

# BYLAWS OF THE LOVELAND CONCERT BAND

## **I. NAME**

- A. The name of the group will be Loveland Concert Band

## **II. PURPOSE**

- A. The purposes of the Loveland Concert Band are to
1. Provide a means for adult musicians to assemble and play for their mutual enjoyment
  2. Perform band music for concerts and special occasions
  3. Promote goodwill by participating in events in neighboring cities
  4. Foster and encourage playing and appreciation of band music
  5. Perform outreach to all segments of the population from youth to adults by performing in venues in which these populations are located
- B. The Loveland Concert Band is a non-profit organization

## **III. MEMBERSHIP**

- A. Eligibility
1. Any adult with prior band experience who is sufficiently proficient and interested in playing with the Band or serving the needs thereof may apply for membership
  2. New members will be added to the permanent roster after attending three rehearsals
  3. For the summer concert series, high school students with demonstrated high level musicianship and sight reading abilities are eligible to participate in the summer concert series. They may be asked to audition for the Musical Director prior to playing with the Band.
- B. Rehearsals and Concerts
1. Rehearsals and concert dates are set by the Executive Board
  2. Rehearsals are held from 7:15 to 9:15 PM Monday evenings, September through May, and may be rescheduled for special circumstances
  3. Rehearsals for the summer concert series are held the Monday before each concert
  4. The Musical Director shall be in charge of all rehearsals, concerts and musical selection
  5. Members are encouraged to take music folders for additional practice, but are responsible for returning music so that others may use it when a rehearsal must be missed
  6. Music must be returned to the Musical Director immediately following each concert
- C. Attendance
1. In order to have the best performance experience possible, members are expected to attend all rehearsals and concerts
  2. Any member who misses more than one rehearsal should voluntarily withdraw from that concert
  3. Summer concerts only have one rehearsal. Members must attend that rehearsal in order to perform at that concert
  4. Section leaders will monitor attendance at rehearsals for their sections
- D. Seating
1. Seating and assignment of parts will be at the discretion of the Musical Director
- E. Dues
1. Annual dues are \$25 per person or \$7.50 per concert. Dues are effective September through May. Yearly dues will be collected by the treasurer no later than the last rehearsal in September. On a per concert basis, dues are collected at the first rehearsal for that concert.
  2. Dues are \$10 for the summer season. Members who pay dues during the regular season are exempt from paying the summer dues.

F. Dress

1. Concert dress is long black attire for women, black suits and white shirt with black bow tie for men. Black shoes are required for everyone.
2. Christmas colored accessories are encouraged at the holiday concert
3. During the summer concert series, dress is black slacks or long black skirt, black socks, black shoes and Loveland Concert Band polo shirt

G. Exceptions and Exclusions

1. The Executive Board may make exceptions to the above for the benefit of the Band

## **IV. OFFICERS AND COMMITTEES**

A. Elected officers

1. An eight member board of directors will be created, all with two year terms, and elected by the Band
2. Four of the board members will be elected each year at the first meeting of the new board. The board will elect four officers (President, Vice President, Secretary and Treasurer/Personnel Manager) to serve one year terms
3. These elected officers, together with the Musical Director, shall constitute the Executive Board
4. All elected officers must have had three month's active Band participation

B. Executive Board

1. The Executive Board will meet at least once per calendar quarter to conduct the affairs of the Band
2. The Duties of the Board will include, but not be limited to the following:
  - a. Approve expenditures over \$200
  - b. Serve as a nominating committee for the purpose of filling vacancies of the Executive Board
  - c. Recommend changes in the bylaws to the full Band membership
  - d. Review board meeting minutes and contact the Secretary with approval or corrections
3. The members of the Executive Board shall exemplify the behavior expected from all Band members including
  - a. Setup and/or tear down of rehearsals and concerts
  - b. Promote a positive atmosphere within the Band

C. Duties of Elected Officers

1. President
  - a. Preside over all Executive Board meetings
  - b. Represent the Band before other groups
  - c. Approve expenditures up to \$200
  - d. Appoint special committees
  - e. Vote in case of a tie
  - f. Communicate pertinent information to Band members
  - g. Maintain official Band documents including
    - Current bylaws
    - Articles of Incorporation
    - Tax Certificate
2. Vice President
  - a. Conduct the affairs of the President in the absence of the President
  - b. Publicize the Band and it's performances through all possible media
  - c. Responsible for public relations of the Band in general

