

Bylaws

Monroe Concert Band

Article 1

The name of the organization shall be Monroe Concert Band (MCB) (also known as the Monroe Community Band). This organization and conditions of membership shall be defined by its bylaws.

Article II

Purpose

The Monroe Concert Band shall have two main functions.

The first shall be to provide musicians from the Monroe and surrounding communities an opportunity to take part in an active performing band for their personal pleasure and enrichment.

The second shall be to make readily available to the community a musical organization that can provide entertainment and cultural enrichment.

The goal of the Monroe Concert Band is to become an active participant in community activities throughout the year. It is intended that the MCB be operated as a charitable non-profit organization and shall be entitled to exemption from Federal Income Tax under the Monroe Arts Council 501(c)3 as a Group Exemption per the Internal Revenue Code of 1954, as currently in force, as available, or afterwards amended.

Article III

Membership

Adult members of the local community are welcome to join the band with a minimum of high school musical knowledge equivalence. More advanced music students from surrounding institutions will also be welcome to join at the discretion of the conductor. Membership is not official until current dues and an information form are collected.

All members of the band are expected to be at every practice. Band members are expected to send notification via email to the general band email (news@monroeconcertband.org) and their section leader if a rehearsal absence is expected. Performing members require a majority attendance rate in order to participate in performances. This will be enforced via the discretion of the conductor. The expectation is that members practice music to proficiency in their own time, to participate in sectionals, and to ask stronger players for help when needed.

Members will adhere to concert attire which is determined by the Board/conductor by the entire membership.

Article IV

Codes of Conduct

All members must behave in a way that represents the Monroe Concert Band in a positive light.

No alcohol/drug use will be permitted during practices or performances in accordance with location building use rules; that includes schools, government owned facilities, or privately owned locations where concerts may occur.

Behaviors that may be deemed inappropriate and reflect poorly on the organization are; drinking or appearing drunk in public, erratic behaviors, as well as aggressive behavior towards others.

Membership shall have respect for the conductor and fellow members. An external conversation about other members that may be perceived as negative is a violation of the Code of Conduct. This includes, but does not exempt any form such as social media, phone, person to person, and email. External conversations should be kept to a minimum during rehearsal window and conducted before or after the rehearsal period. It is expected that MCB members will conduct themselves in a positive manner and with respect for other members.

Article V

Governing Bodies

The business and affairs of the Monroe Concert Band shall be managed by a Board of Directors consisting of Officers, and elected Board Members.

The voting members shall consist of the entire board membership.

The term of office for members of the MCB Board shall be two years. The board term will begin on October 1 and continue until September 31. Any outgoing President will serve an additional one year as a board member and all other outgoing board members will attend 1 or 2 overlapping meetings before leaving the board in order to make the transition smooth. Elections will be held annually with President and Secretary or Vice-President and Treasurer elected on alternating years along with half the board members. The only time the elections would be any different is if the Secretary/Treasurer position is combined. In those cases, the election year would be on the Secretary's scheduled election. The President shall not be eligible to serve more than two consecutive two (2) year terms. The Music Director shall be an ex-officio member of the Board of Directors, but will have no vote.

The MCB Board shall hold regular meetings at such intervals and upon such dates and at such times as it may be determined by the President. Notification of meetings shall be presented to the board by the President. Board members or designated representatives are required to attend a minimum of 80% of

meetings per fiscal year. Any Board member or Officer may resign in writing. Any Board member or Officer may be removed for cause by a majority vote of the remaining Board and given an opportunity to address the band. Furthermore, the Board may replace any Board Member or Officer for failure actively to participate in managing the band's activities, and committees. Any member of the Board may be removed from office for conduct detrimental to the interest of the Monroe Concert Band. A two-thirds vote of the Board is required for such a removal at a regular or special meeting. The member shall be given ten days' notice of the meeting in the form of a written letter or an email with return receipt requested and will be entitled to appear at the meeting for the purpose of being heard.

Special Meetings may be called by the President at any time or by a majority of the Board Members.

The meeting of the last month of the fiscal year may be a joint meeting of the current and incoming Board members.

The majority of the members of the MCB Board constitute a quorum for the transaction of business. At any meeting at which a quorum is present the act of the majority of the members present shall be the act of the Board.

Article VI

Officers

The officers of the Monroe Concert Band shall be President, Vice President, Treasurer and Secretary. The treasurer will not serve with any other family members on the MCB Board.

The Board will consist of a minimum of three officers with the number of board members to be determined by the needs of the MCB. The Board shall be elected by the general membership.

The President shall preside at all meetings and oversees all other aspects of running the Band including providing coordination among Officers and Executive Board members. In the absence of the President, the Vice President shall preside. When both the President and Vice President are absent, the Secretary shall call the meeting to order.

