

# **Yakima Valley Community Band Bylaws**

These Bylaws are intended to support and clarify the current Yakima Valley Community Band Constitution.

## **Article I Name**

The name of the organization shall be the Yakima Valley Community Band (YVCB).

## **Article II Purpose**

The purpose of the organization is to perform, promote, and further live concert band music. The band is organized exclusively for educational, charitable, scientific and literary purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provisions of the Constitution, the YVCB shall not carry on any activities that are not in furtherance of one of these purposes.

## **Article III Mission Statement**

The mission of YVCB shall be:

- To promote and further the performance of live concert band music.
- To provide area musicians an opportunity to continue to enjoy their musical experience.
- To provide students with a large band experience.

## **Article IV Membership**

Anyone eighteen (18) years of age or over who is interested in promoting and furthering the purposes of the organization is eligible for membership, subject to the approval of the section leader and the band director.

Anyone under the age of eighteen (18) years who desires to gain the experience of rehearsing and performing with the organization is subject to the approval of the section leader and the band director. Anyone under the age of eighteen will also provide a recommendation from his/her school band director or private music teacher.

Membership is extended to all who meet the approval standards, without regard to race, creed, color, gender, or sexual orientation. Membership is discretionary. No person is guaranteed membership. Membership may only be granted upon the terms and conditions set forth in this Article.

1. Responsibilities. Members shall read and signify that they understand band policy and will abide by the Code of Ethics in the member handbook. Members will be in good standing when they have paid their dues.
2. Rights. Members over 18 years of age and in good standing shall have full voting powers as defined in the election procedure and on changes that require member votes. Any member who has been dismissed from the YVCB has the right to request a review by the Executive Board to be reinstated.
3. Resignation. Members who resign shall return all band materials and uniform items to the section leader.

## **Article V Executive Board**

Governing Body – The Governing Body shall be the Executive Board. The members of the board shall be president, vice-president, secretary/treasurer, five members-at-large, and the band director(s). Board positions shall be elected yearly. The band director(s) is are not a yearly elected position.

- President - The president shall preside over meetings of the membership and Executive Board. The president shall be involved in all decisions affecting the organization. The president will keep the overall good of the organization as top priority in all decisions while performing his/her duties as president. The president shall be an ex-officio member of all standing and ad hoc committees.
- Vice-President - The Vice President will preside at all meetings in the absence of the president, using the same approach as outlined above. The Vice President will also carry out special duties and assignments as may be directed by the president.
- Secretary/Treasurer - The secretary/treasurer shall keep minutes of all meetings and shall establish and maintain a complete roster of band members. The secretary/treasurer shall be the officer entrusted with the organization's funds and will handle deposits and disbursements for expenses as they occur. The secretary/treasurer shall prepare and present an annual budget to the Executive Board, subject to approval by the Executive Board. He/she will also provide a report of funds upon request of the president or at least quarterly. Disbursement of funds shall require the signature of the secretary/treasurer and one other officer. He/She will file appropriate tax forms and governmental reports as necessary to preserve the tax-exempt status of the corporation. He/She will arrange for an annual audit by a committee appointed by the President. When the need arises, this position may be divided into a separate Secretary position and a separate Treasurer position.

- At-Large Members - The five members-at-large, together with other officers, will maintain communication with the general membership bringing any questions or concerns to the attention of the board. Members-at-large may also assist in carrying out special duties and assignments as directed by the board. These duties may include coordinating ad-hoc committees.
- Director(s) - The band director(s) manage rehearsals and performances. The band director(s) assume responsibility for music selection, direction, and standards of the band. The band director may assign an assistant director, following the guidelines set forth in the adopted policy for band director and assistant director selection. YVCB director has the right and authority to remove a disruptive member from rehearsal. YVCB director may recommend to the Executive Board that a specific member be dismissed from band if the responsibilities listed in the band handbook are not followed.

### Elections

- General elections are held annually at the 4th rehearsal in the fall. Officers are elected or re-elected for one 1-year term; the Executive Board term starts on January 1<sup>st</sup> and ends December 31st. A board member may succeed him or herself.
- A slate of candidates who have agreed to serve if elected will be presented by the Nominating Committee by the 4th rehearsal in the fall. Additional write-in nominations can be made by the general membership on election night. Vacancies that occur will be filled by vote of the band for the remainder of the term
- The Executive Board members shall be elected by written ballot to be counted and announced at the end of the rehearsal.

### Powers

As the governing body of the corporation, the Executive Board shall have full powers in all matters affecting the affairs of the corporation, including execution of contracts and enforcement of the Code of Ethics. In every instance the action of the Executive Board shall be final.

