

**BY-LAWS**  
**Bartlett Community Concert Band**

ARTICLE I. NAME

The name of this organization shall be the Bartlett Community Concert Band.

ARTICLE II. GOVERNMENT

The Bylaws of the Bartlett Community Concert Band shall govern this organization in all its practices.

ARTICLE III. PURPOSE

The purpose of this organization shall be to promote the active involvement of adults and students in instrumental music performance, provide an aesthetic musical experience, further the musical education of participating instrumentalists and audience alike, to give the Bartlett area a quality musical organization and to promote the enjoyment of the cultural arts in the City of Bartlett and the Mid-South region. This organization may further encourage and support the academic pursuit of music as a profession by offering financial assistance to exceptionally qualified students.

The purposes for this organization are exclusively religious, charitable, scientific, literary and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

## ARTICLE IV. MEMBERSHIP

### Section 1. Eligibility

- a. Members. Membership is open to all interested adult woodwind, brass, and percussion instrumentalists from the community.
- b. Student members. Student members, age 15 years and above, are welcome at the discretion of the Conductor.
- c. Associate members. Associate membership is open to persons who desire to help with the non-performing functions of the Band, such as publicity, equipment, set-up, fund-raising, etc., and who meet the qualifications for non-performing members.

### Section 2. Termination and Renewal

- a. Any member who is unable or unwilling to abide by the conditions of membership as stated in these Bylaws and/or the Rules and Regulations of the Band shall be dropped from membership and notified of such in writing.
- b. For memberships terminated for reason of non-payment, the membership may be renewed upon payment of dues. Reinstatement of other terminated memberships shall be subject to approval by the Board of Directors.

### Section 3. Attendance

In order to maintain high performance standards, members are expected to attend rehearsals and play scheduled concerts and/or Performances to the best of their ability. Members who have missed an excessive number of rehearsals prior to a concert and/or performance may only perform at the discretion of the Conductor.

## Section 4. Concert Attire

Concert and/or Performance attire shall be determined by the Board of Directors and adhered to by the entire membership. Failure to comply with the specified concert attire may result in the member not being allowed to perform in such concert or performance.

## ARTICLE V. FINANCE

### Section 1. Fiscal Year

The fiscal year shall begin on January 1 of each year.

### Section 2. Annual Dues

- a. The amount of the annual membership dues shall be set by the Board of Directors prior to the beginning of each fiscal year.
- b. Payment of dues entitles a member to the use of a Band music folio, voting privileges, and other rights as noted in these Bylaws.

### Section 3. Payment of Dues

Annual membership dues are to be paid at the beginning of each fiscal year. New Members joining during the year shall remit their dues as soon as possible upon becoming a member of the Band.

### Section 4. Finances

The Bartlett Community Concert Band shall provide for such audit and control of its funds as are necessary for their safekeeping and complete accounting. No expense(s) shall be incurred by the Conductor or any member, without approval of the Executive Board or the Board of Directors.

## ARTICLE VI. OFFICERS

### Section 1.

- a. Elected Officers. There shall be a President, a Vice-President, a Secretary, a Treasurer, and five Members-at-Large selected from the Band membership. Only members twenty-one years of age and above are eligible.
  
- b. Appointed Officers. The appointed officers of the Band shall be those deemed necessary to carry on the work of the Band. These officers shall be recommended by the President with the approval of the Board of Directors, and shall be: the Conductor, Assistant Conductor, and Music Librarian(s).

### Section 2. Duties of Elected Officers

- a. President. The President of the band shall:
  1. Be the primary representative of the Band in its activities;
  2. Submit an annual report of the Band to the membership;
  3. Be responsible for implementing and ensuring that the Band and its officers operate in conformity with its Bylaws, and for making recommendations to the Board of Directors for further refining the updating of the Bylaws following his/her tenure, or on an annual basis, whichever comes first;
  4. Work closely with the Treasurer for the filing of all tax returns and official documents in a timely manner;
  5. Preside at all meetings of the Band and the Board of Directors;
  6. Call regular and special meetings of the Board of Directors in accordance with provisions of the Bylaws;
  7. Recommend, with the approval of the Board of Directors, the chairmen of all committees and any additional appointed positions authorized by the Bylaws;

8. Serve as ex-officio member of all committees;
9. Report to the Band a summary of each meeting of the Board of Directors;
10. Have primary responsibility for developing the annual schedule and arrangements for formal and informal (community) concerts of the Band, working closely with the Conductor, and keeping the Band members apprised of these dates and arrangements;
11. Work closely with the Treasurer to prepare the annual budget and any grant applications of the Band; and
12. Be responsible for assigning specific job responsibilities to all members of the Board of Directors.

