

Southern Winds Concert Band By-Laws (2018)

1. Name

This organization shall be called Southern Winds Concert Band (herein after the "Band").

2. Purpose

The purposes of the Band are to: 1) provide musicians from the North Atlanta metro area and surrounding communities an opportunity to take part in an active performing band with high musical standards for their personal pleasure and enrichment, and 2) make readily available to the community a musical organization that can provide high quality musical performances for audience entertainment and cultural enrichment.

The band shall operate as a charitable non-profit organization under Federal Tax Code 501(c)(3).

3. Membership

Adult musicians, 45 or more years old, of the local community are welcome to become members. No audition is required. New members will begin paying monthly dues after the first month's membership.

Members who face prolonged illness or other extended absence for five weeks or more may request inactive status and discontinue paying dues through a written request submitted to the Membership Chairperson (and copied to the Treasurer and the section leader). An inactive member may be reactivated upon request to the section leader and will resume paying dues when they reactivate. Section leaders should notify the Membership Chairman and Treasurer when an inactive member returns to active status.

4. Dues

Monthly dues shall be required for membership in the Band. Checks should be made to Southern Winds Concert Band. The Treasurer collects, deposits and records dues.

At the last Executive Meeting of each year, the voting members of the Executive Committee, the Officers, will determine by majority vote the monthly dues amount needed for the band's operation the following year.

5. Expenditures

Expenditures shall be authorized by a majority vote of the Officers and be consistent with the budget. All purchases shall become property of the Band.

No part of the earnings of the Band shall inure to the benefit of or be distributed to its members, officers or other private persons, except that the Band is authorized and empowered to pay reasonable compensation for services rendered. The Band, under the Internal Revenue Code 501(c)(3), is absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.

Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of (or in opposition to) any candidate for public office clearly violate the prohibition against political campaign activity. Violating of this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

6. Meetings

Executive Committee meetings of the Band shall be held prior to rehearsal the first Thursday of the month. Only elected officers-President, Vice-President, Secretary, Membership Director, and Treasurer shall be eligible to vote on resolutions and activities. Any band member may attend Executive Committee meetings.

The President may call special meetings.

The Annual General Meeting will be held on the first regularly scheduled rehearsal after January 1st. Officer elections will be held at this meeting for the coming year. The Officers will assume their responsibilities at the time of election.

7. Elections

Officers shall be elected at the Annual General Meeting. Officers serve a one-year term and are eligible for reelection to a second term (excepting the Treasurer, who may be annually re-elected). The President shall appoint a Nominating Committee by November 1st. The Nominating Committee shall present a slate of officers to the band members at the last rehearsal of the year. Officers will be elected by majority vote of members present at the Annual General Meeting. The Annual General Meeting is held on the first regularly scheduled rehearsal after January 1st. Officers will assume their duties upon election.

Officers of the Executive Committee will fill Board vacancies that occur during the year by unanimous agreement of the remaining Board members. The newly appointed Board member(s) will retain their position(s) for the next year only through the regular voting process of the entire band.

8. Governance

Robert's Rules of Order Revised shall govern the Band in all cases to which they are applicable.

9. Executive Committee

The Executive Committee shall consist of the Officers of the Band, the Band Director, and the Chairpersons. Only elected officers-President, Vice-President, Secretary, Membership Director, and Treasurer-shall be eligible to vote.

10. Officers

a. President

The President shall preside at all meetings and will oversee all aspects of running the Band which includes coordination among Officers and Executive Committee members. The President will appoint Committee Chairpersons, as needed, with majority approval of Officers.

b. Vice-President

The Vice-President shall take over in the absence of the President. The Vice-President shall be the principal contact with community organizations to schedule performances for the Band coordinating with the Band Director and Executive Committee. The Vice-President shall be responsible for keeping the membership well informed concerning performances.

c. Secretary

The Secretary shall keep records of all meetings and provide timely minutes of the Executive Committee meetings to the members of the Band. The Secretary will handle all correspondence for the band. The Secretary will conduct meetings when both the President and Vice-President are absent.

d. Treasurer

The Treasurer shall receive all money of the Band. The Treasurer shall maintain all band bank accounts, write all checks, prepare and submit all required tax forms annually to keep the 501c3 status current. The 990-EZ form is available at IRS.gov.

