

UPSTATE SENIOR CONCERT BAND

BY-LAWS

Proposed February 15, 2021

ARTICLE 1. NAME

The name of this organization shall be the Upstate Senior Concert Band, which is a program of Senior Action and subject to the By-Laws of Senior Action.

ARTICLE II. PURPOSES

The purpose of this organization shall be:

1. To provide musical pleasure and fellowship among members.
2. To strive to attain the highest level of musicianship within our capabilities.
3. To perform for local community functions, churches, rest homes, etc.

ARTICLE III. POLICIES

Section 1. Non-commercial, non-sectarian, and non-partisan.

No commercial enterprise and no candidate shall be endorsed by the Upstate Senior Concert Band. Neither the name of the organization, nor the names of its officers in their capacities, shall be used in connection with any commercial concern or with any partisan interest. This includes any purpose other than those set forth in ARTICLE II.

Section 2. The Upstate Senior Concert Band does not and shall not discriminate on the basis of race, color, religion (creed), sex, gender expression, age (see Article IV, Section 1), national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Section 3. Annual net income use: All annual net income is to be used for the benefit of the Upstate Senior Concert Band and for the purchase and/or maintenance of its property. No income shall accrue, either directly or indirectly, to the benefit of any of the officers and/or members of the Upstate Senior Concert Band.

ARTICLE IV. MEMBERSHIP

Section 1. To be a member of the Upstate Senior Concert Band and a participant in concerts given by the band, a person must be at least 55 years old, proficient in music, and must own a musical instrument. In addition, the participant must have membership in Senior Action.

Section 2. Meetings may be held when deemed necessary at the discretion of the President and/or Executive Board to allow the Upstate Senior Concert Band to effectively conduct its business.

Section 3. A meeting shall be held in February of each even numbered year (every two years) to elect officers.

Section 4. Members shall have the right to serve on various committees when selected through the means provided herein.

Section 5. Responsibilities- The members shall vote on all the matters brought to the floor through proper motions, with the vote of a simple majority (50% +1) of those making up the quorum, thereby deciding the outcome of the motion.

Section 6. Quorum- A quorum shall consist of ten (10) members, including at least two (2) officers, one of which must be the President - or in the President's absence, the Vice President.

Section 7. Voting- Every member, in attendance at the member's meeting, shall be entitled to one vote on each issue before the membership as described in section 2 of this Article.

Section 8. Removal from membership- Any member shall be immediately suspended or terminated from membership upon determination of misconduct or wrongdoing by a two thirds majority (66%) of the members of the Executive Board.

ARTICLE V. OFFICERS AND RESPONSIBILITIES

The officers of the Upstate Senior Concert Band shall provide leadership and guidance, and function as the primary representatives of the Band. Executive officers are those persons elected by the members of the Upstate Senior Concert Band to the positions of President, Vice President, Secretary, Treasurer, and three at-large members, to serve as board members. The Librarian is not considered a board member but can be invited to attend the board meetings.

Section 1. Qualifications- Each nominee for each office shall have demonstrated their commitment to the Upstate Senior Concert Band by supporting its activities and shall give consent to stand for election to an officer position of the Upstate Senior Concert Band.

Section 2. Election and term of office- Officers are elected for a two-year term by a vote of members. If an officer cannot fulfill the two-year term, the President, with the concurrence of a majority of the Executive Board, will appoint a member of the Upstate Senior Concert Band to complete the current term.

Section 3. Resignation: Any Executive Board member may resign with a **written resignation letter** delivered to the President and Secretary of the organization via hard copy or email. Such

resignation is effective upon the receipt unless it is specified to be effective at a later time. The President and Executive Board shall have the authority to fill any vacancies for the remainder of the term.

Section 4. Removal from office: Any officer shall be immediately suspended or terminated from performance of duties or the office upon determination of misconduct or wrongdoing by a two thirds majority (66%) of members of the Executive Board.

ARTICLE VI. RESPONSIBILITIES

PRESIDENT- The President shall provide executive leadership and preside at all meetings of the Executive Board, as well as general or special meetings. The President shall appoint committees and perform all the normal duties associated with such office, or as may be assigned to the President by the Executive Board. The President shall call a special general meeting when deemed necessary. The President serves as an ex-officio member of all committees except the nominating committee. The President represents the Upstate Senior Concert Band.

