

**Bylaws  
Of  
The Raleigh Concert Band**

**Article I – Membership**

***Section A: Qualifications:***

1. Submission of a membership application for a section deemed 'open' as determined by the conductor.
2. Demonstration of playing proficiency of grade 3 music or above or by conductor discretion.
3. Agreement to fulfill all the responsibilities of membership set forth in the Bylaws.

***Section B: Responsibilities of members***

1. Maintain regular attendance at rehearsals including dress rehearsals, play in scheduled concerts, and assist in set up and tear down activities as may be necessary to facilitate concerts and rehearsals.
2. Make any arrangements necessary to ensure that music folders are at each rehearsal.
3. Members may conduct themselves with collegial and respectful demeanor towards the band, its members, section leaders, conductors and guests.
4. Anticipated absences should be reported to the section leader or conductor. If a member misses three or more consecutive rehearsals without notice they may be moved to inactive status. If a member misses three or more months without notice they may be removed from the membership roster. Once removed from the membership roster, the member will be required to reapply as a new member to join the band.
5. Members must conform to concert dress as determined by the Band Council.
6. Membership contributions are necessary to fund band operating expenses but are voluntary. The Band Council may establish, change or abolish membership contributions.

**Article II – Band Council**

Voting Band Council members are expected to attend Band Council meetings.

***Section A: Responsibilities of the officers***

1. President
  - a. Serve as The Raleigh Concert Band contact; execute, maintain and archive band contracts; and generally oversee the business of the Band subject to Band Council decisions and directives.
  - b. Oversee with the Conductor the preparation of concert and rehearsal schedules, and selection of guest conductors and soloists.
  - c. Preside over Band Council and membership meetings, decide questions of order and cast the deciding vote when the Band Council or membership is evenly divided.
  - d. Act as the liaison between membership, Conductor and Band Council.
  - e. Make Band business announcements at rehearsals.
  - f. Enforce the Constitution and Bylaws.
  - g. Retain signing authority for Band bank account.
  - h. Shall provide authority signature approval on all band invoices prior to payment being issued by the Treasurer.
2. Vice-President
  - a. Carry on presidential duties in the absence of the President.
  - b. Provide presidential support and consultation as requested.

- c. Greet new members and in the absence of the Secretary, collect contact information, and provide applications for prospective new members.
  - d. Ensure notes of appreciation are sent to donors.
  - e. Maintain an inventory of Band attire and other marketing items.
  - f. Retain or delegate custody of the Post Office Box key
  - g. Other special duties and assignments at the discretion of the Band Council.
3. Secretary
- a. Maintain and archive the minutes of Council meetings, the Constitution and By-Laws, and other official communications of the Band as delegated by the Band Council.
  - b. Record and distribute minutes of Council and membership meetings.
  - c. Provide applications for prospective new members.
  - d. Acquire, maintain and protect an accurate and up-to-date roster of members which includes the following information: Name, instrument, address, telephone number(s) and e-mail address, unless requested otherwise by a Band member. This will include updates to membership status from active to inactive.
  - e. Communicate roster to webmaster.
  - f. Take attendance at rehearsals.
  - g. Provide sign-up sheet as needed for Band functions.
4. Treasurer
- a. Maintain and keep safe the funds and accounts of the Band.
  - b. Record and report financial status quarterly to Band Council and Band members.
  - c. Pay authorized Band bills upon approval/signature by the Band President.
  - d. Serve as a member of the Finance committee.
  - e. Collect contributions and donations to the Band and acknowledge contributions by written receipt if requested.
  - f. Ensure Vice-President is notified of donations.
  - g. Retain signing authority for Band bank account.
  - h. Ensure that the 501(c)(3) tax status of the organization is maintained.
  - i. Receive and deposit money and donations.

**Section B: Responsibilities of Band Conductor(s)**

- 1. General responsibilities (subject to the control of the Band Council):
  - a. Conduct rehearsals and concerts.
  - b. Setting, oversight and maintenance of artistic standards.
  - c. Exercise final authority in all musical matters.
  - d. Determine the musical qualifications of applicants for membership.
  - e. Ensure timely communication with Band Council.
- 2. Specific Areas of Responsibility:
  - a. Scheduling - oversee with the president the preparation of the detailed list of concert dates, rehearsal schedule, need for additional rehearsals and sectionals, and Band operating plan for the year.
  - b. Programming - determine program selections and notify the Librarian, determine concert order, themes, guest conductors, soloists, and present each program to the Band in a timely manner before a performance.
  - c. Seating - final discretion to determine seating arrangement and solo assignment.
- 3. Replacing the Conductor:
  - a. In the event of a vacancy in the position of Conductor, the Band Council shall appoint a search committee of five members drawn from the Band. No more than three members of the Band Council may serve on the search committee. The committee shall be chaired by a member of the Band Council.

- b. The committee shall be responsible for developing a description of the qualifications necessary to the position; preparing and executing a plan to advertise the vacant position; identifying and interviewing candidates; and presenting one or more candidates to the Band for trial as a guest conductor.
  - c. Selection of a candidate to fill the vacant Conductor position shall be by vote of the entire Band, with the vote of 60% of those present required for approval. The Band Council shall determine when the vote will be held.
  - d. The Conductor may be removed from the position by a two-thirds vote of the Band Council following a special meeting notice to the full band council. The Conductor shall otherwise serve the signed contract subject to annual Band Council review.
4. The Assistant Conductor (if desired)
- a. The Assistant Conductor shall be appointed by the Conductor subject to Band Council approval.
  - b. General Responsibilities: The Assistant Conductor shall be a playing member of the Band and shall assume the responsibilities of the Conductor in the event of the Conductor's absence.

