

# Richardson Community Band



## By-Laws

Updated June 2011



## **By-Laws of the Richardson Community Band**

### **I. Name**

The name of group is the Richardson Community Band (õthe Bandö and õRCBö).

### **II. Type of Organization**

The Band is a non-profit, tax-exempt organization as defined in section 501(c)(3) of the Internal Revenue Code.

### **III. Purposes**

The purposes of the Band are as follows:

- To provide a community service to the City of Richardson,
- To provide a musical outlet for talented members of the community,
- To perform the finest available literature for concert band, and
- To foster an appreciation of concert band music.

### **IV. Membership**

Any area resident who

- exhibits satisfactory playing ability or potential,
- agrees to adhere to the Bandõs policies,
- gives regular attendance to rehearsals, and
- performs regularly with the group

is eligible for membership. A new member may be added to the Bandõs roster after attending three rehearsals and paying applicable dues.

### **V. Rehearsals and Concerts**

Rehearsals are held weekly at announced times and locations. Concert dates and locations will be set by the Conductor and Administrative Board at least semi-annually. Additional concerts may be agreed to by a majority vote of Band members.

### **VI. Attendance and Member Responsibilities**

Members are expected to attend all rehearsals and concerts. The appropriate Section Leader or the Social Chair should be informed of anticipated absences. Any member who anticipates an extended absence should inform the Social Chair to avoid loss of membership.

Members are encouraged to practice outside of rehearsals. To assure that borrowed music is available to Band members sharing it, music must be returned before the next rehearsal or concert.

Every member is encouraged to participate in one of the Bandõs committees.



## **VII. Seating**

Seating and assignment of parts will be at the discretion of the Band's Conductor and the Section Leaders. Informal auditions may be held by the Conductor or at the request of a Band member. Any section with a large number of members should be self-monitored to maintain accurate instrumentation balance for our Band size.

## **VIII. Dress Code**

The dress code for rehearsals is informal. The dress code for performances will be appropriate for the season and type of concert and will be set by a majority agreement of the Band members.

## **IX. Dues**

Annual dues are set by the Board and will be collected by the Secretary/Treasurer during September for the fiscal year beginning September 1 and ending August 31. New members must pay dues immediately upon joining the Band. Members joining after March 1 of the fiscal year will pay half the annual dues. Exceptions to annual dues will be considered by the Administrative Board.

## **X. Conductors**

A Band Conductor will be elected by a simple majority vote of the Band membership. An Associate Conductor will be appointed by the Administrative Board of the Band. Either Conductor may be removed from office by two-thirds (2/3) majority vote of the Band membership, polled by the Administrative Board, after receiving either:

1. a recommendation by the Administrative Board of the Band, or
2. a petition from five current members in good standing, each from a separate instrumental section

## **XI. Section Leaders**

Leaders for the various sections of the band will be determined and appointed by the Administrative Board with the advice of the Conductor. The continued participation of each Section Leader will be reviewed annually.

The appropriate Section Leader will meet with each prospective member to assess his capability. If the prospective member is accepted, the Section Leader will assign him/her a seat. A Section Leader may reassign seats during a Band year to achieve better balance within the section.

In addition, a Section Leader will interact with members of his or her section to become aware of their personal concerns that may affect the members' attendance or performance. Members are to advise their Section Leader of absence plans or sickness.

Section Leaders also establish and maintain a means for recording attendance at rehearsals and concerts when requested by the Administrative Board.



Section Leaders are to be assigned for the following sections:

- Trumpets
- Trombones
- Euphoniums
- Tubas
- Flutes
- Saxophones
- All Clarinets and double-reed instruments
- Percussion

## **XII. Administrative Board**

### **A. Voting Members**

The Administrative Board (the Officers) of the Band consists of six voting members, whose titles and responsibilities are as follows:

#### **1. President**

The President will:

- a. Preside at the meeting of the Administrative Board and of the full Band
- b. Represent the Band or appoint a representative to appear before other groups, such as the Richardson Arts Council
- c. See that the Band maintains and develops sources of income to support its operations
- d. Appoint, with the concurrence of the Administrative Board, the non-voting positions of Librarian, Webmaster, and Publicity Chair.
- e. Appoint special committees, including a five-member nominating committee for new officers
- f. Respond to e-mail inquiries and other correspondence

#### **2. Secretary/Treasurer**

The Secretary/Treasurer will:

- a. Keep a record of actions by the Administrative Board
- b. Handle all financial correspondence to and from the organization
- c. Maintain a membership roster and inform members of any information pertinent to the Band
- d. Collect annual dues
- e. Maintain financial records and make them available as needed
- f. Make disbursements less than \$1000 with appropriate documentation and greater than or equal to \$1000 with approval of the full Board



