

## **Constitution of the Honeoye Falls Community Concert Band**

### **I. Name and Mission**

- A. This organization shall be known as the Honeoye Falls Community Concert Band.
- B. It's purpose shall be to contribute positively to the musical environment of the area it serves by:
  - 1. Providing an opportunity for individual musical growth and expression among the membership;
  - 2. Providing an opportunity for contact between and among musicians;
  - 3. Reaffirming the community concert band position in American music;
  - 4. Advancing public knowledge of the music performed by concert bands through sponsorship and performance of concerts and dissemination of information to educate the general public.

### **II. Membership**

- A. Any adult who is interested in the purpose of the Honeoye Falls Community Concert Band may be considered for membership provided that the applicant qualifies and/or performs to the satisfaction of the Director.
- B. Any school student who has been recommended by the school band director or auditioned and accepted by the Director may be considered for membership.
- C. S/he shall be a member as long as s/he shows musical competence and adheres to the standards of membership as stated in the Bylaws.
- D. Voting members shall be those members actively participating in a given session (Autumn, Winter, Spring or Summer) during which the vote is taken. Active participation shall be determined from the attendance records of the Personnel Manager. Each member shall have one vote.

### **III. Board of Directors**

- A. The executive authority of the band is vested in a Board of Directors.
- B. The Board of Directors shall consist of ten elected members: Chairperson, Vice-chairperson, Secretary, Treasurer, Concert Manager, Publicity Manager, Librarian, Personnel Manager, Historian, and Member at Large. Members of the Board of Directors shall be members of the band.

C. There shall be one appointed member, the Director

D. Each member of the Board of Directors shall have one vote.

#### IV. Election of Board of Directors Members

Nominations will be accepted two weeks prior to the election, which will take place near the end of the season at a date to be determined by the Board of Directors. Terms shall begin August 1 and shall last for one year.

#### V. Dissolution

In the event of dissolution, all of the remaining assets and property of the Honeoye Falls Community Concert Band shall, after necessary expenses have been satisfied, be transferred to the Village of Honeoye Falls.

#### VI. Amendments

A. Written notice of a proposed amendment to this Constitution or Bylaws must be presented to the band membership at least 30 days prior to voting. Proposed changes may be communicated by email and written copies available at rehearsals.

B. A three-fourths vote of those present and voting will be necessary to amend the Constitution and a majority vote will be necessary to amend the By-laws.

This Constitution shall become effective 07/24/2014.

## **Bylaws of the Honeoye Falls Community Concert Band**

### **A. Membership**

Members of the band shall:

1. Arrive on time for rehearsals and notify the Personnel Manager when absence is necessary.
2. Be responsible for their own folder of music, checking before rehearsal to make sure all music is there, and turn in music promptly as requested by the Librarian.
3. Attend at least 75% of the regular rehearsals plus the dress rehearsal for a given concert. Exceptions may be granted at the discretion of the Director.
4. Adhere to concert dress and stage decorum as determined by the Board of Directors.
5. Conduct themselves in such a manner as to have a positive reflection on the band.
6. Pay participation fees as requested by the board

Fees for participation

1. The amount of the fee will be determined by the board.
2. The fee will charged for each concert session (Fall, Winter, Spring and Summer)
3. The participation fee can be paid for each session or in full at the start of the concert season.
4. Collection of the fee will be on the honor system.

### **B. Board of Directors**

1. The Board of Directors shall:
  - a. Establish a schedule of rehearsals and concerts.
  - b. Manage the general affairs of the band, taking all action, which is compatible with the best interests of the band.
  - c. Conduct the business of the band in accordance with regulations for an organization exempt from Federal income tax under section 501 (c) (3).
  - d. Manage the financial affairs of the band and establish an annual budget.

- e. Appoint and dismiss the Director.
- f. Ensure fair compensation for the Director and for substitute Directors.
- g. Replace members of the Board of Directors who are unable to complete their term of office.
- h. Appoint and/or recruit people to fulfill other duties as needed.
- i. Meet at times as determined by the Board of Directors to carry out its duties and responsibilities. Special meetings may be called at the discretion of the Chairperson or at the request of any band member.

2. Duties of individual members of the Board of Directors shall be:

- a. The Chairperson shall be the representative of the Band to the community and of the Board to the Band. S/he shall call meetings of the Board and the general membership as required or requested. The Chairperson shall ensure that the Board fulfills its duties as set forth in the Constitution and By-Laws, and that the activities of the Band are in accordance with the Band's mission.
- b. The Vice Chairperson will take over the duties of the Chairperson if s/he is unable to fulfill his/her obligation and will follow the guidelines as set forth for the Chairperson.
- c. The Secretary will keep records of all meetings of the Board and of the Band membership. S/he shall send, receive and report correspondence as needed.
- d. The Treasurer shall collect and disburse all money as approved by the Board and will prepare financial reports including: a monthly financial report, an annual financial report, and a proposed budget each year. The Treasurer will file legal documents, e.g., Section 501 (c) (3) and 1099, manage bank accounts, and maintain a list of instruments owned by the Band.
- e. The Concert Manager shall handle all business that comes before the band regarding equipment and space for rehearsals, concerts and trips.
- f. The Publicity Manager shall promote and publicize all activities of the band.
- g. The Librarian shall be responsible for the band library. S/he will distribute new music and collect music after concerts. S/he will also be responsible for keeping the following permanent records of music owned by the band, and music performed at each concert.
- h. The Personnel Manager shall keep records of members' participation year to year, concert to concert, and rehearsal to rehearsal and shall notify the Director of expected absences. S/he will keep an up-to-date membership list, including birthdays.

- i. The Historian shall maintain an accurate and up-to-date account of the band, which shall include all concert programs, newspaper clippings, pictures, audiotapes, videotapes, as well as any other related and relevant material.
- j. The Member at Large shall be considered a resource for input concerning board issues.
- k. The Director shall provide leadership to carry out the mission of the Band. This shall include selection and interpretation of music, audition of players as necessary, determination of seating, section leaders and any musical needs as required. The Director shall notify the Board of any absences as soon as possible and provide a suitable substitute director to cover the absence.

These Bylaws shall become effective 05//28/2025.