

# **JACKSON AREA COMMUNITY BAND BY-LAWS**

Last Revised: 7/6/15

## **ARTICLE I**

### **Name**

The organization is to be known as the Jackson Area Community Bands, Incorporated (JACB, Inc.). The concert band shall be known as the Jackson Symphonic Winds. The jazz band shall be known as the Jackson Swing Orchestra.

## **ARTICLE II**

### **Purpose**

The purpose of the JACB is to provide an opportunity for community members to rekindle their past interest in music through participation in a band, and to make a unique musical and cultural contribution to the life of the community.

## **ARTICLE III**

### **Governing Body – JACB Executive Board**

The JACB shall be governed by an Executive Board comprised of nine (9) people. The officers will be the president, vice-president, secretary, treasurer, two representatives from the concert band, one from the swing orchestra, and the two conductors. The terms of the president, vice-president, secretary, treasurer shall be two (2) calendar years from the beginning of the semester during which they were elected. The terms of the band representatives shall be one (1) calendar year. Board members may serve consecutive terms without term limits. The conductors shall serve until they are no longer available. In addition to the primary offices above, the following secondary roles will be distributed among the members of the Executive Board according to interest and ability: Concert Manager, Equipment Manager, Music Librarian, Publicity Coordinator, Recruiting Coordinator, Historian/Archivist, Development Coordinator, and Communications Coordinator. These additional duties may be performed by non-Board member volunteers.

## **ARTICLE IV**

### **Individual Executive Board Member Job Descriptions**

The President shall:

1. Preside at Board meetings;
2. Appoint committees as needed;
3. Direct and supervise the general course of business of the Band as its Executive officer, including ensuring all additional Board member duties are performed as needed;
4. Sign or execute on behalf of the Band all deeds, titles, agreements, contracts, notes, bills of exchange and other written documents which may require the signature of the Band;
5. Coordinate band member recruiting efforts;
6. Have the authority to sign checks;
7. Schedule annual review of bylaws and job descriptions;

# JACKSON AREA COMMUNITY BAND BY-LAWS

Last Revised: 7/6/15

8. Conduct annual elections of Executive Board members;
9. Notify current, past, and prospective members of the start of each season and provide schedules of rehearsals, concerts, and Executive Board meetings;
10. Notify current members of any changes in the rehearsal or concert schedule;
11. Perform other requests made by the Executive Board.

## The Vice President shall:

1. Attend all Executive Board meetings;
2. Assist the President in the performance of duties as needed;
3. Serve in absence of President;
4. Assist in recruiting new band members;
5. Respond to prospective member inquiries with a letter of invitation and current schedule;
6. Prepare or maintain a form letter of invitation for prospective members with general band information.

## The Secretary shall:

1. Attend all Executive Board meetings;
2. Record and distribute minutes of Board meetings to Board members;
3. Maintain a historical record of Board minutes;
4. Maintain a historical record of performances and music performed;
5. Prepare and distribute to the Executive Board a concert calendar with confirmed venues, dates, and times;
6. Maintain a list of current, past, and prospective members;
7. Assist in recruiting by contacting or providing for contacting past and prospective members;
8. In consultation with the President, prepare and distribute meeting agenda to Board members prior to meetings;
9. Maintain official copies of operational documents such as articles of incorporation, by-laws, grant awards, etc.;
10. Handle correspondence other than that included in other Board Members' duties;
11. Handle Post Office duties;
12. Prepare the concert program;
13. Act as liaison to the American Association of Concert Bands (AACB).

## The Treasurer shall:

1. Attend all Executive Board meetings;
2. Assist in recruiting new band members;
3. Maintain checking account and draft checks as needed within budget constraints;
4. Prepare and provide printed bank account reports on a regular basis for Board meetings;
5. Maintain 501(c)3 and non-profit status;
6. Prepare and file required tax forms and maintain insurance as needed;
7. Have the authority to sign checks.

## The Band Conductor (s) shall:

1. Attend all Executive Board meetings;

# **JACKSON AREA COMMUNITY BAND BY-LAWS**

Last Revised: 7/6/15

2. Choose the repertoire for each concert;
3. Coordinate with the treasurer to make music purchases as necessary;
4. Conduct band rehearsals as scheduled;
5. Ensure the band (s) are prepared for concert performance;
6. Assist in recruiting new band members.