### Band Director(s) Selection

- It will be the duty of the Executive Board to facilitate the selection of band director candidates using the adopted policy for band director selection.
- The new director(s) will be approved by a majority vote of the general membership, with yearly review by the Executive Board.
- YVCB may utilize a shared directorship of equal co-directors with equal responsibilities.

- In the event of an illness the Executive Board may appoint a volunteer director from the YVCB membership.

## **Article VI Meetings**

- Meetings of the board shall be held at least yearly in accordance with Washington state non-profit guidelines, RCW 24.03.120.
- Meetings of the general membership shall be at least yearly or as needed to discuss band business. Membership meetings requiring a vote need 51% of voting members present.
- The president may call additional meetings as the business of the band necessitates.
- Participation in board meetings is open to the general membership. However, only members of the board are eligible to vote.
- Executive work sessions may be called that are closed to general membership.
- Notices:
  - a) Notice of each general membership meeting shall be given to each voting member, in person, postal mail, or electronically (with member consent). Notice will be given not less than two weeks or more than 50 days and the notice will state the day, place and hour of the meeting.
  - b) Notice of each board meeting will be given to each voting member in person, postal mail, or electronically (with member consent). Notice will be given not less than one week, or more than 50 days and the notice will state the day, place and hour of the meeting. The general membership will be notified by an announcement posted on the band web site. Individuals who wish to be notified directly by phone or email should contact the secretary to make arrangements.
- A quorum for an official board meeting will consist of a simple majority (51%) of the Board of Directors. A quorum of the Board of Directors must be present to conduct business.

## **Article VII Band Management**

The President may appoint any standing committees and ad hoc committees deemed necessary. The President is an ex-officio member of all committees.

Band Management

- Music Selection – The band director, assistant band director and/or co-directors are responsible for selecting music for the concerts. They will use suggestions from the members when appropriate with their goals for a concert.
- Music Library - A volunteer member is responsible for the following:
  - Keeping music file cabinets in order
  - Keeping the list of music (electronic file) updated as new music is purchased
  - Finding replacement parts as needed
  - Keeping current publishers' catalogs and CD's
- Publicity – Appointed and/or volunteer members assure publicity for band concerts and activities through the media and all other means possible.
- Band History - Appointed and/or volunteer members research and record the history of the band through interviews, clippings, personal recollections, audio recordings and memorabilia. The history will be organized in a manner that can be kept and expanded.
- Social Activities - YVCB enlists help from all members in organizing social activities that the band wishes to pursue. This may include receptions after concerts, condolence or get well cards for members, and welcome receptions for guests.
- Fund-Raising/Sponsorship – Appointed and/or volunteer members organize and direct fund raising and sponsorship activities.
- Web Site - A compensated entity and/or a volunteer member shall be responsible for maintaining a website to promote the band's activities.
- Set-up – Volunteer members are responsible for facilitating the set up/take down of chairs, stands and related equipment for all performances and rehearsals.
- Section leaders – Volunteer members, with the approval from the other members in that section, take responsibility for the folder assignments, parts and communicating information regarding the band.
- Nominating – A volunteer member will be responsible for developing a slate of officers to be presented to the band at the fourth rehearsal in the fall.
- A Band Manager may be appointed by the Executive Board when deemed necessary for specific projects.

## **Article VIII**

### **Budget and Accounting**

#### **Fiscal Year**

- The fiscal year shall run from January 1 through December 31.

- An annual budget shall be prepared by the secretary/treasurer. It shall be approved by the Executive Board within one month of the beginning of the fiscal year.

#### Dues

- Dues will be established and collected at least annually from the membership.
- Dues are given to the secretary/treasurer of the band and may be designated for the entertainment fund as well as any facility use fees.

#### Expenditures

- All expenditures over \$100 must have prior board approval.
- The secretary/treasurer may approve any expenditures under \$100.
- Expenditures over \$1000 will be presented to the voting membership for approval.

### **Article IX Bylaw Amendments**

Bylaw amendments shall require a simple majority vote approval by the voting members. The amended document supersedes all previous documents.

### **Article X Dissolution of the organization**

In the event of the dissolution of this organization, the assets of the Yakima Valley Community Band shall be distributed to benefit others in a manner consistent with the goals of this organization and in keeping with the exempt purposes specified in the Section 501 (c) (3) of the 1986 Internal Revenue Code as amended from time to time, and as approved by a vote of the Executive Board.

Approved by the voting membership on: 09/04/2013

Revised: 07/23/2018

Revised: 02/13/2023