

WEST RIVER WINDS COMMUNITY BAND

CONSTITUTION AND BY-LAWS

Mission Statement

The West River Winds Community Band exists to encourage musicians to continue in musical participation & growth in band performance, assist all members to serve the public in the enjoyment of music, and demonstrate the value of music in our community and work for a favorable environment for the celebration of music.

Article I: Name

- 1) The name of this volunteer summer band shall be the West River Winds Community Band.

Article II: Organization

- 1) The West River Winds Community Band is a non-profit organization. All income will be devoted to the promotion of instrumental music.
- 2) The West River Winds Community Band shall be non-partisan and non-sectarian. It shall abstain from any political affiliation or endorsements of candidates for public office.
- 3) In the course of fulfilling its mission, the West River Winds Band shall operate without regard to sex, race, national origin, marital status, age, political views or affiliation, religious views or affiliation, sexual orientation, disability, or other factor unrelated to the support of the mission.
- 4) The West River Winds will cease to exist only upon majority vote of the Board of Directors.
- 5) In the event the West River Winds Community Band ceases to exist, all its assets shall be given to the Mandan Public School Music Department, or another musical organization chosen by the board of directors.

Article III: Purpose

- 1) The purpose of the West River Winds Community Band shall be:
 - a) To promote instrumental music in the community.
 - b) To promote the performance of instrumental music as a continuing life time activity.

Article IV: Membership

- 1) Qualifications: Applicants for membership in the West River Winds Community Band shall have attained the age of 18 or have graduated high school, be required to demonstrate satisfactory musical competence as determined by the music director, and agree to fulfill all the responsibilities of membership as set forth in the by-laws.

- 2) Responsibilities of membership: Members of the West River Winds Community Band shall be required to maintain satisfactory attendance at rehearsals and performances, demonstrate continuing musical competence, conduct themselves with collegial and respectful demeanor toward the band, its members, conductors, and guests, and abide by the by-laws and operating procedures issued by the board of directors. By a majority vote of the board of directors, an individual may be placed on probation or have their membership terminated for failure to meet the above responsibilities.
- 3) Members in good standing shall be entitled to vote, hold office and participate in discussion at the meetings of West River Winds Community Band.
- 4) Any person may be an honorary member upon approval of the Board of Directors. Honorary members may not vote or hold office.

Article V: Logo

- 1) The official logo of the West River Winds Community Band shall be that designed by Michael D. Kane, dated 4/11/87. Any use of this logo shall be approved by the Board of Directors.

Article VI: Board of Directors

- 1) West River Winds Community Band shall be governed by a Board of Directors, hereinafter referred to as the Board. The Board shall be 14 members and consist of the president, past-president, vice-president, secretary, treasurer, director of the band, publicity chair, fundraising & membership chair, music librarian, equipment manager, and a minimum of 4 members-at-large and other committee chairs as designated by the board.
- 2) The executive committee shall be 6 members and made up of the President, Past-President, Vice President, Secretary, Treasurer, and Director.
- 3) The duties of the Board Members shall be such as ordinarily pertains to and indicated by the titles of their offices.
 - a) President: The president shall preside at all meetings of the board and general membership, decide on all questions or order, enforce the Constitution, Bylaws and operating procedures of the band; represent the Board of Directors and band to the public at large, at official functions, and sign all official documents and correspondence. The president shall vote only to decide questions of where the Board of Directors or the general membership shall be evenly divided. The president may delegate whatever authority they may deem advisable.
 - b) Past President: The predecessor to the current president will assist and advise the president in the various duties associated with the office.

