

# 1. CONSTITUTION

## 1.1 NAME

The name of the organization is THE BROCKVILLE CONCERT BAND, hereinafter referred to as the Band.

## 1.2 AIMS AND OBJECTIVES

The Band will be directed without purpose of gain for its Members. Any profits or other assets of the organization will be used to:

- a. provide the community with a concert band available for public performances
- b. provide an advanced concert band program for interested instrumentalists
- c. improve and enlarge the Band
- d. build a music library of standard and new concert band repertoire, and to maintain all arrangements complete
- e. increase performance repertoire annually
- f. encourage exchange concerts with bands of neighbouring communities and participation in band festivals.

## 1.3 MEMBERSHIP

Members may be Active or Lifetime Members.

- a. Active Members have paid the current year's annual dues.
- b. Lifetime Members are elected by the Executive Committee, in recognition of extraordinary service to the Band. Lifetime Members are exempt from annual dues.

## 1.4 GOVERNANCE

The general operation of the Band will be directed by the Executive Committee, in accordance with the Aims and Objectives. The Executive Committee will report on its actions at the Annual General Meeting.

## 1.5 AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by a two-thirds majority vote at any General Meeting, provided that the proposed amendments were presented as a "NOTICE OF MOTION" at a previous meeting, and copies of the Notice of Motion were either distributed to or publicly posted for all Members not less than ten days prior to the tabling of the motion.

## 1.6 DISSOLUTION

In the event of dissolution of the Band, the Executive Committee then in existence will call a General Meeting to determine the distribution of the Band's assets.

## 2. BYLAWS

### 2.1 EXECUTIVE COMMITTEE: ORGANIZATION

- a. Members of the Executive Committee will be Members of the Band.
- b. The Executive Committee will be elected at the Annual General Meeting for a one-year term.
- c. The Executive Committee will consist of a minimum of five Officers, to a maximum of nine members: Officers - President, Vice-President, Secretary, Treasurer, and Music Librarian - and up to four Directors. A vacancy in one of the Officer's positions occurring between Annual General Meetings will be filled from within the Executive Committee; a vacant Director's position will not be filled.
- d. The Executive Committee will schedule monthly meetings from September to May. A meeting will be cancelled if there is no business to discuss.
- e. Five members of the Executive Committee will constitute a quorum for Executive Committee meetings.
- f. A majority of those voting is required in order to approve a motion.
- g. The first meeting of a new Executive Committee will include a review of the Constitution and Bylaws.

### 2.2 EXECUTIVE COMMITTEE: DUTIES

- a. The PRESIDENT will:
  1. call and chair all meetings
  2. vote only to break a tie vote
  3. take action in the event of an emergency and then convene the Executive Committee as soon as possible to review the situation.
- b. The VICE-PRESIDENT will perform all the duties of the President, in the absence of the President.
- c. The SECRETARY will:
  1. prepare meeting agendas and record the minutes of all meetings
  2. maintain a current list of Members and their contact information
  3. maintain a record of Members' dues paid or waived and attendance at rehearsals, performances and meetings
  4. maintain a record of Band assets signed out.
- d. The TREASURER will:
  1. maintain all the financial and asset records of the Band and co-ordinate all disbursements
  2. collect all monies from engagements, membership dues (informing the Secretary thereof), grants, donations, etc.
  3. issue receipts for monies received
  4. maintain an account in a local chartered bank in the name of the Band and deposit all monies therein
  5. prepare an annual budget
  6. prepare and submit a financial statement at the Annual General Meeting and when requested by the President
  7. prepare and submit any other financial reports, e.g. the Registered Charities Information Return.

- e. The MUSIC LIBRARIAN will:
  - 1. catalogue and maintain all Band music
  - 2. keep a record of performance programs
  - 3. distribute all music prior to rehearsals and performances as specified by the Musical Director or the Assistant Musical Director.
- h. The DIRECTORS will work on special projects as determined by the Executive Committee and will have responsibility for:
  - 1. uniform purchases
  - 2. the Band website
  - 3. advertising and promotion of the Band and its performances
  - 4. fund-raising
  - 5. equipment moving and loading for performances and storage
  - 6. rehearsal set-up and take-down.

### 2.3 EXECUTIVE COMMITTEE: REMOVAL FROM OFFICE

- a. Any member of the Executive Committee can be removed from office if they miss 3 consecutive meetings and there is a two thirds majority vote at an Executive Committee meeting to support such removal.
- b. An Executive Committee meeting may be convened to review the conduct of an Executive Committee member. Should their conduct be found to be unfitting that of a member of the Band the member may be removed from office by a two thirds majority vote at the meeting.

### 2.4 MUSICAL DIRECTOR AND ASSISTANT MUSICAL DIRECTOR

- a. The Executive Committee will appoint the MUSICAL DIRECTOR who will:
  - 1. be responsible for the musical performance of the Band
  - 2. select music to be rehearsed and performed
  - 3. attend Executive Committee meetings.
- b. Optionally, an ASSISTANT MUSICAL DIRECTOR will be appointed by the Executive Committee on the recommendation of the Musical Director.

