

BY-LAWS OF PINE BUSH COMMUNITY BAND, INC.

ARTICLE 1: NAME

The name of the organization is Pine Bush Community Band, Inc., hereafter called PBCB. It is a not-for-profit corporation of the State of New York.

ARTICLE 2: MAILING ADDRESS

Pine Bush Community Band, Inc.
P.O. Box 392
Pine Bush, New York 12566-0392

ARTICLE 3: PURPOSE

- To educate student, amateur and professional musicians, and to provide them the opportunity to improve and/or maintain their musical performing skills, both individually and as an ensemble
- To educate the community and provide 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 preserve the tradition of band music in the community
- To promote the tradition of community gatherings and music appreciation through series of public band concerts

ARTICLE 4: MEMBERSHIP

Section 1. Anyone who is an active player in PBCB shall be a member.

Section 2. PBCB is open to all musicians without regard to race, creed, sex, age or national origin.

Section 3. No auditions are required for membership.

Section 4. No fees or dues are required for membership.

Section 5. Anyone who no longer displays an interest in being a member shall forfeit membership. Any former member may request reinstatement.

Section 6. Members receive no compensation for their participation in PBCB activities.

ARTICLE 4: **MEMBERSHIP** (cont.)

Section 7. Members are required to provide their own transportation to rehearsal and concert sites. Any expenditure such as fuel, tolls, traffic fines, etc. is the responsibility of the member.

Section 8. Musicians invited to perform, with the permission of the conductor, are considered guest players and they will be encouraged to become members.

ARTICLE 5: **ORGANIZATION**

Section 1. PBCB shall be managed by a Board of Advisors. The Board of Advisors shall be comprised of a President, Vice-President, Secretary, Treasurer, Librarian and a minimum of three (3) Directors. The President, Vice-President, Secretary and Treasurer are the officers of PBCB.

Section 2. The Board of Advisors shall make policy decisions needed for the operation of PBCB.

Section 3. The Board of Advisors shall be responsible for generating the funds necessary to perpetuate PBCB.

Section 4. The Board of Advisors shall authorize all money expenditures exceeding \$100 by a simple majority vote.

Section 5. The Board of Advisors shall meet annually. Additional meetings may be held when designated by the Board of Advisors or when called by the President. A majority constitutes a quorum.

ARTICLE 6: **MEETINGS**

Section 1. The Annual Membership Meeting of PBCB shall be held at the first Monday rehearsal in June of each year. Its purpose is to elect the President and Vice-President, to receive and review reports from the Officers, and to act upon others matters as necessary.

Section 2. The Board of Advisors or the President may call special membership meetings.

ARTICLE 7: **ORDER OF BUSINESS**

Section 1. The order of business at regular meetings of the Board of Advisors shall be as follows:

1. Call to order
2. Roll call
3. Reading of minutes of preceding meeting

ARTICLE 7: **ORDER OF BUSINESS** (cont.)

4. Reports of Committees
5. Reports of Officers
6. Old and Unfinished Business
7. New Business
8. Adjournment

Section 2. All questions of procedure not covered in these By-laws shall be governed by “Robert’s Rules of Order” last edition.

ARTICLE 8: **VOTING**

At regular meetings, votes shall be by voice. For the election of President and Vice-President and 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 9: **COMMITTEES**

Section 1. All committees are subordinate to the Board of Advisors and all committee work shall be authorized by the Board of Advisors before undertaken.

Section 2. Committees may have any number of members except the Nominating Committee (see Article 10).

Section 3. There shall be a Nominating Committee appointed annually as provided in Article 10 of these By-laws.

Section 4. The following standing committees shall be established and maintained as activities can justify them:

1. Conductor’s Committee: selection of new music through audio demos provided by arrangers and music companies
2. Librarian Committee: copies, files and organizes music at the beginning and end of the performance season
3. Refreshment Committee: provides the sign-up sheet for refreshments for rehearsals

ARTICLE 10: **ELECTIONS**

Section 1. The President, with the consent of the Board of Advisers, shall appoint a Nominating Committee prior to the first Monday rehearsal in May of each year. It shall consist of three (3) active members who will oversee the election process. Members on the Nominating Committee will not be allowed to nominate themselves for a position.

ARTICLE 10: **ELECTIONS** (cont.)