- g. Recommend ways and means to the Band
- h. Submit an annual financial report to the Board for approval
- i. Submit Form 990 to the Internal Revenue Service annually, as required to retain the Band's 501 (3) (c) status
- j. Conduct the affairs of the Band in the absence of the President and the Past-President

### **3. Social Chair**

The Social Chair will:

- a. Welcome and introduce prospective members during rehearsal, provide them with information about the Band, and collect contact details from them
- b. Be responsible for and arrange all social activities of the Band

### **4. Concert and Rehearsal Chair**

The Concert and Rehearsal Chair will:

- a. Arrange suitable locations for rehearsals and concerts
- b. Arrange for the maintenance, storage, and inventory of all physical property except music
- c. Arrange to have equipment set up for all Band rehearsals and concerts
- d. Arrange to have sound equipment set up for summer outdoor concerts
- e. Arrange to have equipment and music transported to and from concert locations
- f. Arrange to borrow and otherwise secure any instruments and equipment needed by the Band at concerts and rehearsals

### **5. Band Conductor**

The Band Conductor, hereafter referred to as the Conductor, will:

- a. Conduct the Band at all rehearsals and concerts, or arrange for a qualified substitute to do so
- b. Act as the final authority of the Band with regard to matters of a musical nature including, but not limited to, selection of music, assignment of seating, and parts to be played

### **6. Past-President**

The Past-President will:

- a. Remain on the new Board the following year with the title of Past-President
- b. Perform the duties of the President in his or her absence
- c. Assist with the smooth transfer of leadership to the new officers
- d. Perform various tasks from time to time as required by the President



## **B. Non-voting Members**

In addition, the Administrative Board has five non-voting members, as follows:

### **1. President-Elect**

The President-Elect will:

- a. Assume the office of President at the beginning of the new term.  
If the President-Elect also holds a voting position on the Administrative Board, he or she may vote in that capacity
- b. Participate in Administrative Board meetings and complete specific tasks that the President delegates as preparation for taking office

### **2. Librarian**

The Librarian will:

- a. Be responsible for distributing music to and collecting music from the Band members
- b. Provide for the 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

### **3. Webmaster**

The Webmaster will maintain the website and update the website content as needed.

### **4. Publicity Chair**

The Publicity Chair will:

- a. Publicize the Richardson Community Band and its performances through all possible media outlets
- b. Be responsible for the public relations of the Band in general

### **5. Associate Conductor**

The Associate Conductor will conduct the Band at the request of the Conductor.

## **C. Term of Membership on the Administrative Board**

Membership on the Administrative Board will be for a term of one year, beginning September 1<sup>st</sup>, and will be by a majority vote of the Band membership. A nominating committee, consisting of one voting member of the current Administrative Board and four other Band members, will be appointed by the President on or before July 1<sup>st</sup>.



This committee will nominate one candidate for each of the following positions:

- President-Elect
- Secretary/Treasurer
- Social Chair
- Concert and Rehearsal Chair

The committee will contact the potential nominee to ascertain his or her willingness to serve if elected. An election will be held during the last rehearsal in August, at which time the nominating committee makes its report and accepts additional nominations from the floor.

#### **D. Duties of the Administrative Board**

The Administrative Board, as a group, will meet at least once per calendar quarter to conduct the affairs of the Band. The duties of the full Board will include, but not be limited to, the following:

- Approve expenditures over \$1,000.00
- Appoint an Associate Conductor
- Serve as a nominating committee for the purpose of filling vacancies of the Board
- Arrange for an annual audit of financial records

#### **E. Officer Succession**

It is the responsibility of the outgoing officers to schedule orientation meetings with the incoming officers of the respective positions and transfer any files or other materials.

In the event that the President resigns or otherwise becomes inactive during his or her term, the duties will be performed by the President-Elect.

If the President-Elect is unable or unwilling to serve, the duties of the President will be assumed by another elected officer, as available, in the following order until an election can be held:

1. Past-President
2. Concert and Rehearsal Chair

### **XIII. Music Selection Advisory Committee**

The Music Selection Advisory Committee will assist the Conductor of the Band with concert programming and with the selection of music to be retained in the Band's library. The makeup of the Committee will be at the discretion of the Conductor. Meetings will be held as needed.

### **XIV. By-Laws**

These by-laws can be amended by a two-thirds (2/3) majority vote of the active membership, as determined by the Secretary/Treasurer, if notice has been given at two previous meetings of the Band's intention to vote on the law changes.