

THE CONNECTICUT SYMPHONIC WINDS BY-LAWS - HISTORY V – AUGUST 16th, 2012

BY-LAW 1 – NAME

The official name of the organization shall be: “THE CONNECTICUT SYMPHONIC WINDS”. The organization is also referenced historically by its previous name: "Concert Bands of Connecticut", and “The Connecticut Symphonic Band.” The name change to the Connecticut Symphonic Winds was voted upon at the Board of Directors meeting held on August 24th, 2011 and was voted into the By-Laws unanimously on August 15th, 2012.

BY-LAW 2 – MISSION STATEMENT AND PURPOSE

“The mission of the Connecticut Symphonic Winds is to provide high caliber musicians with an opportunity to perform challenging, stylistically diverse, quality concert band literature for community and public education audiences.”

“The Organization will strive, in its growing capacity, to give experience and aid in furthering the education and performance of exceptional and gifted music students on high school, college and post graduate levels.”

“As support for the Connecticut Symphonic Winds increases, the ensemble will continue to endeavor to bring the experience of live wind ensemble music and the standard classical repertoire to those communities and audiences that lack artistic exposure.”

A. Notwithstanding any other provision of these articles, the purposes for which the Association is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

B. Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

BY-LAW 3 – STRUCTURE OF EXECUTIVE BOARD OF DIRECTORS

The Connecticut Symphonic Winds (hereafter listed as CSW) shall have an **Executive Board of Directors** to govern all operations concerning the existence of CSW. The board will have executive posts and an undetermined number of Board Members ‘At Large’ that will fluctuate as dictated by the Executive Posts as to the size and needs of the organization for any period of time. In addition Members of Expertise, members that provide service of specific knowledge to CSW may be included of an indeterminate number and membership duration. The executive posts consist of the offices of **President, Vice-President, Secretary, Chief Financial Officer, Public Relations/Advertising Director, Band Manager, Fundraising and Donations Director and Chief Librarian**. The post of **Music Director** will also be considered an ongoing **Executive Member**. The **Executive Posts** maybe changed or expanded by majority vote of the Board of Directors. Included in the Board Members At Large will be Committee chairpersons considered key by the Board of Directors. These members will hold positions on the board while chairing.

BY-LAW 4 – POWERS AND DUTIES OF THE EXECUTIVE POSTS

The **President**, when present, shall preside at all executive meetings. The President shall also be charged with the general management and supervision of the affairs and operation of the Band. The President with the Secretary or other officer appointed by the executive board for the purpose, shall sign all by-laws. S/he shall appoint such committees as required from time to time and shall perform such other duties that normally pertain to the office of President. Included in these duties is the organization and notification to all parties involved in regards to meetings of the Board of Directors. This duty will be handled in conjunction with the Secretary.

The **Vice-President** shall perform the duties of the President in the President's absence or leave. S/he shall collect material for the band archives and maintain said archives. S/he shall perform such duties as are delegated by the President, at the discretion of the executive board.

The **Secretary** shall keep all records (minutes) of all meetings. S/he shall keep membership records and will provide printed membership lists with email addresses and/or phone numbers to all members the last week of October of each year. S/he shall ensure that all members receive due notice of all open meetings. S/he will be responsible for general membership attendance records regarding rehearsals and concerts. The Secretary shall be custodian of all papers, books, records, correspondence, contracts and other documents belonging to the Band which s/he shall deliver up only when authorized by a resolution of the executive board to do so and to such person(s) as may be named on the resolution. S/he shall perform such other duties as may from time to time be determined by the executive board. In addition the Secretary shall be included in the organization and notification to all parties involved in regards to meetings of the Board of Directors. This duty will be handled in conjunction with the President.

The **Chief Financial Officer** shall keep full and accurate accounts of all receipts and disbursements of the Band. S/he will maintain proper books (electronic or otherwise) of account and shall deposit all monies or other valuable effects in the name and to the credit of the Band in such bank or trust company as may from time to time be designated by the executive. S/he shall disburse band funds, taking proper vouchers and therefor shall give to the executive board at the regular meetings or whenever required of him/her, an account of transactions as CFO, and of the financial position of the Band. S/he shall also perform such other duties as may from time to time be determined by the Executive. The Chief Financial Officer shall prepare an annual statement for the auditors.