### ***Section C: Responsibilities of the standing committees***

- 1. Library –
  - a. Store, catalog and protect the music library of the Band.
  - b. Consult with the Conductor and supervise the distribution and collection of music.
  - c. Coordinate music borrowed from and loaned to other bands.
  - d. Transport or arrange for transportation of music and music folders to concert sites.
  - e. Organize and sort collected music and return it to score order.
  - f. Make and maintain music folders with section leader support.
  - g. Stamp new music with the Band identification.
- 2. Equipment –
  - a. Maintain the equipment of the Band.
  - b. Arrange for transportation of Band equipment to concert sites.
  - c. Arrange for required chairs, stands, stages, props, etc., for concert performances.
  - d. Ensure set-up/tear-down of equipment and chairs at rehearsals and concerts.
  - e. Maintain an accurate inventory of all equipment owned by the Band.
  - f. Be responsible for sign out/in of any instrument or equipment owned by the Band.
  - g. Be responsible for obtaining any special items necessary for certain music scores or performances.
  - h. Maintain and store the RCB banner/signs.
  - i. Arrange for the display of the RCB banner/signs at Band events.
- 3. Promotions and Marketing –
  - a. General promotion and publicity for the Band including concerts, other events, and membership recruitment.
  - b. Arrange for event publicity through local media outlets including but not limited to: newspapers, radio, cable, television, and internet.
  - c. Develop and distribute ticketing and publicity materials including but not limited to radio and television spots, posters, signs, and newspapers.
  - d. Compile and print hard copy concert programs.
  - e. Develop and maintain mailing list of donors and friends of the Band and manage the donation program.
  - f. Design and prepare bulk promotional mailings and advertising materials for distribution.
  - g. Be responsible for sale of program and website advertisements.
  - h. Promote the use of electronic media for communication among members and as a means of publicizing the Band's activities.

- i. Implement and update the Band's audience development plan.
- 4. History –
  - a. Serve as a repository of the Band's history and research that history as needed.
  - b. Preservation of Band concert programs, photos and published articles from the news media and any other items pertinent to concert and Band activities in a Band scrapbook or other method.
  - c. Provide an ongoing photographic record of Band concerts and activities.
  - d. Maintain and update yearly a list of the Band's performances and music performed.
  - e. Maintain and update yearly a record of the elected officers of the Band.
  - f. Update the history of the Band as needed and forward to the Electronic Communications Chair.
- 5. Electronic Communications -
  - a. Create and maintain the Band's website coordinating with respective committee chairs, officers and conductor for website content.
  - b. Update the website as needed with information including event and rehearsals schedules, minutes of the Council meetings and any other information regarding the Band which may be of interest to the community.
  - c. Ensure a member's only section accessible with password protection which shall include a membership roster.
- 6. Finance -
  - a. Develop and gain approval from the Band Council for an annual operating budget and long range financial plans.
  - b. Review periodically the financial condition of the Band and the status of actual versus budgeted income and expenditures.
  - c. Be responsible for the solicitation of funds, preparation of applications for grants and other fund raising activities.
  - d. Recommend a suggested member contribution amount.

***Section D: Responsibilities of Members-At-Large, the Audit, Nominating and Strategic Long Term Planning committees, when active, Section Leaders and Non-Performing Community Members***

- 1. Members-At-Large
  - Special projects as assigned by the Council.
- 2. Auditing Committee
  - a. Ensure successful completion of periodic financial audits.
  - b. Shall consist of three members, of which no more than two shall be Council members.
- 3. Nominating Committee
  - Shall consist of three members, of which no more than two shall be Council members, for the purpose of identifying a slate of candidates for elected positions.
- 4. Strategic Long Term Planning Committee
  - Outline and define long term venue, musical, and financial goals which will be recommended to the Council for implementation.
- 5. Section Leaders
  - a. A section leader shall be selected for each of the following sections of the Band: Flute/Oboe, Clarinet, Saxophone/Bassoon, Trumpet/Cornet, French horn, Trombone, Baritone/Tuba, and Percussion.
  - b. May be any player within the section who will promote teamwork and improvement within the section and is able to attend most rehearsals and concerts; shall be chosen annually by the members of the section during the first quarter of the year subject to conductor approval.

- c. Subject to conductor approval, section leaders shall determine seating, assignment of parts and solos on a rotating basis, and ensure all parts are covered.
  - d. Be the spokesperson for the section including discussions with the conductor or issues concerning the section.
  - e. Be aware of attendance prior to concerts and ensure all parts will be covered.
  - f. Give input to the conductor on all new applicants.
  - g. Work with the conductor to organize sectional rehearsals when needed.
  - h. Work with new members of the section to incorporate them into the Band in a relaxed and comfortable way.
6. Non-Performing Community Members
- a. Attend scheduled meetings of the Band Council.
  - b. Serve as the liaison to the non-performing public.
  - c. Promote The Raleigh Concert Band.
  - d. Advise the Band Council on fund-raising, grant-writing, and increasing community support.
  - e. Perform special projects as identified by the Council.