

**CONSTITUTION AND BY-LAWS**  
**OF THE TARA WINDS CONCERT BAND**  
*(Amended 2011)*

I. NAME AND PURPOSE

- A. This organization shall be known as the Tara Winds Concert Band.
- B. Its purpose shall be:
  - 1. To contribute positively to the musical environment of the areas it serves, whether local, state, national, or international.
  - 2. To provide an opportunity for individual musical expression and growth among the membership.
  - 3. To provide an opportunity for contact between and among musicians of advanced proficiency.
  - 4. To reaffirm the community concert band position in American music.

II. MEMBERSHIP

- A. Qualifications for membership
  - 1. Any adult who is interested in the purposes of the Tara Winds Concert Band may be considered a candidate for membership provided that:
    - a. A written application from the candidate is made to the personnel manager.
    - b. The applicant qualifies to the satisfaction of the conductor.
    - c. A vacancy exists.
    - d. Current membership dues have been paid.
  - 2. He/She shall remain a member as long as he/she shows musical competence and agrees to the conditions of membership as stated in the by-laws.
- B. Duties of members.
  - 1. All members shall take part in the activities of the band.

III. BOARD OF DIRECTORS

- A. Executive Authority

The executive authority of the band is vested in a Board of Directors whose duties shall include:

  - 1. Management of the general affairs of the band, taking all action which is compatible with the best interests of the band.
  - 2. Management of the financial affairs of the band, and establishment of the annual budget.

3. The appointment and dismissal of the conductor, assistant conductor, and the business manager (there shall be an annual review of these appointments).
4. The replacement of members of the Board of Directors who are unable to complete their term of office.
5. The establishment of a schedule of rehearsals and concerts.

#### B. Titles

The Board of Directors shall consist of:

1. Eight elected members who must be members of the band, including:
  - a. Secretary-Treasurer
  - b. Personnel Manager
  - c. Publicity Coordinator
  - d. Property Manager
  - e. Band Historian
  - f. Hospitality Chairperson
  - g. Communications Chairperson
  - h. Member-at-Large
2. Three appointed members including:
  - a. The Conductor
  - b. The Business Manager
  - c. The Scholarship Foundation Chairperson
3. Each board shall elect a chairperson, who shall be its presiding officer.
4. Each board member shall have one vote.

#### C. Election of Board Members

1. On or before February 1 of each year, the Chairperson shall appoint a five member Nominating committee (one, and only one, of whom shall be a board member) for the purpose of preparing a slate of candidates.

Candidates in the odd-numbered years will be:

Publicity Coordinator  
Property Manager  
Secretary-Treasurer  
Member-at-Large

Candidates in the even-numbered years will be:

Personnel Manager  
Band Historian  
Communications Chairperson  
Hospitality/Social Chairperson

2. The Nominating Committee shall present its report at the final regular rehearsal of the season, listing one candidate for each titled, elected position of the board.

3. It will require a two-thirds majority vote of the members present and voting to sustain the recommendation of the Nominating Committee. Lacking the required vote, the Nominating Committee shall be instructed to prepare a revised slate for the following rehearsal.

4. Candidate for Member-at-Large shall be nominated from the floor. A preliminary vote will establish the top four candidates. The results of the second vote will select the candidate to serve as Member-at-Large.

5. Each elected member of the board will serve a two-year term, beginning on August 1, following his election to office.

#### IV. MEETINGS

Meetings of the Board of Directors and meetings of the full membership may be called at the discretion of the Chairperson of the Board or at the request of any band member.

#### V. AMENDMENTS

A. Previous notice of a proposed amendment to this constitution, along with a copy of the proposed amendment, must be presented at a duly constituted meeting of the band membership at least 30 days prior to voting.

B. A three-fourths vote of those present and voting will be necessary for its adoption.

## **BY-LAWS**

### **A. MEMBERSHIP**

#### **1. Attendance**

Attendance shall be taken at every rehearsal and concert. Members shall be dropped from the roster for excessive absences. Members are expected to play all scheduled concerts. Attendance at a pre-concert warm-up rehearsal is required of all members.

#### **2. Rehearsals**

Rehearsal shall be held monthly on the fourth Sunday afternoon unless otherwise announced.

3. Concert Dress shall be determined by the Band Board and adhered to by the entire membership.

#### **4. Membership Dues**

The Board of Directors shall establish annual membership dues to be paid by October 1 or the first attended rehearsal of new members.

#### **5. Fund Raising**

Major fund raising projects involving extensive member participation shall be approved by a majority of the membership.

### **B. BOARD OF DIRECTORS (duties and responsibilities)**

#### **1. Business Manager**

The Business Manager shall handle all business that comes before the band, making arrangements for concerts, trips and purchases of equipment, and will be responsible for the printing of handbooks, programs, and brochures. He may recommend appointment of ad hoc committees as needed. In the absence of a Business Manager, the Chairperson of the Board of Directors shall act as the Business Manager or his designee.

#### **2. Secretary-Treasurer**

The Secretary-Treasurer will keep records of all meetings of the Band Board and full membership and other permanent records as may be necessary. He will collect and disburse all monies as approved by the Board and will prepare appropriate financial records.

**3. Personnel Manager**

The Personnel Manager will maintain an up-to-date membership list, a waiting list of prospective members, and an accurate weekly record of attendance. He will appoint two members of the band to serve as membership committee, with himself as chairman of this committee, in consultation with the conductor, to recommend the dismissal of a band member to the Board.

**4. Publicity Coordinator**

The Publicity Coordinator will promote and publicize all activities of the band.

**5. Property Manager**

The Property Manager will be responsible for setting up chairs, stands, and equipment at all rehearsals and concerts. The Property Manager is also authorized to procure assistance from band members in executing his/her duties by means of a rotating schedule or any other method approved by the Chairperson of the Board of Directors.

**6. Band Historian**

The Band Historian shall maintain the archives and records of the band, adding items as significant events occur. Photographs, archival copies of programs, pertinent printed materials, recordings, and scrapbooks are suggested items to be included. Periodic display of archival materials for the edification of band members is encouraged.

**7. Hospitality Chairperson**

The Hospitality Chairperson shall be responsible for refreshments at rehearsals and organizing social events.

**8. Communications Chairperson**

The Communications Chairperson shall handle all communications to the membership.

**9. Member-at-Large**

The Member-at-Large may be assigned responsibilities by the Chairperson of the Board.

**C. Librarian**

The Librarian shall handle all matters pertaining to assembling music folders for the ensemble. The Librarian shall be appointed by the conductor and approved by the board. A vote is only required for librarian when the position is vacated.