The **Director of Public Relations/Advertising** shall oversee and coordinate all, but not limited to, aspects of performance advertising and publicity for CSW. S/he shall work directly with the Music Director regarding all music related information that is distributed. S/he may delegate responsibilities and is empowered to ensure those responsibilities are carried out. S/he shall perform or disperse related duties as may, from time to time, be determined by the executive board and/or the Music Director.

The **Band Manager** shall be responsible for the operation of all concerts controlled by the Connecticut Symphonic Winds throughout the calendar year. S/he shall delegate responsibilities and ensure that all responsibilities are carried out in preparation and execution of a performance. S/he shall maintain a list of duties and responsibilities. S/he shall perform such other duties as may from time to time be determined by the executive board and/or the Music Director.

The **Director of Fundraising and Donations** shall be responsible for the investigation of obtainable funding for the Connecticut Symphonic Winds. These funds will be used for any and all operation of the organization, but may be specified by the funding source. With the help of a committee formed by the Director, the duties will include the research of necessary requirements to complete applications for Funds and Grants. The Director has the discretion to directly solicit the help of any board member to aid in the completion of these tasks.

The **Chief Librarian** shall be responsible for the custody and distribution of all music and shall perform such other duties that pertain to the office. S/he will perform the duties of preparation for the conductor at all concerts, under his/her direction.

One person may hold more than one office except the offices of **President** and **Vice-President**.

BY-LAW 5 – EXECUTIVE AND BOARD ELECTIONS

The members of the executive shall be alternately elected June to ensure that half of the executive is experienced. The election in even years shall see the **President**, and **Secretary** elected for a term of two years. In odd years the **Vice-President** and **Fundraising Director** will be elected for a term of two years. The posts of **Chief Financial Officer, Public Relations/Advertising, Band Manager** and **Chief Librarian** shall be appointed by the Board of Directors. The Band Manager is permitted the option of an **Assistant Band Manager**. These positions will be reviewed at the first meeting of the calendar year every two years, with the **CFO, Public Relations/Advertising Manager** and **Assistant Band Manager** during odd years and **Band Manager** and **Chief Librarian** on even years.

Likewise the elected **Board Members At Large** will be elected to terms of two years with the membership divided in half for elections in odd and even years. Members of Expertise should be reviewed annually by the Executive regarding their desire and need to participate.

At the first rehearsal after the Spring Concert, or the first week of May, if the concert is not held or is held before the month of May, the **President** will secure a list of band members interested in open positions for the Board of Directors. Information on persons running for office will be made available through all available media. At the first rehearsal of June, the vote for office will take place with the **President** holding all ballots. The **President** will tabulate the election totals in the presence of at least one other **Executive Post Member**. Electronic balloting via e-mail to the **President** will also be made available to the band membership, but is due ONE DAY PRIOR to the evening of the rehearsal the vote is to be held. All elections will be determined by simple majority vote. Incoming Members and Officers will take office at the Annual General Meeting held between the 15th of August and the 15th of September.

BY-LAW 6 – MEETINGS

Executive Board meetings shall be held quarterly and in addition as the need arises. There will be one Annual General meeting, held between August 15th and September 15th. At the discretion of the Board of Directors, this meeting may be considered one of the quarterly meetings.

BY-LAW 7 – QUORUM

A quorum of the Board of Directors shall be two thirds of the Executive Board Members. A quorum of the Annual General Meeting shall be 50% of the General Membership of the Band. All board members should be considered part of the tally for General Membership. If a quorum of the general membership is not present at the Annual General Meeting, then required voting shall be delayed until the next rehearsal where a quorum exists.

BY-LAW 8 – GENERAL MEMBER VOTING

Every band member in good standing shall be entitled to vote at the Annual General Meeting and for elections. Suspended, waiting list, scholarship and provisional members are NOT entitled to vote.

BY-LAW 9 – FISCAL YEAR

The fiscal year shall be from August 1 to July 31.

BY-LAW 10 – SIGNING OFFICERS

All checks or official documents shall carry the signature of the **President, Music Director** or **Chief Financial Officer**.

