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EAST WINDS SYMPHONIC BAND
BYLAWS

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BYLAWS OF THE EAST WINDS SYMPHONIC BAND

1.0 NAME

The name of this organization shall be the East Winds Symphonic Band, hereinafter referred to as the Band.

2.0 OBJECTIVES

The objectives of the Band are:

1. To provide a vehicle for musicians of all ages to play a variety of symphonic band music for their own enjoyment and musical growth.
2. To strive for high standards of ensemble playing while allowing for differences in proficiency within the group.
3. To provide entertaining and enlightening programs for the community.

3.0 MEMBERSHIP

Membership in the Band shall be open to any applicant, consistent with the needs and requirements of the Band, which include, but are not necessarily limited to the following:

1. A need in the Band's current instrumentation for the applicant's instrument(s).
4. The applicant's demonstration of a level of musical proficiency acceptable to the Music Director. The Music Director will determine whether or not proficiency should be demonstrated by private audition. If an audition is to be held, it will be before the Director and the appropriate Section Leader.
5. A willingness by the applicant to make a serious commitment to regular attendance at rehearsals and performances.
6. The applicant's payment of the annual dues in the amount set by the Band Board of Directors.

3. Reception of New Members

A person desiring to join the Band shall apply through the appropriate Section Leader. The Section Leader will advise the applicant about the requirements for membership in the Band and arrange attendance at a rehearsal in which the applicant will sit in with the Band and play at least some of the pieces. During three¹ rehearsals the applicant will be evaluated by the Music Director and the Section Leader. The Music Director will then decide whether or not the person is to be invited to become a member of the Band.

- 2 The Music Director may request a private audition for a closer evaluation before deciding whether or not to issue an invitation. The Music Director shall determine the procedure to be followed for all auditions.

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3.1 Reception of New Members (cont.)

- 3 When a person accepts membership, the annual dues are payable immediately. Dues will be prorated for persons who join in midyear.
- 4 Each Section Leader will maintain a waiting list of qualified applicants.

3.2 Selection of Members and Alternates from the Waiting List

- 1 When an opening occurs in a section the selection of a new member from the waiting list will be made by the Music Director with the advice of the appropriate Section Leader. They will select the person who they feel best meets the membership requirements regardless of length of time on the waiting list.
2. When a temporary absence occurs in a section, the selection of an alternate will be made from the waiting list by the appropriate Section Leader.

3.3 Continuing Membership Requirements

- 1 Continued membership in the Band is contingent upon maintaining a level of musical proficiency dictated by the level of the Band as determined by the Board of Directors¹ and the Music Director.
- 2 Continued membership also requires a serious commitment to regular attendance at rehearsals and performances and payment of annual dues in the amount set by the Band Board of Directors.

4.0 BOARD OF DIRECTORS

Management of the Band shall be by a Board of Directors consisting of seven (7) members. The Music Director shall be a voting member of the Board, ex officio. The remaining six members may be elected from the Band, or up to three may be elected from the community at large.

- 2 Directors shall be elected for a three year term at the annual business meeting of the Band and shall serve until the election of their successors.
3. Two of the elected members of the Board shall be elected each year. To get the proper election process started, the initial election shall select two Board members for three year terms, two for two year terms and two for one year terms. All subsequent elections shall be for three year terms.
- 4 Any vacancies occurring on the Board shall be filled by appointment by the Board of Directors, to serve for the duration of the unexpired term.
5. The annual business meeting of the Band, open to all Band members, shall be held in September³ of each year for the purpose of electing the Board of Directors.

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4.0 BOARD OF DIRECTORS (cont.)

6. The Board of Directors shall hold meetings when necessary to transact business and handle policy matters of the Band. Sufficient notice of meetings must be given to the members of the Board.
7. Meetings of the Board may be called by the President, by request of four Board members, or by a majority vote of the Band members.
8. A quorum of the Board shall consist of four (4) Board members.
9. Absence from three (3) consecutive meeting without a reason acceptable to the Board shall be considered resignation from the Board.

4.1 Election Procedure

A nominating committee shall be appointed by the President not later than August³ 1st each year. The committee shall develop a slate of four or more persons who have been contacted and who have agreed to serve on the Board if elected. The proposed slate shall be presented to the Board, which will select four candidates.

2. The approved slate shall be presented to the Band membership at the annual meeting in September³. Typewritten ballots shall be distributed to the Band members to permit voting by secret ballot. The two nominees receiving the greatest number of votes shall be considered elected to the Board.

4.2 Responsibilities of the Board

It shall be the responsibility of the Board of Directors to:

1. Elect the officers of the Board.
2. Establish the amount of annual dues.
3. Provide financial direction and management of the Band including the collecting and expending of funds.
4. Establish general policies.
5. Establish rehearsal and concert schedules.
6. Recruit a suitable Music Director.
7. Resolve issues which cannot be handled by the Music Director and Section Leaders.
8. Appoint committees to complete specific tasks as deemed necessary.
9. Arrange for a financial report to be presented at the annual business meeting of the Band.
10. Decide on the appropriateness of requesting resignations of members, and issue the respective requests, if deemed necessary.¹

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4.3 Officers of the Board

The Board of Directors shall elect a President, Vice-President Secretary and Treasurer. These officers shall be elected at the first meeting of the Board following the annual meeting of the Band. This first meeting shall be not more than two (2) weeks following the annual meeting of the Band.

The responsibility of the officers of the Board shall be as follows:

President - The President of the Board shall serve a term of one year. He/She shall be the principle officer of the Band Board and shall be responsible for administration of the affairs of the Band during the term of office. The President shall be eligible for election to three consecutive terms.

