

Richardson Community Band



By-Laws

Updated August 2016



By-Laws of the Richardson Community Band

I. Name

The name of group is the Richardson Community Band (“the Band” and “RCB”).

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 Band’s policies,
- gives regular attendance to rehearsals, and
- performs regularly with the group

is eligible for membership. A new member may be added to the Band’s 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 Board Member – Membership must be informed of anticipated absences. Any member who anticipates an extended absence should inform the Board Member - Membership or their Section Leader who shall inform the Board Member - Membership in order to avoid loss of membership. Repeated extended absences may result in loss of membership at the determination of the Administrative Board.

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 Band’s 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 member's 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
- French horns

XII. Administrative Board

The Administrative Board of the Band shall consist of the Officers of the Band and the Board Members. All Officers and Board Members shall be voting members of the Administrative Board, unless otherwise specified.

A. Officers

The titles and responsibilities of the Officers 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 special committees, including a five-member nominating committee for new officers
- e. Appoint additional members to committees to assist Administrative Board Band Members in performing their duties
- f. Respond to e-mail inquiries and other correspondence

2. Vice President - Concert and Rehearsal Chair

V.P. - 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 equipment and music transported to and from concert locations
- e. Arrange to borrow and otherwise secure any instruments and equipment needed by the Band at concerts and rehearsals

3. 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. Collect annual dues
- d. Maintain financial records and make them available as needed
- e. Make disbursements less than \$1000 with appropriate documentation and greater than or equal to \$1000 with approval of the full Board
- f. Recommend ways and means to the Band
- g. Submit an annual financial report to the Board for approval
- h. Submit Form 990 to the Internal Revenue Service annually, as required to retain the Band's 501(3) (c) status
- i. Conduct the affairs of the Band in the absence of the President and the Past-President

4. 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

5. 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. Board Members

The titles and duties of the Board Members are as follows:



1. President-Elect

The President-Elect will:

- a. Participate in Administrative Board meetings and complete specific tasks that the President delegates
- b. Assume the office of President at the beginning of the new term

2. Board Member - Social Chair

The Board Member - Social Chair will:

- a. Be responsible for and arrange all social activities of the Band

3. Board Member - Membership

The Board Member - Membership will:

- a. Welcome and introduce prospective members during rehearsal, provide them with information about the Band, and collect contact details from them
- b. In coordination with the Secretary/Treasurer, maintain a membership roster
- c. Inform members of any information pertinent to the Band
- d. Coordinate with Section Leaders for membership needs and goals

4. Board Member - Librarian

The Board Member - 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

5. Board Member - Webmaster

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

6. Board Member - Publicity Chair

The Board Member - 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



7. Board Member - Associate Conductor

The Associate Conductor will conduct the Band at the request of the Conductor. The Associate Conductor shall be a voting member of the Administrative Board if he or she is also a member of the Band.

C. Officer/Board Member Emeritus

The President, subject to Board approval, may also appoint no more than three (3) members of the Band to serve on the Board of Directors as Officer/Board Member Emeritus. An Officer/Board Member Emeritus is a non-voting member of the Administrative Board. Each Officer/Board Member Emeritus is appointed for the fiscal year of the Band and is eligible to be reappointed from year to year indefinitely so long as approved by the voting members of the Administrative Board. Any Officer/Board Member Emeritus shall be a past long serving Officer or Board Member of the Administrative Board who is currently also an active member of the Band.

D. Term of Membership on the Administrative Board

Membership on the Administrative Board will be for a term of one year, beginning September 1st, 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 1st.

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

- President-Elect
- V.P. - Concert and Rehearsal Chair
- Secretary/Treasurer
- Board Member - Social Chair
- Board Member - Membership
- Board Member - Librarian
- Board Member - Webmaster
- Board Member - Publicity 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.

Should any vacancy occur in any Board Member position, other than Board Member – Associate Conductor, before the expiration of their term, the President shall have the authority to immediately appoint an Interim Board Member. The interim appointee shall be presented to



the Board for ratification at the next Board Meeting or at a Special Meeting called for the sole purpose of ratifying an interim appointee.

E. 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
- Develop, adopt and implement policies and procedures for the financial and business operations of the Band
- Develop, adopt and implement policies and procedures to enhance the musical and artistic performance of the Band

F. 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. V.P. - Concert and Rehearsal Chair

XII. 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.

XIII. 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.