BY-LAW 11 – SEAL

In the event an official seal is secured for the organization, it shall be held in the custody of the **Chief Financial Officer**.

BY-LAW 12 – THE POST OF MUSIC DIRECTOR

The **Music Director** shall be responsible and accountable for all artistic actions of the band. S/he shall have the authority to decide final programming and logistics of the musical presentation of the band. The Music Director shall act as the chief band representative at all concerts, rehearsals and music events. The Music Director is considered an appointment of the Connecticut Symphonic Winds and its Board of Directors. The Music Director shall be invited as a non-voting participant to all Board Meetings however the Board may request the Music Director to not attend when business involving the position is being addressed.

The appointment of **Music Director** shall first be the result of a search by a special committee appointed by the Executive. The Candidate(s) will be review and voted on by the Board of Directors. A two-thirds vote is required for Board approval. The appointment will then be put forward to the General Membership, where a two-thirds vote will be required.

Dismissal of the Music Director will first fall to the Board of Directors to determine just cause, where after review of the reasons for removal, they will require a two-thirds vote to advance dismissal to the General Membership. The General Membership will then vote on the matter, requiring a two-thirds vote to enact the dismissal. A quorum is required with all votes regarding the position of Music Director without exception.

BY-LAW 13 – GENERAL MEMBERSHIP

The membership size of the band and sections will be determined by the **Music Director**. Membership openings in sections will be posted in different media and by various methods. In the event an applicant wishes to audition for a closed section, upon approval, they will be put on a waiting list that will also be used for substitution referrals. These members may have to audition again if the Membership Committee wishes them to do so when being moved to a full member.

Membership is extended to all musicians who receive approval after completing a Membership Committee approved audition. Membership will be based solely on the abilities of the applicant to be of proficient musicianship and of a contributing nature to the band, without regard to race, creed, color, gender or sexual orientation.

A qualified candidate and/or existing member is one who:

- 1. Contacts directly the Membership Director to apply for an audition;
- 2. Is supportive of the purposes of the organization and conducts and maintains themselves in proper stature that is expected of a CSW Member;
- 3. Has established a command of his/her instrument and has reached a playing proficiency to pass the entrance audition;
- 4. Meets the musical requirements of the Music Director;
- 5. Maintains a favorable attendance record set forth by the Board of Directors;
- 6. Continues to maintain his/her proficiency of their instrument.
- 7. Continues to act professionally and personally in the best interest of his/her section and the Connecticut Symphonic Winds.

Members are seated by the **Music Director**, under the guidance of the Membership Committee.

Auditions and placement of principal chairs are given special requirements to be selected. Once selected, they are assigned a chair within the section, fixed in location and must still meet the above qualifications. Other general chairs are not fixed, not subject to tenure and players shall be moved in hierarchy by ability.

If so needed due to absence or vacancy a player may be requested to move their chair. This movement is valid only during the time needed and the member retains their assigned position.

Members may request to re-audition to improve their earlier audition.

** Several sections have, by internal request, asked for alternate seating procedures that do not effect the seating requirements stated above. These shall be honored unless they become a distraction to the operation of the band in rehearsals or performance. Information regarding section alternate seating can be requested from the music director.*

BY-LAW 14 – AMMENDMENT OF BY-LAWS

The by-laws may be amended by a vote of two-thirds of the Board of Directors, provided a quorum is present. Amendments shall be distributed to all board members.

BY-LAW 15 – DISTRIBUTION OF BY-LAWS AND MEMBER HANDBOOK

The by-laws & member handbook shall be made available upon request to all members. Currently, access to these documents can be made by entering the password protected Members Section located at www.CtSymphonicBand.org. Once there, these documents are viewable in a .pdf format or can be printed. Documents shall display proper history dating.

BY-LAW 16 – DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon dissolution of the Connecticut Symphonic Winds, assets shall be distributed for one or more exempt purposes within the meaning of Code Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose.

History Five Prepared and made available August 16th, 2012

I have confirmed the approved vote of the Connecticut Symphonic Winds Board of Directors to sign these by-laws into effect.

Signature of the President –

Date _____

Signature of the Secretary (or other assigned Executive Member) -

Date _____