b. Vice-President. The Vice-President shall:

1. Perform all duties of the President in his/her absence;
2. Attend all Board of Directors meetings as a voting member;
3. Work closely with the President in order to become familiar with all aspects of the Band through attendance at Board meetings and other meetings as required;
4. Perform such other duties as are requested by the President or by the Board of Directors.

c. Secretary. The Secretary shall;

1. Record the minutes of the meeting of the Board of Directors;
2. Record the minutes of the Band annual business meetings;
3. Present the minutes for Board of Directors and Band approval, as appropriate;
4. Assume responsibility for such correspondence of the Band as the President, Board of Directors, or Conductor shall delegate him/her;
5. Perform such other duties as shall be assigned to him/her by the President.

d. Treasurer. The Treasurer shall;

1. Assist the Membership Chairman in the collection of all dues;
2. Receive and deposit all monies due the Band from annual dues, ticket sales, donations, and other outside sources;
3. Pay all bills provided for in the budget or verified by the Executive Committee and/or the Board of Directors;
4. Keep a proper set of financial records;
5. Submit a written financial report at an annual business meeting of the Band, and at each meeting of the Board of Directors;
6. Work closely with the President to prepare the annual budget of the Band, and keep the Board of Directors apprised of budgetary considerations generally;
7. Work closely with the President and/or Vice-President to
8. Prepare grant applications as appropriate;
9. Present the financial records for annual audit if requested;
10. Prepare such federal income tax reports as may be required; and serve as Chairman of the Financial Committee.

e. Members-at-Large. The five Members-at-Large shall;

- i. Attend all meetings of the Board of Directors as voting members; and
- ii. Perform other duties as assigned.

### Section 3. Duties of Appointed Officers:

a. Conductor. The Conductor shall:

1. Conduct all rehearsals;
2. Work closely with the President to schedule concert dates and sites, with the approval of the Board of Directors;
3. Select appropriate music as is required;
4. See to the purchase of new music and any needed

- equipment, with Board approval;
  - 5. Promote membership in the Band, and approve student membership;
  - 6. If deemed necessary, select an Assistant Conductor, with the approval of the Board of Directors; and
  - 7. Prepare program notes in advance on musical selections to be performed at all concerts of the Band, for the benefit of the announcer.
- b. Assistant Conductor. The Assistant Conductor shall:
- 1. Assist at all rehearsals and concerts;
  - 2. Promote membership in the Band; and
  - 3. Assume the duties of the Conductor in his/her absence or disability.
- c. Music Librarian(s). The Music Librarian(s) shall:
- 1. Be responsible for the preparation, distribution, and collection of all Band folios and sheet music;
  - 2. Retain and maintain all sheet music which is the property of the Band;
  - 3. Work with the Treasurer on all financial matters concerning folios and sheet music;
  - 4. Ensure that no music folios or its/their contents are taken home;
  - 5. Work closely with the Conductor and Assistant Conductor on music matters generally; and
  - 6. Prepare and maintain a current inventory (database) of all music which is the property of the Band and is contained in the Music Library.

#### Section 4. Tenure

All officers shall take office on January 1. All elected officers shall serve a term of one year. All appointed officers shall serve at the discretion of the outgoing and incoming elected officers. Appointed officers will be appointed in January by the elected members of the Board of Directors.

## Section 5. Vacancies

Vacancies in office shall be filled for the unexpired term by the Board of Directors.

## Section 6. Elections

Voting shall be by written ballot and a majority of votes cast shall be necessary for election. When there is but one nominee for office, the vote may be taken by voice.

## ARTICLE VII. BOARD OF DIRECTORS

- a. Membership. The Board of Directors shall be composed of the elected and appointed officers.
- b. Duties. The Board of Directors shall:
  - 1. Carry on the business of the Band in conformity with the By-laws and subsequent policies;
  - 2. Have the general power to administer the affairs of the Band; it shall report its action(s) to the Band;
  - 3. Submit the annual budget to the Band;
  - 4. Establish additional standing committees, as needed;
  - 5. Establish special committees; and
  - 6. Require that committee chairmen submit a budget for approval by the Board of Directors. Any amendment to the budget is subject to the approval of the Board of Directors.
- c. Meetings. The Board of Directors shall meet throughout the year when needed as determined by the Executive Committee (Elected Officers). Special meetings may be called at anytime by the President or upon the oral request of two members of the Board, or upon the written request of 25% of the members of the Band. A special joint meeting will be held in January in which all outgoing and incoming elected members of the Board of Directors will



attend for the purpose of transition from one Board to the next, appoint appointed officers of the band and any other matters which they deem necessary.