VICE PRESIDENT- The Vice President shall assist the President in providing executive leadership for the Upstate Senior Concert Band. The Vice President shall perform all the duties and fulfill the responsibilities of the Office of the President in the absence of that officer and shall perform other duties as may be assigned by the President.

SECRETARY- The Secretary shall be responsible for recording, preparing, presenting, and maintaining the minutes of all meetings of the members, Executive Board, and standing committees and shall perform other duties as deemed appropriate by the Executive Board. The Secretary shall keep a file of the Band's records, maintain a current roster of membership, and serve as contractor for booking all Upstate Senior Concert Band events. The Secretary shall issue notices of meetings, communicate performing dates, and conduct the general correspondence. The Secretary can delegate responsibilities, if so is needed.

TREASURER- The Treasurer shall:

1. Receive (together with written receipt or summary of the money being turned over to the Treasurer), record, and deposit any incoming money.
2. Record deposit and expenditures.
3. Issue checks for original invoices that have on the face of the original invoice a form approved by the Executive Board for the written approval of the President or Vice President.
4. The Treasurer shall report at each regularly scheduled meeting as to the financial position and funds balances of the Upstate Senior Concert Band.

5. Provide a written copy of each report to the Secretary for inclusion in the minutes.
6. Maintain the books and records of the Upstate Senior Concert Band in accordance with generally accepted accounting principles. A report shall be prepared at the time of turning the books over to the incoming Treasurer and the Executive Board.
7. Perform other duties as may be assigned by the President.
8. Bring new expenditures to the attention of the members of the board to be discussed and voted on prior to purchase for approval. A majority from the board must approve the expenditures.

EXECUTIVE BOARD MEMBERS-AT-LARGE – The Executive Board members-at-large shall attend all Executive Board meetings, serve as the liaison between the members and the Executive Board, serve as members of the Executive Board, and perform other duties as assigned by the President. The Executive Board Members-At-Large shall have the same rights and responsibilities as other Executive Board members, including voting rights.

LIBRARIAN – The Librarian is not a board member but may attend meetings. The Librarian shall make music available for rehearsals and concerts and shall file and organize the music. The Director shall supply a list for the Librarian as needed to have the music available each week.

EXECUTIVE BOARD

Section 1. The Executive Board consists of the President, Vice-President, Secretary, Treasurer, and three members elected, at large, from the membership.

Section 2. Responsibility – Management of the Upstate Senior Concert Band shall be vested in an Executive Board responsible for the entire membership to uphold these By-Laws.

Section 3- The Executive Board shall appoint a Director for the Upstate Senior Concert Band. The Director shall, at his/her discretion, select the music for the Upstate Senior Concert Band and the placement of the musicians for the various parts to be played. The Director shall make the selection of new members for the band, with the oversight from the Executive Board.

Section 4- A quorum for conducting business at Executive Board meetings shall be 3 of the officers noted in Section 1 of this Section (Executive Board).

ARTICLE VII. BY-LAWS AND RULES

Section 1. Subscription to the By-Laws. Each Executive Board member upon election shall be deemed to have subscribed to and consented to the By-Laws and Rules of the Upstate Senior Concert Band. The Executive Board members, by virtue of the office, are obligated to support the mission of the Upstate Senior Concert Band and act in the best interest of the Band. A copy of the By-Laws shall be kept available for examination by its members.

Section 2- The Executive Board shall have authority to interpret the By-Laws and Rules.

Section 3.- Changes in the By-Laws shall require at least a two-thirds (66%) majority of those members present voting in favor of such action.

ARTICLE VIII. AMENDMENTS

These By-Laws may be amended at any regular or special meeting by a two-thirds vote of the members present, providing the proposed amendment was presented with a thirty (30) day notice of the amendment prior to the voting meeting.

ARTICLE IX. ELECTIONS

At the chosen time of elections, the Executive Board shall choose three (3) members, not including the President, to act as a nominating committee. The committee shall contact nominees and obtain agreement from nominees to serve in the nominated offices. Nominations may be taken from the floor at the time of the election.

ARTICLE X. DISSOLUTION OF THE ORGANIZATION.

Should for any reason the Upstate Senior Concert Band be dissolved, the assets (funds, music, and equipment) of this organization, after all debts and expenses of the dissolution have been fully satisfied, shall be distributed to a charity to be determined by the Executive Board.

ARTICLE XI. Amendments

This section is blank as there are currently no amendments. See Article VII, section 3.