
BY-LAWS

of the Fort Point Garrison Brass Band

November 4, 2023

Article I: Name

The organization shall be known as the Fort Point Garrison Brass Band, hereafter referred to throughout this document as FPGBB, or the Band.

Article II: Objective

The objective of the Fort Point Garrison Brass Band shall be to educate the public about the history, traditions and musicians of American Brass Band music as follows:

- Portray an authentic 19th Century American Brass Band.
- Preserve, strengthen and promote traditional American Brass Band music.
- Educate audiences on the history of bands, instruments, musicians, and their daily life during this era.
- Research and recognize the role of brass bands in California history.
- Acquire and use period appropriate music, uniforms, instruments, and equipment.

Article III: Membership

All musicians in the state of California are welcome to enter into membership in the Fort Point Garrison Brass Band. Such membership is inclusive, and does not preclude membership in other organizations, such as the California Consolidated Drum Band or the Ophir Prison Marching and Kazoo Band.

Section 1: Classes of Membership

Full Member: A Full Member may perform with the Band, vote, make motions, and hold office. To retain Full Membership, a Full Member must attend three-fourths (3/4) of all performances, and sufficient rehearsals to maintain and/or improve in musical ability, repertoire, and performance skills. If a Full Member does not meet the aforementioned requirements, the Executive Board has the authority to revoke Full Membership and reclassify the member as an Inactive Member.

Candidate Member: Anyone at least ten years of age may be eligible for Candidate Membership. A person seeking candidacy must complete an Application for Membership and present it to a Band Officer. Upon approval of the Executive Board, the applicant will become a Candidate Member and begin a one year Probationary Period. During the Probationary Period, the Candidate Member shall not be entitled to privileges of full membership, but shall be expected to attend rehearsals, performances and make good progress in musical ability. The Executive Board may recommend a Candidate Member for Full Membership at any time the Candidate has progressed sufficiently in skills as to be a productive, performing member of the Band. After a successful Probationary period a Candidate Member will become a Full Member.

Skills Required of Candidate Members:

Winds: Ability to play the basic FPGBB repertoire.

Ability to play in tune.

Ability to take direction and work well with others.

Demonstrated willingness to play on period instruments.

Drums: Demonstrated ability to keep time and to play beatings appropriate to the music being performed.

Ability to play the basic FPGBB repertoire.

Ability to take direction and work well with others.

Inactive Member: An Inactive Member shall not be entitled to privileges of full membership. An Inactive Member may petition the Executive Board to become a Candidate Member. If accepted, the Inactive Member will be taken off inactive status and will be subject to the requirements of the new membership classification. After one year of inactive membership, the member shall lose all membership and shall be dropped from the Band roster.

Section 2: Leave of Absence

A member may request a Leave of Absence from the Band. The request must be in writing, specify reasons for and extent of Leave, and be presented to the Executive Board. For purpose of this section an email shall satisfy the “in writing” requirement. The Executive Board will consider all requests for Leave of Absence at the next Executive Board meeting after receipt of request. Once granted, a Leave of Absence shall last until a specified date, after which it may be extended only by another petition. A member on Leave of Absence is relieved of all obligations pertaining to the member’s classification, but also forfeits all privileges of membership as well.

Section 3: Resignation

A member may resign membership in writing to a member of the Executive Board. Once accepted by the Executive Board, the member shall lose all rights and privileges of membership and be dropped from the Band roster.

Section 4: Termination of Membership

As stated in the Classes of Membership, there are obligations associated with some classes of membership. Failure to meet these obligations may result in movement to another class of membership, or loss of membership completely.

In addition to the stated obligations of membership, every member is obligated to act in accordance with the Objective of the Band. If a member is found to commit an illegal act or an act contrary to the Objective of the Band, the member may be considered unfit for membership. A motion shall be made at an Executive Board meeting to consider terminating the membership of a member deemed unfit. If passed by the Executive Board, the same motion shall then be made at the next Band meeting under the section of New Business. It will require a majority vote of all Full Members to terminate membership. Once terminated, the member shall lose membership classification, all privileges associated with that classification, and be dropped from the Band roster.

Section 5: Record of Membership

The Secretary shall produce and maintain a complete roster of Full and Candidate Members.

Article IV: Officers

Section 1: Definition of Officers

President: The President shall chair meetings, represent FPGBB, and be empowered to make decisions for the Band not otherwise notated within these By-Laws. If the President resigns, a Full Member must be appointed to fill the position.

Treasurer: The Treasurer shall be responsible for all moneys of the Band, and will make a report on all monetary activity at all meetings. The President, Secretary, and Treasurer shall be approved as signatories to the Band bank account. All checks shall be signed by two current officers, one of which should be the Treasurer. If the Treasurer is not available to sign a check, another approved officer may do so, but this transaction must be fully reported at the next Executive Board meeting and the next Band meeting.

Secretary: The Secretary shall record the minutes of every Executive Board meeting and every Band meeting. The Secretary shall also keep attendance records for every rehearsal and performance of the Band. The Secretary shall be responsible for all internal and external correspondence of FPGBB.

Section 2: Election of Officers

Nominations from Full Members will be accepted at the Annual Band meeting under the section of New Business. Only Full Members may be nominated for office. Nominations must be seconded by a Full Member. A nominated member must accept the nomination verbally, or in writing, if not present.