Section 2. The Nominating Committee shall recruit nominees for President and Vice-President during the first two (2) Monday rehearsals in [~~May~~] October.

Section 3. The Chair of the Nominating Committee shall announce to the membership the slate of nominees at the third Monday rehearsal in [~~May~~] October. The election will be held during the [~~first Monday~~] second Monday rehearsal in [~~June~~] November of each year.

Section 4. Any member casting an absentee ballot must have it in the hands of the Nominating Committee Chair no later than one (1) week prior to the election.

Section 5. The election will be on paper ballots which will be prepared, collected and counted by the Nominating Committee.

Section 6. The Chair of Nominating Committee will announce the results to the membership at the end of rehearsal.

ARTICLE 11: **ELECTIONS AND TERMS OF OFFICE**

Section 1. The election procedure shall be established by the Board of Advisors.

Section 2. Two (2) Officers, President and Vice-President, shall be elected at the annual meeting by vote of membership by a simple majority votes cast.

Section 3. The President and Vice-President of PBCB shall assume their official duties following the close of the annual meeting and shall serve for a term of one (1) year and until the close of the annual meeting the following year.

Section 4. Minimum of three (3) Directors (minimum age 18 years), Secretary, Treasurer and Librarian shall be nominated and accepted by a majority of the Board of Advisors and will serve a two (2) year term.

ARTICLE 12: **BOARD OF ADVISORS RESPONSIBILITIES**

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

Section 1. Directors - shall support the duties of care and loyalty in the fulfillment of PBCB purposes; shall be responsible for the legal accountability for PBCB operations, such as: complying and obedience with the law, filing of required financial reports and/or forms with the State of New York and the Internal Revenue Service; shall prepare the annual budget

ARTICLE 12: **BOARD OF ADVISORS RESPONSIBILITIES** (cont.)

Section 2. President – shall be the presiding officer at meetings; shall oversee and coordinate the activities of PBCB; shall call special meetings whenever he/she deems necessary or when requested by membership; shall update PBCB list of assets as needed; shall oversee the lending and return of assets

Section 3. Vice-President – shall assume the duties of the President in his/her absence; shall assist the President in specified duties

Section 4. Secretary – shall keep accurate minutes of the motions and proceedings at all meetings; shall provide copies of the minutes to the Board of Advisors and the minutes of meetings book; shall keep the records of PBCB; 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 PBCB in other ways; shall immediately turn over all records and property of PBCB to his/her successor upon completion of his/her term of office or resignation

Section 5. 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 PBCB to his/her successor upon completion of his/her term of office or resignation

Section 6. Librarian – shall maintain and inventory the library; shall copy music from the original scores; shall distribute and collect music at rehearsals; shall account for active members' folders

ARTICLE 14: **CONDUCTORS RESPONSIBILITIES**

The responsibilities of the conductor are:

1. Conducts rehearsals and performances
2. Recommends music and equipment purchases to the Board of Advisors
3. Recruits new members
4. Selects and presents to the membership music for each season and/or concert
5. Prepares performance programs and distributes to members
6. Coordinates a committee for the selection of new music
7. Oversees music library and informs Librarian of music distribution and collection dates

ARTICLE 13: **LENDING ASSETS**

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

ARTICLE 15: **OTHER**

Section 1. The Board of Advisors shall decide any issues not directly addressed by the Certificate of Incorporation or the By-laws.

Section 2. A conductor, substitute conductor or occasional professional musician is selected, approved and compensated by approval of the Board of Advisors.

Section 3. No part of the earnings of PBCB shall be distributed to its Board of Advisors, Members or other private persons except that the Board of Advisors shall be authorized to pay reasonable compensation for services rendered.

ARTICLE 16: **AMMENDMENTS**

Section 1. 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 Advisors present at any regular or special meeting.

Section 2. Amendments to the By-laws, once submitted and accepted for consideration, are voted upon at the next meeting of the Board of Advisors.

Section 3. Amendments to the By-laws require a two-thirds majority vote of the Board of Advisors for passage.

ARTICLE 17: **DISSOLUTION**

In the event of dissolution of PBCB, the Board of Advisors, Members or other private persons are not entitled to any remaining assets. Assets will be turned over to a similar not-for-profit organization decided by the Board of Advisors and subject to the provisions set forth in the Certificate of Incorporation.

June 29, 2000

Amendments approved 2014 Annual Meeting