

Jackson Area Community Bands: Policies and Procedures

Adopted by the Board of Directors on November 17, 2025

Article I: Name

The organization is to be known as The Jackson Area Community Bands (JACB). It shall consist of two divisions. The Concert Band is a wind and percussion ensemble known as the Jackson Symphonic Winds. The Jazz Band, which performs jazz and big band repertoire, shall be known as the Jackson Swing Orchestra.

Article II: Description and Governing Rules

JACB is a fund of the Community Foundation of West Tennessee. We are governed by their guidelines.

Article III: Purpose

JACB was organized in 1994 to provide adult and student musicians performance opportunities in concert and big band settings. Our purpose is to

- (1) Provide ensemble and performance opportunities for local and area musicians, and
- (2) Make a unique musical and cultural contribution to the life of our community.

Article IV: Executive Committee

The Executive Committee shall consist of six members: President, Vice President, Secretary, Treasurer, Symphonic Winds Conductor, and Swing Orchestra Conductor. The executive committee will meet from time to time to handle day-to-day and/or time-sensitive band business.

Article V: Board of Directors

The Board of Directors shall consist of nine members: President, Vice President, Secretary, Treasurer, Symphonic Winds Conductor, Swing Orchestra Conductor, the Swing Orchestra Band Representative, and the two Symphonic Winds Band representatives.

The Board of Directors is the governing body of this organization.

Article VI: Officers, Band Representatives, and Elections

There shall be the following Officers in this organization: President, Vice President, Secretary and Treasurer. There will be band representatives as referred to below in this article. There will be a conductor for each band.

Officer and band representative elections will be held annually during the Spring term (which begins in January) at a time set by the Executive Committee. The Vice President and Treasurer will serve two-year terms and their elections will be held in even years (beginning Spring 2026). The President and Secretary will serve two-year terms and their elections will be held in odd years (beginning Spring 2027).

Band representatives will serve one-year terms beginning Spring 2026.

There shall be two Symphonic Wind representatives elected by the membership of that group, and one Swing band representative elected by the membership of that group. If more than two candidates for Symphonic Winds band representative are on the ballot, the two candidates with the highest total vote per candidate will be selected.

Officers and band representatives currently serving in positions will continue to serve until elections are held or their positions become vacant.

To vote on any matter, one must be a dues-paying member in good standing or a conductor of one of the ensembles.

The Executive Committee may appoint a member to fill a vacancy in a position of officer or band representative until the next election.

Article VII: Method of Election of Officers and Band Representatives

Prior to any election, the Executive Committee will inquire of current officers and representatives whose position will be on the ballot whether they intend to stand for re-election. The Executive Committee will set a deadline for other candidates to declare their intention to run for any office. The Secretary will then send notice to the members of both bands informing them of current officers and representatives who will be on the ballot, along with a deadline for additional office seekers to give written notice. Any member in good standing seeking to run for any of the positions may inform one of their band representatives in writing of their intention to be a candidate, and the band representative shall forward it to the Secretary. An email to the band representative shall satisfy the requirement of written notice. A potential candidate may, in the alternative, inform the Secretary in writing of their intention to run. An email to the Secretary shall satisfy the requirement of written notice. After the deadline has passed the Secretary will forward candidate names to the Executive Committee, who will determine whether the candidates meet the minimum qualifications for the office, and confirm the candidates' desire to run. The Committee will then direct the Secretary to prepare a ballot.

The slate of officers and representatives will be presented to the membership in advance of the election, and the notice shall include the date elections are to be held for each band at the beginning of one of their regular rehearsals. All candidates will be given an opportunity to be heard by the voting membership and to submit materials for consideration regarding their qualifications. Contested elections will be conducted by secret ballot at the beginning of rehearsal, with members of each band having the opportunity to vote. Ballots will be counted by two officers who are not running in a contested election. Those officers counting ballots will be designated by the Executive Committee. Uncontested elections will be determined by voice vote. To serve as officer or band representative, the candidate must be a dues-paying member in good standing. In addition, anyone running for the office of President must have been a member of the band for at least one year.

Article VIII: Conductors

Conductors shall choose the repertoire for each concert, conduct band rehearsals as scheduled, assign parts and music, and coordinate rehearsal and concert plans with the President and other officers as necessary. Conductors shall be voting members of the Band and committees on which they serve, except on any matter involving removal or replacement of the conductor. A conductor may appoint an assistant conductor to serve at a rehearsal or concert in the event the regular conductor is unavailable.

Upon a vacancy in the position of Conductor of the Symphonic Winds, the Executive Committee shall solicit resumes from qualified applicants and will function as a search committee. The Executive Committee will send its recommendation to the Board of Directors. The Board of Directors will then choose a Conductor for the Symphonic Winds. Upon a vacancy in the position of Conductor of the Swing Orchestra, the Swing Orchestra will solicit resumes from qualified applicants. The Executive Committee will also solicit resumes from qualified applicants and forward them to the Swing Orchestra. The Swing Orchestra will send the name of their choice of Conductor to the Board of Directors for approval.

A conductor who is no longer a proper fit for either band may be replaced by vote of the Board of Directors.

Article IX: Membership and Dues

Membership in the Jackson Symphonic Winds is open to individuals of high school age or older who demonstrate an ability to proficiently play at least grade 3 level music or above, as determined by the Conductor. If a member is determined by the Conductor to be unable to perform properly with the ensemble, is habitually absent from rehearsals and/or concerts, or exhibits disruptive behavior, he/she may be required to step down. The conductor of each band may establish attendance policies.

Membership in the Jackson Swing Orchestra will be by Conductor invitation only.

All members will pay dues, except the conductors, for whom payment of dues is optional. Dues will be collected at the beginning of each semester. Dues are \$35 per year or \$20 per semester for adult members. High School and College students shall pay \$15 per year beginning with their second year, or \$10 per semester beginning with their third semester. High School and College students may play the first two semesters without being required to pay dues.

Any changes in dues schedules must be approved by the Board of Directors.

Article X: Duties of Officers and Band Representatives

- A. The President shall be the chief operating officer of the JACB. He shall serve as liaison to the Conductors and preside over meetings. The President will appoint any additional nonvoting positions and committees as needed.
- B. The Vice President shall assist the President and conduct meetings and other business if the President is unavailable.
- C. The Secretary shall keep membership records and other paperwork; send notices; and prepare programs, reports, and other documents as necessary.
- D. The Treasurer shall take care of dues collection and financial affairs in conjunction with members and the Foundation.
- E. The Band Representatives shall attend Board meetings and represent the interests of the band members to the Board.

Article XI: Fund Representatives

JACB's Fund Representatives who work with the Foundation shall be Officers. The President shall be one of the fund representatives and the Treasurer should also be a representative. Additional officers may be appointed by the President. All fund representatives must be approved by the Foundation.

Article XII: Approval and Signatures

These policies and procedures were approved unanimously at a meeting of the Board of Directors in Jackson, Tennessee on Monday, November 17, 2025. All members of the Board were present at the meeting.

George Morton Googe Dec. 16, 2025
George Morton Googe, President date signed

Vernetta Anderson 12/16/25
Vernetta Anderson, Secretary date signed