

# **Willamette Valley Concert Band By-Laws**

## **Article I Name**

Effective September 1, 2006, the name of this organization, formerly known as the Linn-Benton Concert Band, shall be the Willamette Valley Concert Band, hereafter referred to as "Band".

## **Article II Purpose**

The purpose of the Band shall be to further the cultural environment of the community; to provide entertainment for the general public at concerts and other performances; to offer the members an opportunity for personal self-expression through the medium of music; and to encourage young musicians by supporting area School Band programs.

## **Article III Organization**

- Section 1: All policies concerning the Band will be made by the Band Board of Directors.
- Section 2: The Board of Directors will work with the Greater Albany School District for the use of their facilities and equipment.

## **Article IV Funding**

- Section 1: The Band shall receive its basic funding through ticket sales, donations, and grants.
- Section 2: Revenues generated by the Band shall be deposited in a checking account and/or savings account and used to provide rehearsal and performance space, sheet music, the services of a conductor(s), and other uses deemed necessary by the Board of Directors.

## **Article V Membership**

- Section 1: Membership shall be restricted to men and women 17 years of age or older who are reasonably proficient performers on an instrument commonly utilized in a concert band.
- Section 2: High School Musicians with the recommendation of their High School Band Director may audition to be a member of the Band. If accepted, they will be on probation for a period of time determined by the Board of Directors and the Conductor.
- Section 3: Membership includes all organization rights and privileges including voting and eligibility to hold office or serve on the Board of Directors
- Section 4: Each member is entitled to one vote. No votes may be cast by proxy. A majority of the votes cast is required to decide an issue brought to the membership
- Section 5: Membership shall be approved or terminated by the Board of Directors
- Section 6: The Board of Directors shall have the authority to request auditions of any member or person proposed for membership. Auditions shall be heard by a conductor and at least one Board Member
- Section 7: Members shall attend a minimum number of rehearsals, that number to be set by the Conductor and the Board of Directors.

**Article VI  
Meetings**

- Section 1: Roberts' Rules of Order shall govern all deliberations of the organization
- Section 2: Full Band meetings shall be called when deemed necessary by the Band Board of Directors
- Section 3: Board of Director meetings shall be called when deemed necessary by the President or by two other Board Members or Officers

**Article VII  
Quorum**

- Section 1: A quorum shall be at least one-half of members present for full Band meetings.
- Section 2: A quorum shall be at least one-half of voting members present for a Board meeting.

**Article VIII  
Fiscal Year**

The regular fiscal year shall commence on the first day of September of each year and shall end on the last day of August.

**Article IX  
Officers**

- Section 1: Officers shall be: President, Vice-President, Secretary and Treasurer, elected for a two-year term corresponding to the fiscal year.
- Section 2: Elections for Officers shall be held in May of even-numbered years.
- Section 3: The duties of the Officers are:
  - President- Shall preside at all Board and Membership meetings and appoint any committee or committee members deemed necessary by the Board of Directors or by the By-Laws.
  - Vice-President – Shall perform the duties of President if the President is unable to fulfill those duties and shall assist the President if necessary.
  - Secretary – Shall keep minutes of all meetings, shall maintain an up-dated membership list, shall take roll at all rehearsals and shall notify the membership of any information deemed necessary by the Board of Directors such as rehearsal and performances schedules.
  - Treasurer – Shall keep records of all receipts and disbursements, shall maintain an up-to-date balance record of all Band accounts.

**Article X  
Elected Directors**

- Section 1: Three Directors shall be elected from the general membership to serve on the Board of Directors.
- Section 2: The term of office of the Directors shall be three years alternating, electing one new Director each year in May

**Article XI:  
Appointed Board Members**

- Section 1: The Board of Directors shall appoint five additional Board Members to be responsible for the following areas: The Band Webmaster, Contributions, Equipment Manager, Publicity/Marketing Coordinator, and School Coordinator. Other board members may be added as deemed necessary.
- Section 2: Appointed Board Members will serve for one year
- Section 3: The duties of Appointed Board Members are:
  - Band Webmaster – Shall maintain a Website containing Band information for the Band Members and the Public.
  - Contributions – Shall collect donations given to the Band, shall send tax receipts to the donors,

and shall keep a current donors list to be used in printed concert programs.

Equipment Manager – Shall coordinate moving of percussion equipment to/from concerts and special rehearsals.

Publicity/Marketing Coordinator – Shall coordinate all publicity for the band to include but not be limited to print media, radio/TV stations, other web sites, and posters.

School Coordinator – Shall work with the Albany School District to obtain the use of rehearsal space and the use of percussion instruments for rehearsals and performances, and shall work with the Greater Albany School District on any volunteer time Band members may spend with students.

## **Article XII Board of Directors**

- Section 1: The Board of Directors shall consist of the Officers, three Directors, the immediate Past-President and the Conductor(s).
- Section 2: The Board of Directors shall appoint five additional Board Member (see Article XI)
- Section 3: While the final authority shall always rest with the membership, the Board of Directors shall have the power and duty to carry out and transact all business of this organization
- Section 4: Members at-large may attend Board Meetings but have no vote.
- Section 5: Elected Board Members may vote (President, Vice president, Treasurer, Secretary, and 3 Directors).
- Section 6: A Quorum shall consist of the majority of voting Board Members.

## **Article XIII Conductor**

- Section 1: The Board of Directors shall hire the services of a Conductor(s) at the first Board Meeting of the fiscal year.
- Section 2: The Conductor(s) shall have authority for the musical direction and discipline of the Band and for selection and programming of musical compositions for performance. The Conductor(s) shall carry out his/her activities under the supervision of the Board of Directors.

## **Article XIV Elections**

- Section 1: The election of Officers will take place at the first full band rehearsal in May of even numbered years.
- Section 2: The election of Elected Board members will take place at the first full band rehearsal in May each year.
- Section 3: A nomination committee consisting of three (3) members shall be appointed by the President at least two weeks before the election.

## **Article XV Finances**

- Section 1: The funds of this organization shall be deposited at a bank designated by the Board of Directors and shall only be withdrawn upon the order of two designated members of the Board of Directors.
- Section 2: Should the Band cease to exist, all remaining money and band music shall be given to another band organization as voted on by the Band membership.

## **Article XVI Changes to the By-Laws**

By-Laws may be amended by a majority of band members present at a regular full band rehearsal when a 14-day notice has been given of the proposed changes.