Some specific responsibilities and duties of the President are:

1. Schedule and preside at meetings of the Board.
2. Plan the agenda for each meeting.
3. Make recommendations to the Board concerning appointment of committees.
4. Be the spokesperson for the Board in reporting to the Band Membership about matters of business, policy and procedure.
5. Be the spokesperson for the Board in reporting to community leaders and organizations.

2. **Vice President** - The Vice President shall serve a term of one year. The Vice President shall assume the duties of the President in the event of the President's absence. The Vice President shall perform such other duties as may be delegated by the President or the Board. The Vice President shall be eligible for unlimited reelection.

3. **Treasurer** - The Treasurer shall serve a term of one year. The Treasurer shall be responsible, under the direction of the Board, for the collection of Band Dues and any other designated funds and for disbursement of Band funds. The Treasurer shall be eligible for unlimited reelection.

Some specific responsibilities and duties of the Treasurer are:

1. Prepare the annual Band Budget for approval by the Board.
2. Distribute a printed financial statement to the Band at the annual business meeting.
3. Manage the bank account of the Band and have available the financial status of the Band at each Board meeting.

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4.3 Officers of the Board (cont.)

4. Secretary - The Secretary shall serve a term of one year. The Secretary shall be responsible for the records and minutes of the Board. The Secretary shall be eligible for unlimited reelection.

Some specific responsibilities and duties of the Secretary are:

1. In coordination with the President, arrange for the meeting place for each Board meeting and advise each Board member of the date, time and place.
2. Prepare the meeting agenda, if requested by the President or Vice President.
3. Handle correspondence as directed by the Board.
4. Act for the President or Vice President as requested.
5. Arrange for the election procedure in accordance with the Bylaws.
6. Maintain a roster of Band members.

5.0 SECTION LEADERS

The personnel administration of the Band shall be conducted by Section Leaders. The Section Leaders shall be appointed by the Board of Directors, with the approval of the Music Director. There shall be one Section Leader for each instrumental grouping as follows⁴:

1. Flutes, Oboes
2. Clarinets, Alto Clarinet, Bass Clarinet, Bassoon
3. Saxophones
4. Trumpets
5. Horns
6. Trombones, Baritones, Tubas
7. Percussion

Any person in each of these groups, not necessarily a first chair player, is eligible to be the Section Leader.

5.1 Responsibilities Of The Section Leaders

It shall be the responsibility of a Section Leader to maintain the necessary complement of members to meet the instrumentation needs of his section at rehearsals and concerts. To meet this responsibility the Section Leader shall:

1. Be aware of the attendance record of the members of the section. Section Leaders will receive notification from any members unable to attend rehearsal, and will contact appropriate alternates when possible.
2. Maintain a waiting list of alternates and potential new members to the section.
3. Coordinate the process of receiving new members into the section.
4. Notify section members of any schedule changes.

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6.0 COMMITTEES

The Band need not have standing committees, but may have committees appointed by the Board to conduct specific tasks. Members of the committees may be Board members, members of the Band, or members of the community at large. The Board may abolish a committee whenever it decides the committee is no longer needed.

Committees the Board may appoint at some time during the year and the task they may execute are:

1. Finance - Assist the Treasurer in preparing a budget, work to obtain gifts, grants, endowments and contributions for use by the Band in carrying out its stated objectives.
2. Membership - Invite and urge membership in the Band and maintain current membership records.
3. Repertoire - Review the current Band repertoire with the Music Director and make suggestions for additions or deletions.
4. Set Up - Prepare a schedule of volunteer helpers to set up and take down equipment for each rehearsal and concert.
5. Library - Maintain music folders, distribute and collect parts, and arrange for music storage.
6. Social - Handle the details of a social event for members of the Band.
7. Publicity - Generate community awareness, interest, and support for a concert or special event held by the Band.
8. Music Director - Conduct a search to find a suitable Music Director when and if it becomes necessary.
9. Nominating - Prepare a list, for the annual business meeting, of persons willing to be elected to the Board of Directors.
10. Concert - Investigate potential performance opportunities and make necessary arrangements.
11. Audit² - Conduct an annual review of the Band's financial records as maintained by the Treasurer. Committee shall not include Treasurer of financial period under examination, and shall present to the Board its report within 3 months of the fiscal year's end. Report shall include verification of income, deposits, investment and loan account balances (if any), and statement of the appropriateness of expenditures.

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7.0 MUSIC DIRECTOR'S RESPONSIBILITIES

The Music Director shall be responsible to the Board of Directors. The duties and responsibilities of the Music Director shall be to:

1. Plan well organized, productive, challenging and satisfying rehearsals.
2. Determine the program for each concert.
3. Select the program for each concert.
4. Determine the instrumentation of the Band.
5. Evaluate musical proficiency of players, assign parts and appoint principal players. If at any time a player's performance is no longer acceptable to the Band, the Music Director, may ask the Board to consider asking¹ the player to resign.
6. Evaluate applicants.
7. Determine if players have attended an adequate number of rehearsals to participate in concert performances.
- 8.¹ Appoint, with Board approval, (an) Assistant Director(s) to share his responsibilities.

8.0 AMENDMENTS TO THE BYLAWS

Amendments to these bylaws shall be prepared by a Bylaw Committee, appointed by the Board of Directors, and presented in written form to the members. Within no more than four weeks, a vote of the membership shall be held. A two-thirds majority approval of all members is required to adopt the amendment.

9.0 TERMINATION

In the event the Band is dissolved, all liquid assets of the Band shall be distributed to a bona fide nonprofit organization. Music, instruments, and other equipment owned by the Band may be either:

- 1) sold and the proceeds donated to a nonprofit organization; or
- 2) donated directly, in part or entirety, to one or more nonprofit organizations, foundations or groups.