Elections for officers shall be held by written ballot during the month immediately following the Annual Meeting. Ballots shall be mailed or emailed by the Secretary to all Full Members. Ballots must be returned to the Secretary no later than one month following the Annual Meeting.

Counting of ballots and reporting of results shall take place at a performance or rehearsal no sooner than one month following the Annual Meeting. The members receiving the majority vote of the responding members shall win the election for that office. If no nominee receives a majority vote of the responding members, the incumbent Officer shall retain office until the dispute can be resolved.

If all active voting members are present at the nominating meeting, or if enough active voting members are present so that the outcome of the elections would not be affected by the vote(s) of the absent members, a motion may be made and if passed voting may be done by show of hands or voice vote.

To resolve disputed offices a special election meeting shall be called no later than one month after ballots have been counted. Each nominee for a disputed office shall have the opportunity to speak to the Band for ten (10) minutes. All Full and Charter members present shall then vote by ballot. The Secretary shall then collect, tabulate, and announce the results of the ballot. This process shall continue until a new Officer is elected, or until 10:00 PM, at which time a deadlock for the disputed office will be declared. The Incumbent officers shall then appoint an eligible member to the office. Such process shall continue until the Executive Board is filled.

Section 3: Term of Officers

The term of office shall be two years. The term will begin as soon as the election is completed.

Section 4: Resignation or Dismissal of Officers

An Officer may resign from office prior to the end of a term by following the same procedures as resigning from membership. The resigning officer does not lose membership status.

The Band may decide to dismiss an Officer. A Full Member may make a Motion to Review at any Band meeting. The motion must be seconded by another Full Member. If seconded, it shall be put to a vote of members present. If carried, by a majority vote of members present, the Officer is considered Under Review and shall be informed by the Secretary. An Officer Under Review is relieved of Office duties until the review is complete. One of the Executive Board shall assume the duties of the Officer under Review. At the next Band Meeting, the presiding Officer shall make a Motion to Dismiss. The Officer under Review may then speak to the Band for ten (10) minutes. The Band shall then vote. If passed by a 2/3 majority of voting members present, the Motion to Dismiss is carried, the Officer is dismissed, and the Office is considered vacant. The rules for filling a resigned Office shall apply. The dismissed Officer shall not lose membership status except through separate action.

Article V: Executive Board

Section 1: Members

The members of the Executive Board shall be the President, the Treasurer, and the Secretary.

Section 2: Purpose

The Executive Board shall assist in the administration of FPGBB. The duties include, but are not limited to, the approval of FPGBB's schedule of events, approval of budget, pursuit of funding, support of Band responsibilities, and guidance of the Band actions to meet its stated objective.

Section 3: Appointments

The Executive Board may appoint Full Members to administrative duties. Such duties may include, but are not limited to, Musical Director, Business Manager, Sergeant at Arms, and Public Relations. If the Executive Board chooses not to appoint members to any of these positions, it is understood that the Executive Board shall assume these responsibilities. The Executive Board has full authority over every appointed position, and may therefore revoke an appointment at any time.

Article VI: Committees

Committees may be appointed by the Board to handle special tasks. The Committees shall present a report to the Band at every Band meeting under the section of Committee Reports. A Committee shall be dissolved once it reaches its objective. The Executive Board, and membership at large, may consider the establishment of Standing Committees.

Article VII: Meetings

Section 1: Quorum

A quorum for FPGBB meeting, the number of Full Members present necessary to hold a Band meeting, make motions, and vote shall be one half (1/2) the total of Full Members on the Roster. A quorum for Executive Board meetings, the number of Executive Board members present necessary to hold an Executive Board meeting, make motions, and vote shall be three (3).

Section 2: Outline of Meeting Minutes

Treasurer's report
Committee Reports
Old Business
New Business
Adjournment

Section 3: Periodicity of Meetings

FPGGB meetings shall be held at least annually, usually in conjunction with a performance or rehearsal. The Board shall decide the schedule of meetings, and publicize it as soon as possible after January 1st.

Executive Board Meetings shall be held at least once per quarter. The Board shall decide the schedule of meetings, and publicize it as soon as possible after January 1st. Minutes of all meetings shall be made by the Secretary and presented to the Band at the next Band meeting.

Section 4: Special Meetings

A member who desires a special meeting shall contact a Board member.

Article VIII: Parliamentary Authority

The Executive Board shall have the final authority in all decisions not covered by these By-Laws, Meetings shall be conducted under the rules set forth in Roberts Rules of Order for any matters not handled specifically by these By-Laws, as long as they do not conflict with any part of these By-Laws.

Article IX: Amendment to By-Laws

A motion to Amend the By-Laws may be presented by a Full Member, in writing, in full detail, at any general meeting under the section of New Business. The motion must receive a second by another Full Member, and a 3/4 vote of voting members present, in order to be added to the By-Laws.

Notes:

Approved by unanimous vote of members present, Old Sacramento, Labor Day weekend, 2008.

Sent to all full members 9/8/11, 11:00 a.m. MFS

Reviewed and cleanup 8/17/2023 WRA

Amended, Passed, Adopted 11/4/2023 wra