

Peachtree Wind Ensemble

Constitution and By-Laws

Article I

The name of this organization shall be the **Peachtree Wind Ensemble**.

Article II

The Peachtree Wind Ensemble (“Organization” or “Band”) shall: 1) provide a forum for adult musicians to interact and use their musical skills for personal enrichment; 2) encourage individual growth and development in musical skills and knowledge; 3) provide community service through public performance; and 4) foster an appreciation of music within our community.

Article III

Any musician 18 years of age or older is eligible for membership in this organization. The minimum age limit may be waived on an individual basis subject to the approval of the Board of Directors and Conductor. Such members shall be student members. Student members shall be voting members but shall not be eligible to hold a position on the Board of Directors.

Article IV

Section 1 – Board of Directors

The government of this organization shall be vested in a seven-member Board of Directors, including a President, Vice-President, Secretary, Treasurer, Manager, and Trustees.

The Directors shall each serve a two-year term, with the terms staggered so that no more than four Directors’ terms will end simultaneously.

A member may hold more than one office concurrently by consensus of the Board.

Members may be elected to consecutive terms of office.

An Annual Election shall be held each year within 30 days after the Annual Membership Meeting.

Section 2 – Nominating Committee

Thirty days or more prior to the Annual Election, the President shall appoint a Nominating Committee. The Nominating Committee shall decide on the nominees and contact them ten days or more prior to the Annual Election. Additional names may be placed in nomination from the floor at the Annual Membership Meeting.

Section 3 – Election of Board Members

Within seven days after the Annual Election, the Board of Directors shall hold an election to fill the vacant offices from among the offices of President, Vice-President, Secretary, Treasurer, and Manager. Remaining Directors shall serve as Trustees. Any board member unable to complete his or her term of office shall be replaced by appointment of the Board of Directors.

Section 4 – Conductor and Assistant Conductor

The Board of Directors shall appoint a Conductor and one or more Assistant Conductors as needed.

Section 5 – Librarian

The Board of Directors shall appoint a Librarian annually.

Article V

Section 1 – Duties of the Officers

The duties of the Officers are as follows:

PRESIDENT – 1) preside at the Annual Membership Meeting (**Article VI**) and at any meeting of the Board of Directors; 2) monitor the actions of the Board; 3) relate important matters to the general membership; 4) insure that the officers carry out their duties; and 5) negotiate and enter into contracts concerning the Band’s appearances, subject to the approval of the Board and the Conductor.

VICE-PRESIDENT – 1) assist the President; 2) preside at meetings in the absence of the President; 3) take attendance and enforce policy; and 4) promote membership harmony.

SECRETARY – 1) record and submit the minutes of meetings called by the Board of Directors; 2) publish the minutes within ten days of such meetings; 3) contact the general membership regarding schedule changes; and 4) maintain official documents.

TREASURER – 1) maintain the Band’s funds and financial records and official ledger book; 2) disburse funds subject to the approval of the Board; 3) submit a complete and accurate financial report at Board meetings; 4) complete annual requirements to renew corporation status; and 5) complete annual IRS reporting requirements.

MANAGER – 1) maintain an inventory of Band property; 2) insure necessary equipment is at Band appearances; and 3) approve minor purchases in accordance with the Administrative Guidelines.

TRUSTEES – 1) handle all matters related to publicity; and 2) assist in formulating and enforcing Band policy.

Section 2 – Duties of the Conductor

The Conductor shall preside over rehearsals and performances.

The Conductor shall select music for all performances.

The Conductor, or his designee, shall select music and make music purchases within the confines of the budget.

The Conductor shall promote positive attitudes and good musicianship.

The Conductor shall be a non-voting member of the Board of Directors.

Section 3 – Duties of the Assistant Conductor

In the absence of the Conductor, the Assistant Conductor shall perform the duties of the Conductor, except the purchase of music.

Article VI

Section 1 – Annual Membership Meeting

The Annual Membership Meeting of the organization shall be held no later than the second Monday in November each year, at a time and place to be selected by and announced by the Board.

Additional General Membership Meetings may be called by the Board of Directors.

Section 2 – Board of Directors

The Board of Directors shall meet at least once each quarter. Four members present shall constitute a quorum at all meetings. In accordance with **Article V**, minutes shall be taken at each meeting and minutes from the previous meeting shall be presented at each meeting. The financial report shall be presented at each meeting.

Section 3 – Budget

The Board of Directors shall establish an annual budget.

The Fiscal Year of the Band shall run from January 1 of each year through December 31 of that year.

Section 4 – Committees

The Board of Directors shall establish committees necessary to fulfill the mission of the organization.

Section 5 – Band Representation

Persons, delegations or committees representing the organization at any convention, meeting, or assembly shall be appointed by the President, subject to the approval of the Board of Directors. Such persons, delegations or committees shall exercise only those powers vested in them by the Board of Directors.

Section 6 – Disbursements

Purchase of music, equipment, or supplies must be in accordance with limits established in the Administrative Guidelines and subject to the approval of the Board of Directors.

Section 7 – Dissolution

In the event of the dissolution of the Band, the manner of dissolution shall be determined by the Board of Directors and shall comply with all applicable regulations and laws of the State of Georgia.

Section 8 – Amendments

This Constitution may be amended by request of any member, subject to the approval of a two-thirds' majority of the organization's active members in good standing. A request to amend must be made to the Board of Directors, which will review the request and make a recommendation to the general membership prior to the vote by the general membership.

Article VII

Administrative Guidelines

Administrative Guidelines shall be attached to this document. They shall govern all day-to-day operations of the Band by establishing policies such as dues, attendance requirements, and any other administrative matters that might concern the Band. Such administrative guidelines are to be established by, and can be amended, added, or deleted by, the Board of Directors.

Article VIII

Recall of Board Members

A Board Member may be removed from the Board for cause subject to the approval of a three-fourths' majority of the organization's active members in good standing.