## **The Band Representatives shall:**

1. Attend all Executive Board meetings;
2. Assist in recruiting new band members;
3. Represent the interests of the band members to the Executive Board.

## **ARTICLE V**

### **Additional Job Descriptions and Duties**

## **The Concert Manager shall:**

1. Confirm concert and rehearsal arrangements with venues; Note: The Concert Manager does not have sole scheduling responsibility. The Executive Board as a whole will suggest and discuss concert possibilities;
2. Verify concert details such as dates, times, locations, special requests, ancillary activities (craft shows, speakers, tree lighting, etc.), and amenities which will be provided such as stands, chairs, PA equipment;
3. Serve as the JACB contact person to the venue for changes;
4. Coordinate with Equipment Manager to ensure that required equipment is available at the performance venue;
5. Coordinate with Publicity and Communications Coordinators regarding changes in previously announced schedules or details.

## **The Equipment Manager shall:**

1. Ensure all percussion equipment and other non-personal band equipment is adequately maintained;
2. Ensure all percussion equipment and other non-personal band equipment is transported safely to/from concert venues;
3. Coordinate with conductors and treasurer to purchase equipment as necessary.

## **The Music Librarian shall:**

1. Coordinate with the conductor (s) at the beginning of each season to pull the concert repertoire from the library;
2. Catalog and maintain the JACB music library;
3. File and add new music to the library and catalog as received;
4. Ensure enough music folders are available for band personnel, coordinating with treasurer to order more folders as necessary;
5. Fill the music folders with the season's music prior to the first rehearsal each season;
6. Empty the music folders at the end of each season and file the music in the library.

## **The Publicity Coordinator shall:**

# **JACKSON AREA COMMUNITY BAND BY-LAWS**

Last Revised: 7/6/15

1. Prepare and maintain press releases, flyers, posters, and notices for each performance;
2. Prepare, maintain and print JACB brochures as necessary;
3. Coordinate with Communications Coordinator to ensure Social Media and Website pages are updated;
4. Coordinate with local contacts to promote performances, including, but not limited to, newspapers, magazines, radio, television, and the Jackson Arts Council.

## **The Recruitment Coordinator shall:**

1. Lead all recruiting activities of the band (s)
2. Coordinate with the conductor and other Executive Board members regarding band personnel or instrumentation requirements;
3. Prepare position announcements for local educational institutions, social media, website, Craig's list or any other possible recruiting avenues;
4. Collect and disseminate resumes or other documentation as it is received;
5. Ensure all prospective members' questions are answered and that they have all the information they need to make a decision.

## **The Communications Coordinator shall:**

1. Maintain the JACB social media presence and website;
2. Coordinate with the Executive Board and the service providers to ensure continuity of service;
3. Keep social media and website up to date with announcements and all required rehearsal and concert information.

## **The Development Coordinator shall:**

1. Research sources of external funding such as Arts Grants at the local and state level;
2. Prepare and submit grant applications;
3. Assist the Treasurer in tracking the spending of any grant funds received and report back to the granting agency as required.

## **The Historian/Archivist shall:**

1. Coordinate with the Secretary to maintain a historical record of Board minutes;
2. Maintain a historical record of performances and music performed;
3. Prepare and maintain the presentation boards placed in the lobby of each concert venue.

## **The Section Leaders shall:**

1. Coordinate with the JACB Secretary to maintain a roster of their respective section members, including contact information;
2. Ensure their respective sections are adequately filled for rehearsals and concerts, and notify the conductor if not;
3. Contact all section members as instructed by the conductor or other Executive Board member of any changes in rehearsal or concert venues or times.

## **ARTICLE VI** **Executive Board Member Elections**

# JACKSON AREA COMMUNITY BAND BY-LAWS

Last Revised: 7/6/15

Elections will be held annually at the beginning of the fall semester. Each Executive Board member shall be elected by majority vote of the band and Board members present at the time of the election. The election will be conducted by the president (or the vice-president in the absence of the president). Elections for the office of president and secretary will be conducted in even years. Elections for the office of vice-president and treasurer will be conducted in odd years. Election of the Symphonic Winds representatives will be conducted by the Symphonic Winds concert band members. Election of the Jackson Swing Orchestra representative will be conducted by the Jackson Swing Orchestra members. In the event of an unexpected vacancy on the executive board, another board member will fill in until such time as an early or regular election can be held. Should a vacancy for Symphonic Winds director occur, the executive board will form a search committee and select candidates for consideration. The Symphonic Winds membership will select among the available concert band candidates. The Swing Orchestra membership will select among available jazz band candidates.

