

Southern Winds Concert Band Operating Guidelines – August 15, 2009

1. Name

This organization shall be called the Southern Winds.

2. Purpose

The Southern Winds shall have two main functions.

The first shall be to provide musicians from Roswell, GA and the 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.

3. Membership

Adult members, 50 or more years old, of the local community are welcome to apply for membership in the band. Applicant names will be submitted and they will be notified when the application is approved.

Based on the needs of the band and the maturity of the applicant, exceptions to the age requirement can be approved by the voting members of the executive committee.

The officers of this organization shall consist of a President, Vice-President, Secretary, Membership Director and Treasurer. Elected officers only shall be eligible to vote on resolutions and activities. Chairpersons and the conductor will not be voting members of the executive committee. The officers are to be elected at the 1st rehearsal in January..

4. Meetings

Executive Committee meetings of the organization shall be held prior to practice on the first Thursday of the month. Any band member may attend executive committee meetings and may address the committee when recognized by the Chair. The President may call special meetings. The Annual General Meeting will be held on the first regularly scheduled rehearsal after January 1. Officer elections will be held at this meeting for the coming year. The new President will assume his or her responsibilities at the time of his/her election.

5. Executive Committee

The Executive Committee shall consist of the officers of the organization, the Director of the Band and chairpersons..

6. Amendments to the Guidelines

Revisions of the Guidelines proposed by the Executive Committee are to be distributed to the organization at large with a vote scheduled, and with approval by a majority of the members present required to effect the change.

Duties of the Officers and Executive Committee Members

7. President

The President shall preside at all meetings and will oversee all other aspects of running the Band which includes providing coordination among Officers and Executive Committee members.

8. Vice-President

The Vice-President shall take over in the absence of the President. The Vice President shall be the principal contact with community organizations to schedule performances for the band according to established guidelines, coordinating with the Band Director, and Executive Committee. The Vice-President shall be responsible for keeping the band membership well informed concerning concerts and performances.

9. Secretary

The Secretary shall keep records of all meetings and distribute copies to the general membership. The Secretary shall handle all correspondence of the organization. When both the President and Vice-President are absent, the Secretary shall conduct the meeting. Secretary shall provide timely minutes of Executive Committee meetings.

10. Treasurer

The Treasurer shall receive all money of the organization. The Treasurer shall provide the maintenance of band bank accounts, write all checks and also prepare and submit all necessary tax forms (if required) and provide a written annual budget. The Treasurer shall present a report at each Executive Committee Meeting and at the Annual General Meeting. Checks for more than \$100 shall require two signatures with the band President being the co-maker.

11. Membership Director

The Membership Director shall keep an up-to-date listing of all current Southern Winds members which he/she shall distribute to all active members. This list shall include names, phone numbers, addresses, Section Leader designation, instruments and committee memberships. The Membership Director shall organize efforts to recruit new members and coordinate with the Publicity Chairperson and shall also be responsible for aiding new member transition into the group.

12. Band Director

The Band Director shall be a non-voting member of the Executive Committee and all other committees. The Band Director shall be appointed by a special committee designated by the Band President when a vacancy exists. The Band Director shall have responsibility and authority for the music selected and the quality of performance..

13. Committee Chairpersons

Committee Chairpersons are appointed by the President with approval by other voting officers, since committees can begin and end at different times during the band-year, as needed.

Appointed chairpersons shall no longer be members of the Executive Committee when the purpose for their appointment has ended. Chairpersons shall serve only while their purpose is active or on-going.

While they are non-voting members of the Executive Committee, Committee Chairpersons shall have input and enter discussions during executive committee meetings and be able to present ideas for the band, subject to approval by the elected officers.

14. Publicity Chairperson

The chairperson shall communicate with local media (radio, television and print) to publicize the band performances and membership opportunities. The chairperson shall handle pre and post performance publicity, which includes creating and distributing recordings and pictures as required.

15. Music Chairperson

The Librarian shall maintain the Southern Winds music library and distribute and collect music among individual folders. The Librarian shall make sure that new music is marked and ensure that delinquent members return folders.

16. Equipment Chairperson

The Equipment Manager shall be responsible for arranging transportation and the setting up and tearing down of equipment required for performances, primarily music stands and percussion equipment. The Equipment Manager shall keep such equipment in good working order and maintain a written inventory of Band equipment with estimated values and storage locations.

17. Section Leader (As Required)

The Section Leader shall be responsible for dispersing music to the section, making sure all parts are covered for concerts, contacting absentees, assigning solo parts, and maintaining the telephone tree for the section.

18. Social Chairperson

The Social Chairperson shall be responsible for recognizing and responding to personal events within the organization such as birthdays, anniversaries, sickness, etc. The Social Chairperson will also be the focal point for planning and organizing appropriate social gatherings throughout the year.

Election of Officers and Committee Chairpersons

19. Elections

Officers and Committee Chairpersons shall be elected at the Annual General Meeting to hold office for one year. The President shall appoint a Nominating Committee by Nov. 1st, which shall present a slate of officers to the organization at large at the last rehearsal of the year.

20. Officer Vacancies

The Executive Committee shall fill vacancies that occur during the term of office. Voting shall be considered passed or failed on the basis of a two-thirds majority vote, for or against by voting members.

21. Dues

Dues shall be required for membership in this organization and paid to the treasurer each month. The amount will be dependent on the obligations and needs of the band; recommended by the executive committee to the membership and voted on by the Executive Committee at the last Executive Meeting of each year. The Executive Committee has established current dues as twenty dollars (\$20.00) per person per month.

22. Disbursements

Expenditures shall be authorized by a majority vote of the Executive Committee members and consistent with the budget. All purchases for the organization shall become the property of the Southern Winds.

23. Website Maintenance

The band will continue to maintain a website at <http://www.nnnnnnnn.nnn>. This site contains current information about the band, including member information, schedule, music, photographs and much more.

24. Rules of Order

The rules contained in Robert's Rules of Order Revised shall govern the Organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of this organization.