replace members who are unable to complete their term by seeking a volunteer. This shall be reviewed by band members at the next band rehearsal and, if no objection, will stand until the next election. All band materials pertaining to the Board will be submitted to the chair at the time of resignation or departure.

## SECTION X: Dues

Dues shall be due at the beginning of each quarter, payable the first month of each calendar quarter, and become overdue at the end of the same month.-

## SECTION XI: Meetings

General membership meetings will be held a minimum of once a year at a May rehearsal, and otherwise as needed. At these meetings voting will be open to all members in good standing. A quorum for general membership voting shall be the number of band members present at the meeting. A general and financial report of the Board shall be given at the yearly meeting.

Board meetings will be held bimonthly. Only members of the Board may vote in Board meetings. A quorum for voting by the Board shall be three of the five current Board members present.

## SECTION XII: Rules of Order

The formal format for meetings shall be Roberts Rules of Order. These rules may be suspended for informal meeting at the discretion of the chairing Officer.

## SECTION XIII: Committees

The Board may establish committees as is necessary to meet the needs, and carry out the business, of the band. The Board will charge the committee with a specific job(s). The Board will appoint a chair of the committee who will then be responsible for recruiting committee members (if necessary) and carrying out the specific job(s) as directed by the Board. Committee chairs shall be responsible to the Board and report as requested by the Board. Committee chairs and committee members are not members of the Executive Board and have no voting rights on said Board. They may attend meetings and give input at the discretion of the Board. There is no specific compensation for committee chairs or committee members.

Committees automatically dissolve when new Board elections take place or when they have completed their assigned job(s), whichever comes first, unless the new Board votes to continue the committee until the next elections. Committee chairs are appointed until the next board elections. If the new board decides to continue a

committee, it can vote to continue the current chair or appoint a new one. Committee chairs will turn over all band materials to the Board at the time a committee dissolves or a new chair is appointed.

#### SECTION XIV: Band Jobs

The Board shall appoint band members to take care of ongoing jobs needed to meet the needs and carry out the business of the band. Appointed band jobs are not members of the Executive Board and have no voting rights on said Board. They may attend meetings and give input at the discretion of the Board. They are responsible to give reports as requested by the Board. There is no specific compensation for performing a band job. Board members may assume appointed band jobs with the approval of the board.

Band members are appointed to these jobs until the next Board elections. When a new Board is elected it can decide to continue a band member in a job or it can vote to appoint a new band member to the job. Appointed band members will turn over all band materials to the Board at the time a new person is appointed.

The following are appointed band jobs:

- Bookings / Response
- Public Relations / Sponsorship
- Forms / Programs / Publications
- Webmaster
- Librarian
- Historian / Archivist

The duties of the band jobs are as follows:

The Bookings / Response person will:

- Contact and answer requests for performances.
- Contact organizations about performances.
- Establish and firm up dates for performances.
- Work with the conductor (and Board as needed) when working out the details for a performance.
- Work with the membership and conductor when scheduling performances.
- Inform membership and webmaster by email of performance details.

The Public Relations / Sponsorship person will:

- Interface with media and businesses.
- Develop presentations and ideas to attract positive attention and promotions to be used with sponsors.
- Develop ideas to recruit and retain members.

Actively seek financial support through direct donation and grants.  
Make first contact with new organizations on behalf of the band.

The Forms / Programs / Publications person will:

Prepare, update, print, and distribute the band's business forms to the persons who need to use them to conduct band business.

Work with the conductor to prepare, print, and distribute concert programs.

Prepare, update, print, and distribute all other publications as directed by the Board.

The Webmaster will:

Maintain a website for the band that functions easily and works on leading browsers for both PC and Mac.

Maintain domain name and server hosts for the website.

Notify the treasurer when payments are due.

Work with the Board and conductor to keep content significant and current.

The Librarian will:

Maintain the band's music library of past and present literature.

Photocopy and have music available, as requested by the conductor, at all rehearsals and concerts.

Arrange for music to be at rehearsals and concerts if the librarian cannot attend.

Keep original copies safe for future needs and collect / store music as directed by the conductor / artistic director.

The Historian / Archivist will:

Maintain and conserve the history of the band by collecting articles, programs, photos, stories, recordings, and related materials that are significant to the history of the organization.

#### SECTION XV: Amending and Revising Bylaws

The Board or any band member may propose changes to these bylaws at least 15 days before the annual meeting date. Any amendments, changes, or revisions shall be voted on by the membership at the annual meeting. Any future revision to these bylaws will take effect upon a majority yes vote of the band membership.

#### SECTION XVI : Dissolving the organization

In the event of dissolution of the corporation, the assets of the corporation are to be distributed to 501(c)3 organization that provides musical opportunities and/or musical education to individuals.

Written May 2002  
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