3. Secretary
    - a. Record minutes at the Executive Board meetings, and distribute minutes to all Board members within one week of the Board meeting
    - b. Prepare correspondence for the Band
    - c. Prepare written communication between the Executive Board and the Band
    - d. Distribute bylaws to Band members
  4. Treasurer
    - a. Collect annual dues
    - b. Maintain financial records
    - c. Prepare and present financial report
    - d. Make disbursements with the approval of the President of the Full Board
    - e. Recommend ways and means to the Executive Board
    - f. Prepare annual budget
    - g. Maintain scholarship account
- D. Appointive Officers
1. Appointive officers shall be appointed as needed by the President, subject to approval by the Executive Board
  2. The Musical Director shall be appointed by the President subject to approval by the elected officers of the board
  3. Additional appointive officers may include Equipment Manager, Committee Chairmen, Librarian, Historian, Scholarship Coordinator and Assistant Conductor
- E. Duties of Appointive Officers
1. Musical Director
    - a. A voting member of the Executive Board
    - b. Sole authority of the Band with regard to matters of a musical nature (for example, selection of music and assignment of seating and parts to be played)
    - c. Appoint section leaders
    - d. Purchase music and equipment up to \$200
  2. Equipment Manager
    - a. Storage, inventory and maintenance of all physical property except music
    - b. Setup of all Band equipment for rehearsals and concerts
    - c. Transportation of equipment for rehearsals and concerts
    - d. Secure any instruments and equipment required by the Band
  3. Committee Chairmen
    - a. Appointed by the President as needed
  4. Librarian
    - a. Distribute and collect music
    - b. Provide for orderly storage of all music
    - c. Maintain an accurate catalog of all Band owned music
    - d. Place an identifying symbol on all Band owned music
  5. Historian
    - a. Maintain all Band related historical documents including programs, newspaper articles, awards
    - b. Maintain previous versions of all official documents for the Band
  6. Scholarship Coordinator
    - a. Coordinate fundraising activities for the Band Scholarship Program
    - b. Communicate with each high school band director to select award recipients
    - c. Assign award presenters
    - d. Coordinate with the Treasurer to issue scholarship awards
    - e. Maintain record of all scholarship recipients
  7. Personnel Manager
    - a. Maintain membership roster and record new member information
    - b. Actively recruit new members

- F. Duties of Section Leader
  - 1. Work with the Musical Director to place individuals within the section
  - 2. Ensure that all parts within the section are sufficiently covered
  - 3. Ensure that each section member conforms to the bylaws
  - 4. Communicate with section members regarding rehearsal and performance logistics
  - 5. Actively welcome each new member to the section
  - 6. Collect all music from the section members, including absentee members, after each concert and return to the Librarian
  - 7. Conduct sectional rehearsals as requested by the Musical Director
  - 8. Additional duties as requested by the Executive Board
  
- G. Removal of Executive Board Members
  - 1. Any Executive Board Member may be removed from office by submission of written resignation to the Executive Board, or by
  - 2. Both of the following:
    - a) Petition by five (5) current members in good standing, each from a separate instrumental section, to the Executive Board, and
    - b) A two-thirds (2/3) majority vote of the Band members in good standing at a meeting called for the purpose
  - 3. The President will appoint a replacement board member to complete the term of the vacated office

## **V. ELECTIONS**

- A. Election of Board Members shall be held within three weeks prior to the final concert of the spring concert season
  
- B. At least two weeks prior to the election, the Executive Board shall appoint a nominating chairman and committee who shall nominate at least one candidate for each open board position
  
- C. Additional nominations may be made from the floor
  
- D. A majority of all votes cast shall be necessary in order to be elected
  
- E. All voting shall be by closed ballot unless only one candidate is nominated for an office
  
- F. The Executive Board elects four officers (President, Vice President, Secretary and Treasurer) at the first meeting of the new Board
  
- G. Upon election, officers shall assume their duties immediately

## **VI. MEETINGS**

- A. Band Meetings
  - 1. Twenty five percent of all active Band members in good standing shall be a quorum for all Band business meetings
  - 2. A business meeting may be held without prior notice at any regularly scheduled rehearsal, concert or engagement
  
- B. Board Meetings
  - 1. Four Executive Board members shall be a quorum for Executive Board meetings

2. Special business meetings may be called by the President or Executive Board members. Notice of such a meeting must be given to all Band members one week in advance
3. All board meetings are open to all Band members in good standing

## **VII. PROPERTY**

- A. Any uniforms, instruments or other equipment donated to, or purchased with Band funds shall be the sole property of the Band, unless sale thereof is authorized by the Executive Board
- B. Separation from the Band shall not entitle an individual to retain any Band property in his/her possession

## **VIII. AMENDMENT**

- A. These Bylaws may be amended by a two-thirds (2/3) majority vote of the Band members in good standing present at a meeting called for the purpose. The proposed amendment must be read at a meeting, or a written copy provided to all members at least one week prior to being acted upon. Notice of the meeting must also be provided to each Band member prior to action.

### **History of Amendments:**

Revised as of November 13, 2006