### 2.5 REHEARSALS AND PERFORMANCES

- a. Regular Band rehearsals will be held one evening each week unless otherwise specified by the Musical Director, or by a vote of the Members.
- b. Special rehearsals may be called at the discretion of the Musical Director.
- c. Members and any invited guest musicians must attend a minimum of one Band rehearsal in the two weeks preceding any performance, in order for them to participate in the performance.

### 2.6 BAND ASSETS

- a. Members may sign out Band assets (e.g.: instruments, music stands, uniforms) upon approval of the Executive Committee. The Secretary will retain all related Band Asset Loan Forms. Loans will be reviewed annually for renewal.
- b. Borrowers are responsible for ensuring the proper care and maintenance of borrowed Band assets as detailed on the Band Asset Loan Form.
- c. At the request of the Executive Committee, a Member must return borrowed Band assets.

## 2.7 GENERAL MEETINGS, ELECTIONS AND VOTING

- a. Twelve Members will constitute a quorum at all General Meetings.
- b. Active and Lifetime Members may vote.
- c. A majority of those voting is required in order to approve a motion.
- d. The Annual General Meeting (AGM) of all Members will be called by the President and held during the month of October.
- e. Elections of the Executive Committee will be held at the AGM and may be conducted by a show of hands or by ballot at the discretion of the President. When voting by ballot, two scrutineers will count and report on the ballots.
- f. The AGM agenda will include:
  1. Review of the previous AGM minutes
  2. President's Report (highlights of the previous year)
  3. Financial Report
  4. Musical Director's Report
  5. Executive Committee Report
  6. New Business
  7. Elections of the Executive Committee
- g. A Special General Meeting may be called by the President or any three Officers or upon the written petition of five Members to the Secretary.
- h. Notice of any General Meeting will be distributed to Members and posted at least 10 days in advance of the meeting.

## 2.8 FINANCES

- a. The fiscal year is from September 1 to August 31.
- b. The membership year is from September 1 to August 31.
- c. The Executive Committee will announce the amount of the next year's membership dues annually by June 30. Dues are payable by October 1.
- d. Annual dues are \$100.00 per person. Dues may be paid in two installments: \$50.00 by October 1 and \$50.00 by the first rehearsal in January. A prospective first-time Member may attend two rehearsals for free and may then become a Member by paying dues of \$50.00 for their first membership year. Annual dues for students are \$30.00 per person. The Executive Committee will consider approval of special payment options upon request.
- e. The Executive Committee will approve an annual budget within three months of the Annual General Meeting.
- f. All expenditures must have prior approval of the Executive Committee.
- g. Disbursements (paper or electronic) in the name of the Band will be authorized by two of these Band Officers: the President, the Vice-President, the Treasurer.
- h. The Executive Committee will appoint a non-Member to review the finances of the Band annually, and report by October 1.

## 2.9 AWARDS

The Band will support the Brockville Music Festival through one annual \$300 award, the "Mary Fuller Memorial Award sponsored by the Brockville Concert Band". This award is to be given to the best overall concert band musician (percussion, brass or woodwind) or ensemble (percussion, brass, woodwind or a combination thereof) consisting of 5 members or less, in the Festival. If in any year there is no Festival entry meeting the criterion, the Award shall not be presented that year.

## 2.10 AMENDMENTS TO THE BYLAWS

Bylaws may be amended by a two thirds majority vote of any Executive Committee or General meeting, provided that the proposed amendment has been included with the notice calling the meeting at least 10 days in advance of the meeting.

Issued by	Name	Date
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BCB President	Bob Shackles	May 8, 2018
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Approved by	Name	Date
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BCB Vice President	Chris Coyea	May 8, 2018
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BCB Treasurer	Jennifer Bulloch	May 8, 2018
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BCB Secretary	Alan Ogborne	May 8, 2018
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BCB Music Librarian	Peri Howlett	May 8, 2018
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BCB Director	Judith Quick	May 8, 2018
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BCB Director	Jane Dargie	May 8, 2018
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BCB Director	Mike Fowler	May 8, 2018
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### Revision Table

Rev	Reason	Date of Issue	
0	<ol style="list-style-type: none"> <li>1) First issue of Constitution and Bylaws with new format including a revision table. Replaces document dated Sept 14, 2014.</li> <li>2) Item 2.9 and item 2.8(d): comment "Amended by the Executive Committee June 1, 2015" was removed as unnecessary. A recorded vote can be found in the minutes of June 1, 2015.</li> <li>3) CRA File 3016122 required most current document to close file.</li> <li>4) Reviewed and approved at a general meeting with band members May 8, 2018.</li> </ol>	May 8, 2018	