- c) Vice President: The vice president shall perform the duties of the board president, in the event of the president's temporary absence, serve as a liaison to committees, as assigned, and promote effective communication within the organization.
 - d) Secretary: The secretary shall keep minutes of all meetings of the Board of Directors and all other permanent records of the band. The secretary shall maintain and update a complete archive of all board and committee documents and pertinent materials for the current season. At the conclusion of each season, the secretary is responsible for ensuring that the above records are placed into the band's archives. The secretary shall also be responsible for ensuring timely and effective communications of minutes for the President's and Director's review prior to submission to the full Board of Directors and band members. The secretary shall ensure the President is apprised of all incoming correspondence, submit outgoing correspondence to the President for review, and develop other correspondence as directed by the President.
 - e) Treasurer: The treasurer shall collect and deposit all income, issue checks for the payment of expenses, keep the books of accounts, prepare financial reports for presentation to the Board of Directors, and ensure successful completion of an annual financial review by a designated committee. The treasurer will prepare a financial report to be presented at the general membership meeting at which time the proposed budget for the upcoming year will be voted upon.
 - f) Conductor: The conductor/director of the band shall serve as an independent contractor appointed by the Board of Directors, which shall review the appointment annually. The music director shall exercise final authority in all musical matters. He/she shall determine the musical qualifications of members, instrumentation, seating within sections, select all repertoire, and assist with setting the performance schedule. The music director will insure timely communications with the board and will coordinate the repertoire selection with the band librarian and the band's publicity committee. The music director shall serve as a member of the Executive committee.
 - g) Librarian: The librarian shall be responsible for cataloging the band's music library, preparation of the band's music folders, the transportation and distribution of the band's music at all rehearsals and concerts, and the collection, sorting and delivery of all parts to the library from which they were received.
 - h) Equipment Manager: The equipment manager is responsible for the coordination of equipment, (I.e. music stands, chairs, percussion, low brass, etc...) to and from the performance site, as well as procuring suitable transport vehicles.
 - i) Members-at-large may be assigned duties by the board.
- 4) The officers shall serve without compensation with the exception of the director who will be given a stipend in an amount designated by the board.

- 5) Election of the board: Board members will be elected at the annual meeting
 - a) The board shall be elected for a term of one year.
 - b) The board shall assume their duties immediately after their election at the annual meeting.
 - c) Vacancies on the board shall be filled by appointment of the remaining board upon a simple majority vote of the board present.

- 6) Meetings of the board:
 - a) A quorum shall be declared when a majority of the board is present
 - b) Meetings of the board shall be called by the president.
 - c) Special board meetings can be called by the president upon written request of three board members and with five days' notice to the rest of the board.
 - d) The budget committee sets the budget that is to be voted upon at the annual Meeting.
 - e) The president shall vote only to break a tie.

Article VII: Standing Committees:

- 1) Membership and personnel: The chair shall coordinate the band's membership with the director and section leaders to insure adequate instrumentation, maintain attendance records, insure section leaders complete attendance sheets after each rehearsal and performance, and submit them to the Director in a timely manner.

- 2) Budgeting and Finance Committee: The Treasurer shall serve as committee chair. Its responsibilities shall include the preparation of an annual budget and periodic review of the financial condition of the band, and it's actual versus budgeted income and expenditures. It shall present to the President, no later than 30 days prior to the annual meeting, its recommendations for an annual budget for the following fiscal year.

- 3) Fund Raising and Development: The chair shall be responsible for the planning and implementation of fund-raising activities, including the solicitation of individual, foundation and corporate donations.

- 4) Nominating Committee: The nominating committee shall consist of three members; at least one of whom shall be an elected officer or member of the Board of Directors. It shall present to the President, no later than the second rehearsal in May, a slate of candidates for all officer and member-at-large positions up for election on the Board of Directors.

- 5) Publicity and Marketing: The President or Vice-President shall serve as an ex-officio member of this committee. Its responsibilities shall include the implementation of the band's audience development strategy and plans, subject to the Board's approval, and the coordination of all activities within the band that impact audience developments, such as marketing, publicity, advertising, concert program productions, mailings, content for the website, etc. The committee shall coordinate activities with the Director.

- 6) Social Committee: The Social Committee shall consist of at least three appointed members. Its responsibilities shall include: planning and implementation of social events for the membership of the band.
- 7) Uniform and Supplies Committee: Its responsibilities shall be managing the needs for ordering and dispensing uniforms (shirts) to members prior to concerts and other items determined by the Board.

Article VIII: Annual Meeting

- 1) The annual meeting, hereinafter referred to as the meeting, shall be called as soon as possible after the end of the concert season. The date and time of the meeting shall be set by the board.
- 2) All members in good standing, hereinafter referred to as members, shall be notified five days in advance of the meeting.
- 3) A quorum shall consist of all members present at the meeting:
 - a. All members present have one vote. There shall be no voting by mail or proxy
 - b. A simple majority vote of those members present is necessary to conduct business.
- 4) Officers will be elected for the succeeding year.
- 5) Transact any other business as may properly come before it.

Article IX: Parliamentary Authority

- 1) The rules in latest edition of “Robert’s rules of order” shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of the West River Winds Community Band.

Article X: Amendments

- 1) Amendments to the by-laws may be proposed in writing by any member. Proposed amendments are to be submitted in writing to the board. Such amendments shall become a part of the by-laws when adopted by a majority vote of the members present at the annual or special membership meeting.