## ARTICLE VII Membership, Dues, and Liabilities

Membership in the Jackson Symphonic Winds concert band is open to individuals of high school age or older who demonstrate an ability to proficiently play at least grade 3 music or above, as determined by their section leaders or the conductor. Membership in the Jackson Swing Orchestra will be by Conductor invitation only. All JACB members will pay dues, which shall be collected at the beginning of the fall semester. Dues shall be \$35.00 per year or \$20.00 per semester for adult members. Student members shall pay \$15.00 per year or \$10.00 per semester. Members of the Executive Board shall not be individually nor personally liable for the debts or obligations of the band. Individual members may not incur debts or obligations for the band without the consent of the Executive Board.

## ARTICLE VIII Communications

Communications of all activities of the JACB will be conducted using personal contact, e-mail, social media, or internet website. Only the JACB President, vice-president, or conductors may send out e-mails to the entire JACB membership regarding JACB business. The Executive Board will solicit volunteers to maintain the Facebook page and internet website. If the Facebook or website developers are not the President or Vice-president of the JACB, they must receive approval from the President or Vice-President for any specific updates intended for the JACB membership.

## ARTICLE IX Scholarships

The JACB sponsors two scholarships each year for eligible high school student members of the JACB: **The J. L. Taylor Scholarship** (\$100) and the **Greg Tillman Memorial Scholarship** (\$100). To be eligible for a scholarship, the student must submit an application by April 15<sup>th</sup> of the year in which they are applying and meet the following criteria:

1. The student must be a senior in high school and a member of his/her high school band.
2. The student must be a member of one or both of the Jackson Area Community Bands, Inc. (Jackson Symphonic Winds and/or Jackson Swing Orchestra).

# **JACKSON AREA COMMUNITY BAND BY-LAWS**

Last Revised: 7/6/15

3. The student must be a member of the JACB for at least for two semesters. (The Executive Board may waive this requirement if they see fit.) Some consideration may be given to those who have been members longer; however, longevity will not be a sole criterion for selection.
4. The student must declare an intention to be music major or to continue college music study during his/her freshman year of college.
5. Since the late J. L. Taylor was a trumpet player, priority will be given to trumpet players for the J. L. Taylor Scholarship. Players of other instruments will be considered if no trumpet players are eligible. No particular instrument is given priority for the Greg Tillman Memorial Scholarship.

The JACB Executive Board will review each application and select a recipient for each scholarship. The selection will be based on competence on their musical instrument, consistent attendance at rehearsals and concerts, dedication toward practice and improving their musical ability, and length of membership in the JACB.

## **ARTICLE X** **Disciplinary Issues and Suspension/Dismissal**

The Executive Board may convene a special meeting for the purpose of discussing disciplinary issues at any time. If a JACB member, including an Executive Board member, shall demonstrate conduct that reflects poorly on the organization, such as unruly or other inappropriate behavior or profane speech during a rehearsal or concert, any Executive Board Member may ask the individual to cease such conduct, behavior or speech. If the individual should refuse to comply, they may be asked to leave the premises. The Executive Board will discuss the matter as soon as practical. The Executive Board may impose a warning, suspension, or dismissal at their discretion. If the individual is dismissed from the JACB, they shall forfeit all dues paid to the JACB for that year. The individual may reapply to the Executive Board for membership at the beginning of the following semester. Approval will be solely at the discretion of the Executive Board. If an Executive Board member should become ineffective in the performance of his/her duties, or display conduct unbecoming an Executive Board member, they may be dismissed from the Executive Board only after discussion and a unanimous vote of the other Executive Board members.

## **ARTICLE XI** **Dissolution**

In the event of the dissolution of this corporation, all assets remaining after the payments of debts and obligations shall be distributed to the Jackson Arts Council.

## **ARTICLE XII** **Methods of Amendment**

A general JACB meeting for the purpose of amending the By-Laws may be called by the JACB President/Vice-president not more often than once per year. The By-Laws may be amended as a whole or by individual article upon the affirmative vote of a simple majority of those eligible voting JACB members present at the meeting called for that purpose. A copy of the By-Laws and proposed amendments shall be made available to JACB members prior to the meeting by e-mail, social media, website or paper copy. It is not a requirement that all JACB members must have read the proposed amendments prior to the meeting.