The treasurer shall also provide a written annual budget.

Because of a necessity for changing signature cards and various bank paperwork, the Treasurer may be annually re-elected for an unlimited term. The Treasurer shall present a report at each Executive Committee Meeting and at the Annual General Meeting.

Checks for more than \$ 700 shall require two signatures with the President being the co-signer. The Treasurer will invoice concert venues for their donations.

e. Membership Director

The Membership Director shall keep, and distribute, an up-to-date roster of current Band members. The roster will include names, phone numbers, addresses, Section Leader designation, instruments, and email addresses. The Membership Director will be responsible for aiding new member transition into the Band.

11. Band Director

The Band Director shall be a non-voting member of the Executive Committee and all other committees. When a vacancy exists, a special committee designated by the President shall appoint a new Band Director. The Band Director shall have responsibility and authority for the music selected, the quality of performance, concerts, and rehearsals.

The Band Director appoints the Section Leaders, as required.

12. Committee Chairpersons

The President, with approval of the Officers, appoints committee Chairpersons. Committees can begin and end at different times during the year, as needed.

Appointed chairpersons shall no longer be members of the Executive Committee when the purpose for their appointment has ended. Chairpersons shall serve only while their purpose is active and on going.

Chairpersons shall have input and enter discussions during Executive Meetings.

a. Promotion Chairperson

The Promotion Chairperson shall communicate with local media (radio, television and print) to publicize Band performances and membership opportunities. The chairperson shall handle pre and post performance publicity to include distributing recordings and pictures.

b. Music Librarian

The Music Librarian maintains the Band's music library filed as:
Section 1: Pieces listed on Musanizer, including original sheets and one letter-sized copy of each part
Section 2: inactive pieces not yet on Musanizer
Section 3: Christmas and Hanukkah music

When an inactive piece is put on Musanizer for rehearsal, any extra printed copies will be placed in the tub(s) beside the copy machine and made available to members. These extras will be purged when the piece is no longer being rehearsed.

The Music Librarian shall orient section leaders to use of Music Library and copier. He or she will help with music for new people if the section leader is absent.

c. New Music Acquisition Chairperson

The New Music Acquisition Chairperson will facilitate the acquisition of new music. This chairperson will coordinate ideas between the Band Director and members, assist in purchase decisions, order the music, and deliver the originals to the Music Librarian. All new music additions will be the decision of the Band Director. The chair of this committee serves six months, then rotates off the committee, with the most senior member of the three-person committee assuming the chair. The President will appoint a new committee member from among the band.

d. Equipment Chairperson

The Equipment Chairperson shall be responsible for arranging transportation of equipment required for performances, including percussion equipment. This chairperson is responsible for arranging the set-up and takedown of equipment for performances. The Equipment

Chairperson shall keep such equipment in good working order and maintain a written inventory with estimated values and storage locations.

e. Social Chairperson

The Social Chairperson shall be responsible for recognizing and responding to personal events within the organization such as birthdays, sickness, etc. The Social Chairperson will also be the focal point for planning and organizing appropriate social gatherings throughout the year.

13. Section Leader (as required)

The Section Leader shall be responsible for dispersing music to the section making sure all parts are covered for concerts, contacting absentees, assigning solo parts, and maintaining the telephone tree for the section. Section Leaders will also shepherd new members in their sections, assuring that the new people have access to needed music whether online or in hard copy. The Section Leader shall also be responsible for keeping track of absences and departures from the Band. The Band Director appoints the Section Leaders.

14. Web Master

The Web Master will maintain a website at <http://swcb.org> with member information, schedules, on-line music and photographs . He/she will also pay any costs incurred for website and band email accounts and will turn in an invoice or appropriate receipts to receive reimbursement from the Treasurer.

15. Revisions to the By-Laws

Revisions of the By-Laws proposed by the Executive Committee, and approved by majority vote of the Officers, are to be distributed to the Band with an announced vote scheduled at a subsequent meeting. Approval by a majority vote of the members present at the meeting is required to affect any changes.

16. Dissolution

Upon dissolution of the Band and after all debts have been paid, remaining assets shall be distributed for one or more exempt purposes as required by Internal Revenue Code 501(c)(3) and in accordance with current laws and articles for Cobb County and the State of Georgia pertaining to dissolution of charitable nonprofit organizations.