- d. Quorum. Four members of the Board of Directors shall constitute a quorum.
- e. Voting. Each member of the Board has one vote in any matter.

## ARTICLE VIII. COMMITTEES

### Section 1. Standing Committees

There shall be standing committees on, or persons connected with the work of the following: membership, publicity, finance, telephone, equipment/set-up, and concert arrangements. There shall be such additional standing committees as shall be considered necessary by the Band upon recommendation of the Board of Directors.

### Section 2. Special Committees

There shall be such special committees as may be deemed necessary by the Band upon the recommendation of the Board of Directors.

### Section 3. Chairmen

The chairmen of all committees shall be appointed by the President with the approval of the Board. Chairmen shall form their committees from the Band membership, and shall meet regularly with their respective committees and report on their efforts at regular Board meetings.

## ARTICLE IX. REHEARSALS AND MEETINGS

### Section 1. Band Rehearsals

- a. Regular. The Band shall rehearse weekly during the regular concert season.
- b. Special. Special rehearsals may be called by the Conductor. Notice of the date, time, and place shall be provided to the members as far in advance as possible.

### Section 2. Meetings

- a. Board Meetings. The board shall meet as needed throughout the year as stated in Article VII, Section c.
- b. Annual Business Meeting. The annual business meeting of the Band shall be held during the month of November or December, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for other such business as may properly arise. Twenty-five active members shall constitute a quorum for the purpose of the annual business meeting.

## ARTICLE X. CONCERTS

### Section 1. Regular Concert Season.

The regular concert season of the Band shall take place from January to an agreed upon end date each year, as determined by the Board of Directors.

### Section 2. Formal Concerts.

The primary public performances of the Band are its formal concerts. Such concerts will be for the purpose of providing a structure and stability to the Band's musical activities, to further the musical education and growth of Band members, and to give

the residents of Bartlett and the Mid-South area an opportunity to hear the Band perform at regularly scheduled intervals. Under normal circumstances, at least three formal concerts shall be held each year. These concerts will be performed in an auditorium setting, and an admission fee may be charged.

### Section 3. Informal Concerts.

Informal concerts shall be performed by the Band throughout the regular concert season as part of its mission. Such concerts shall be for the purpose of providing patriotic, seasonal, ceremonial, and/or popular music to enhance community events and special occasions. The Band shall perform these concerts, whether gratis (as an in-kind donation) or for fee, as determined by the unique circumstances of each specific event or occasion. The Board of Directors shall decide whether a performance fee is appropriate on a case-by-case basis.

## ARTICLE XI. PUBLIC AND CORPORATE SUPPORT

### Section 1. Purpose

The Band shall seek public and corporate support, in the form of contributions, for the purpose of raising additional funds. Such support shall be used for the benefit of the Band, at the discretion of the Board of Directors, and in compliance with the provisions of Section 501(c)(3) of the Internal Revenue Code.

### Section 2. Categories

The following categories are established as part of the band's patronage program:

Corporate Donors, Sponsors, Patrons, and Friends. Each category may have an associated contribution level for financial support, in descending quantities.

### Section 3. Benefits to Contributors.

- a. In return for public and corporate financial contributions, the Band shall publicly recognize those that support the organization. All categories of contributors shall receive advance notification of formal concerts, listing in concert programs of the Band, and complimentary tickets for formal concerts. In addition to receiving all the benefits described above, a corporate donor shall be entitled to receive complimentary advertising space in concert programs of the Band.
- b. Complimentary tickets will be distributed upon receipt of the contributions.

### Section 4. Recordkeeping

The Board of Directors shall keep an up-to-date list of all Corporate Donors, Sponsors, Patrons, and Friends.

## ARTICLE XII. PROPERTY

The title to all property, funds, and assets of the Band shall at all times be vested in the band for the joint use of the members, and no member or group of members shall have the severable right to all or any part of such property. The Board of Directors shall have complete control over the acquisition, administration, and disposition of its property, except that such property shall not be used for any purpose contrary to those specified in the Bylaws.

## ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, or Robert's Rules of Order, Newly Revised, shall govern this Band in all instances in which they are applicable and in which they are not inconsistent with these Bylaws.

## ARTICLE XIV. DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal, state, or local governments for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

## ARTICLE XV. AMENDMENTS TO THE BY-LAWS

Provisions of these By-laws not governed by the By-laws of the Band may be amended by a two-thirds vote of those present and voting at any regular meeting of the Band, provided notice of the proposed amendments shall have been given at the previous regular meeting or in writing to every member at least two weeks before the meeting at which the amendment is to be acted upon.