**BY-LAWS OF THE PENNYRILE AREA COMMUNITY BAND**

**ARTICLE 1: NAME**

The name of the organization is Pennyrile Area Community Band, hereafter called PACB or “The Band”. It is a not-for-profit organization in the state of Kentucky.

**ARTICLE 2: MAILING ADDRESS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hopkinsville, KY 42240

**ARTICLE 3: PURPOSE**

The purposes of The Band are as follows:

* To provide student, amateur and professional musicians, with the opportunity to improve and/or maintain their musical performing skills, both individually and as an ensemble;
* To provide the community cultural enrichment through performances of many styles of music, including patriotic, classics arranged for band, show music and holiday selections appropriate to the season;
* To promote the tradition of community gatherings and music appreciation through series of public band concerts; and
* To preserve the tradition of band music in the community.

**Article 4 – Membership**

Membership eligibility and requirements are as follows:

* Membership in this organization shall be open to all area musicians age 18 or over and shall not be denied to any person on the basis of race, color, religious or political beliefs, national origin, or sexual orientation.
* Membership shall be granted to individuals under 18 years of age on the condition that a parent, guardian, or responsible adult accompany them to Band functions.
* Members must agree to adhere to the Band’s policies.
* Members must regularly attend rehearsals and performances and shall receive no compensation for participation.
* Members are required to provide their own transportation to rehearsal and performance sites. Any expenditure related to travel is the responsibility of the member.
* Members shall agree to return all Band property, to include equipment and music, upon resignation from the Band.

**Article 5 – Organization**

* PACB shall be managed by a Board of Directors, hereafter referred to as “The Board”. The Board of Directors shall be comprised of a Chairman, Vice Chairman, Secretary, and Treasurer along with the Webmaster and Conductor.
* The Board of Directors shall make policy decisions needed for the operation of PACB.
* The Board of Directors shall be responsible for generating the funds necessary to perpetuate PACB.
* The Board of Directors shall authorize all money expenditures exceeding $100 by a simple majority vote.
* The Board of Directors shall meet annually. Additional meetings may be held when designated by the Board of Directors or when called by the Chairman. A majority constitutes a quorum.

**Article 6: Order of Business**

* The order of business at regular meeting of the Board of Directors shall be as follows:

1. Call to order
2. Roll call
3. Reading of minutes of preceding meeting
4. Reports of Committees
5. Reports of Officers
6. Old and Unfinished Business
7. New Business
8. Adjournment

* All questions of procedure not covered in these By-laws shall be governed by “Robert’s Rules of Order” latest edition.

**Article 7: Voting**

At regular meetings, votes shall be by voice. For the election of officers, or Board members or special meetings, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

**Article 8: Committees**

* All committees are subordinate to The Board and all committee work shall be authorized by The Board before undertaken.
* Committee reports should be made via written report to The Board or by a committee member at a board meeting.
* Committees may have any number of members, but should attempt to have 3 to 5 as maintaining an odd number of members should make voting easier.
* The following standing committees shall be established and maintained as activities can justify them:

1. Fundraising Committee: shall work to determine activities that would generate income.
2. Public Relations Committee: shall work with the Webmaster with community outreach, shall contact media outlets to promote The Band
3. Library Committee: shall file and organize music at the beginning and end of the performance season
4. Social Committee: shall provide sign-up sheets and coordinate members or solicit community contributions to provide refreshments for any social events or The Band

* Additional committees shall be organized on an ad hoc basis as needed, to be appointed by the Chairman with the approval of The Board.
* No committee shall incur any debt or expenditure involving the Band unless first authorized by the Board.

**Article 9: Elections**

Elections to the Board of Directors shall be conducted by open nomination and ballot vote during rehearsal. The date for elections will be announced at least 2 weeks prior to the election. To accomplish this, all nominees should be present or easily reachable in order to determine acceptance of nomination. Nominees shall be listed before The Band and one ballot shall be given to each member. Each voting member shall indicate their choice for each position and return their ballot for counting. Results shall be announced during the rehearsal/meeting if at all possible.

**Article 10: Elections and Terms of Office**

* The election procedure shall be established by the Board of Directors. (see Article 9)
* The Board shall be elected by vote of membership by a simple majority votes cast.
* Board members shall serve for a term of two (2) years.

**Article 11: Board of Directors Responsibilities**

Members of the Board of Directors have the duties customarily associated with their positions, including, but not limited to, the following:

Directors – shall support the duties of care and loyalty in the fulfillment of PACB purposes; shall be responsible for the legal accountability for PACB operations, such as: complying and obedience with the law, filing of required financial reports and/or forms with the State of Kentucky and the Internal Revenue Service; shall prepare the annual budget

Chairman – shall be the presiding officer at meetings; shall oversee and coordinate the activities for PACB; shall call special meetings whenever he/she deems necessary or when requested by membership; shall update PACB list of assets as needed; shall oversee the lending and return of assets

Vice-Chairman – shall assume the duties of the Chairman in his/her absence; shall assist the President in specified duties

Secretary – shall keep accurate minutes of the motions and proceedings at all meetings; shall provide copies of the minutes to the Board of Directors and the minutes of meetings book; shall keep the records of PACB; shall compile a list of all active members with their addresses and phone numbers; shall distribute By-laws to new members; shall send thank you/follow up notes to organizations that have invited us to perform and/or supported PACB in other ways; shall immediately turn over all records and property of PACB to his/her successor upon completion of his/her term of office or resignation

Treasurer – shall keep accurate up-to-date financial records; shall receive receipt, and/or deposit all monies; shall sign and issue checks to pay all bills; shall present the financial records at the annual meeting; shall immediately turn over all records and property of PACB to his/her successor upon completion of his/her term of office or resignation

Librarian – shall maintain and inventory the library; shall distribute and collect music at rehearsals; shall account for active members’ folders

Webmaster – shall maintain the PACB website and social media platforms and keep information as current as possible

Conductor – shall serve on The Board of Directors and have the responsibilities listed in Article 12

**Article 12: Conductor responsibilities**

The responsibilities of the conductor are:

1. Conducts rehearsals and performances
2. Recommends music and equipment purchases to the Board of Directors
3. Recruits new members as well as guest performers/conductors
4. Selects and presents to the membership music for each season and/or concert
5. Prepares performance programs and distributes to members
6. Oversees music library and informs Librarian of music distribution and collection dates
7. Acts as a liaison between the community and The Band in conjunction with Public Relations

**Article 13: Lending Assets**

Any assets by PACB to others must be approved by the Board of Directors and the borrower must sign a written agreement to repair or replace damaged or lost assets and establish a definite date for return of these assets.

Any member under the age of 18, must have a parent or other responsible adult sign the borrower agreement along with them.

Any member that has borrowed equipment from the Band must commit to regular attendance or they will be asked to return the equipment. This also applies to the music folders of members that must be absent for multiple weeks.

**Article 14: Other**

No part of the earnings of PACB shall be distributed to its Board of Directors, Members of other private persons except that the Board of Directors shall be authorized to pay reasonable compensation for services rendered.

**Article 15: Amendments**

* Amendments to the By-laws, in whole or in part, must be submitted in writing and accepted for consideration by a simple majority of the Board of Directors present at any regular or special meeting .
* Amendments to the By-laws, once submitted and accepted for consideration, are voted upon at the next meeting of the Board of Directors.
* Amendments to the By-laws require a two-thirds majority vote of the Board of Directors for passage.

**Article 16: Dissolution**

In the event of dissolution of PACB, its remaining assets, if any, shall be distributes to (and only to) an organization with similar purpose.