The Vice President shall take over in the absence of the President and provide support for the coordination of Officers and Executive Board members. The Vice President shall automatically become President should the position become vacant.

Treasurer shall receive all money of the organization. The Treasurer shall provide the maintenance of Band bank accounts, write checks and prepare and submit all necessary tax forms (if required). The Treasurer shall present a report at each Board meeting. A portion of all funds received shall be given to the Monroe Arts Council according to the agreement that was negotiated per the rules of a Group Exemption, as are an annual report of earnings.

Secretary shall keep a record of all meetings. A copy shall be given to the Board within a timely matter after each board meeting. The Secretary shall distribute written copies to be made available to the

Board within one week of the previous meeting, and upon request to the general within one week of the request.

Music Director and Conductor(s)

The Music Director shall be appointed by the Board of Directors. The Music Director, in consultation with the Board of Directors, other appointed conductors, and the band members, shall be responsible for all concerts and rehearsals.

The Conductor(s) shall be appointed by the Board of Directors. A Conductor may also serve as Music Director. To the extent the Board of Directors appoints more than one Conductor, the Conductors shall collaborate on the themes for each concert. In general, each Conductor shall have an equal amount of time conducting the band during concerts and rehearsals unless otherwise agreed to between the Conductors and the Board of Directors. Each Conductor shall be responsible for proposing the music selection of their portion of the concert consistent with the theme and the purpose of the band as described in Article II. Each conductor shall also be responsible for the assignment of solos and special parts. The Music Director shall have the final decision on all musical matters.

The Music Director, in consultation with the Board of Directors, may select a guest conductor (if for instance a board-appointed conductor is unavailable) or guest soloist for a concert.

The Conductor(s) shall be paid a stipend per concert that will be determined each year by the Board. A guest-conductor or guest-soloist shall receive an honorarium that is determined by the Board.

A Music Director or Conductor may be removed from office by a two-third majority vote of the entire Board of Directors at a regular or special meeting.

Section Leaders

One member shall be appointed leader from within each section of the band. They may be selected either by consensus of the section, or if no consensus, by the Music Director. The Section Leader shall be responsible for tuning and dispersing music to his or her section, assigning solo parts (subject to Conductor approval), settling disputes, coordinating sectional rehearsals, and making sure that all parts are covered for concerts. Section Leaders serve an indefinite term at the discretion of the Music Director, but may at any time relinquish their position.

Article VII

Committees

The MCB Board shall participate with committees as needed. Board members shall designate other sub-committees including the solicitation of membership of said committees.

All Committee Chairs shall be responsible to the MCB Board.

All Committee Chairs shall appoint their committee members with the approval of the Board.

Article VIII

Financial

The fiscal year shall be from August 1 to July 31.

The Financial Policy document shall be used for the details of handling band finances.

Article IX

Contracts

The Monroe Concert Band Board, with approval of the board and the signature of an Officer, may authorize any Officer or agent into a contract. Under the same ruling, the said Officer or agent may execute and deliver any instrument in the name of or on behalf of the Monroe Concert Band. Such authority may be general or confined into a specific instance. Unless so authorized by the Board, no Officer, agent, or member shall have power or authority to bind the MCB by any contract or engagement, or to pledge its credit or to render it liable financially for any purpose or to any amount.

Article X

Affirmative Action

It is hereby affirmed that it is the policy of the Monroe Concert Band to:

- A) Recruit, hire, elect, appoint, and select all personnel for its various activities without regard to race, creed, religion, color, national origin, sex, or age and to base all such decision upon the individual's qualifications and ability to perform the work or role assigned consistent with the job or role requirements; and
- B) To administer such actions as the sale of tickets, any rentals or purchases, awards for commissioned works, contributions and social recreational functions without regard to race, creed, religion, color, national origin, sex, or age.

The Monroe Concert Band is committed to the Affirmative Action Program and will ensure full compliance with the applicable Federal and State laws. The fulfillment of such commitment is the responsibility of the Band Executive Board.

Article XI

Dissolution of the Band

In case of termination of the Band, all of its assets as then constituted will be held by the Treasurer or other designated Board of Director member or a well-established community based service organization will and capable of acting as a trustee. The assets shall be distributed in whole only to a community based band organization operating in the same approximate geographic area and entitled to exemption

for Federal Income tax under section 501(c) 3 of the Internal Revenue Code as now in force or from now on amended.

Article XII

Amendments to the Bylaws

These Bylaws may be amended by any officer of the MCB. The amended Bylaws will then be presented to the Board of Directors of the Monroe Concert Band for final approval by a majority vote.

Article XII

The rules contained in the current edition of ROBERTS RULES OF ORDER (Newly Revised) shall govern the band in all cases to which they are applicable and in which they are consistent with these By-Laws and any special rules of order the band may adopt.

These Bylaws were drafted in the year 2008, amended in 2012, 2013 and 2016 and 2019.