

SOUTHERN WINDS CONCERT BAND BY-LAWS

(Revised September, 2024)

1. Name

This organization shall be called Southern Winds Concert Band (hereinafter 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.

The Membership Director shall contact members with five or more consecutive absences to determine if leave of absence is warranted or desired. Payment of dues is not required while a member is on leave of absence. An inactive member may be reactivated upon request to the Membership Director and will resume paying dues when they reactivate.

4. Dues

Monthly dues shall be required for membership in the Band. Checks should be made out to Southern Winds Concert Band.

At the last Executive Meeting of each year, 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 the 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 on the first rehearsal Thursday of the month. Only the 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 as needed.

The Annual General Meeting will be held on the last regularly scheduled rehearsal of the year.

7. Elections

The President shall appoint a Nominating Committee by October 1 of each year. The Nominating Committee shall present a slate of officers for the following calendar year to the Band members at the Annual General Meeting. Officers serve a one-year term and are eligible for reelection for subsequent terms pending nomination by the Nominating Committee. Officers will be elected by majority vote of members present at the Annual General Meeting. Officers will assume their duties on January 1 of the following calendar year.

Should an officer vacancy occur, the remaining officers, through unanimous agreement, will appoint a replacement for the duration of the remaining term.

8. Governance

Roberts 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 any appointed Committee Chairpersons.

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. The President shall be a co-signatory on the Band bank account. The President shall present a summary of the year in review at the Annual General Meeting.

b. Vice-President

The Vice-President shall take over in the absence of the President. The Vice-President shall be the principal contact with 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. The Vice President shall present an updated report of concert venues and performances at each monthly Executive Committee meeting.

c. Secretary

The Secretary shall record the minutes of all Executive Committee meetings and provide timely records and copies of the Officer's reports to Band membership. The Secretary will conduct meetings when both the President and Vice-President are absent.

d. Treasurer

The Treasurer shall oversee the management and reporting of the Band's financials, including the receipt of all monies, payment of invoices and the preparation of all annual required tax forms to maintain the 501(c)(3) status of the Band. The Treasurer shall present a report at each monthly Executive Committee meeting and at the Annual General Meeting.

e. Membership Director

The Membership Director shall keep and distribute an up-to-date roster of current Band members which include names, phone numbers, addresses, Section Leader designation, instruments and email addresses. The Membership Director will be responsible for assisting new members' transition into the Band, communicating with members to recognize personal events such as birthdays, sickness, etc. as well as organizing social gatherings throughout the year. The Membership Director shall present an attendance report and current roster at each monthly Executive Committee meeting.

11. Band Director

The Band Director shall have responsibility and authority for the quality of performance during concerts and rehearsals. The Director will also work with the Officers to choose themes and music for the Band's concerts. The Band Director appoints the Section Leaders as required. The Band Director shall be a non-voting member of the Executive Committee.

Should the Band Director position become vacant, the President shall appoint a committee to interview prospective candidates and present their nomination to the Executive Committee Officers for final approval.

12. Committee Chairpersons

The President, with approval of the Officers, appoints committee chairpersons as needed. Chairpersons may attend Executive meetings as deemed necessary. Appointed chairpersons shall no longer be members of the Executive Committee when the purpose for their appointment has ended.

a. Music Librarian

The Music librarian maintains the Band's music library filed as:

Section 1: Pieces listed on Musanizer including original sheets and scores

Section 2: Inactive pieces not yet on Musanizer

Section 3: Christmas and Hanukkah music

b. 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.

c. **Announcer Chairperson**

The Announcer Chairperson will recruit, organize and oversee members who volunteer to introduce musical selections at performances.

13. Section Leader

The Section Leader shall be responsible for making sure all parts are covered for concerts, assigning solo parts and contacting absentees. Section Leaders will also assist new members ensuring that they have access to needed music whether online or in hard copy. The Band Director appoints the Section Leaders.

14. Web Master(s)

The Web Master(s) will oversee the maintenance and updating of the SWCB website and social media accounts. The Web Master(s) will upload all new music into the Musanizer program.

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.