

**Revised December 27, 2013**  
**New Horizons Band of Atlanta**

**Mission and By-Laws**

**I. Mission**

The mission of the New Horizons Band of Atlanta is to:

- Ψ Be a concert band playing a variety of music,
- Ψ Provide opportunities for senior adults to play music in a manner that promotes fun and fellowship with other musicians of similar interests,
- Ψ Strive to maintain standards of musical performance appropriate to its mission and membership, and
- Ψ Give back to the community through music entertainment.

**II. By-Laws**

**A. Band Membership:**

1. Membership in the band will be open to anyone 50 years of age and older (younger memberships will be considered on an exception basis where the band has special needs) regardless of race, religion, creed, or color.
2. The Membership Director and Music Director will make a determination on individual band membership eligibility based on musical ability and require a waiting period and/or music lessons if appropriate.
3. All members will be expected to conduct themselves in a manner that is socially acceptable to the full band. This includes conduct at rehearsals, concerts and participation in discussions of issues important to the band.
4. It is recognized that family affairs, health, work and vacations may impact a member's ability to attend all rehearsals. Notwithstanding, each member is to be encouraged to attend as many rehearsals and concerts as possible. Where appropriate, the Music Director may impose on a member a number of required rehearsals prior to playing in any concert.
5. For membership, recordkeeping, planning and reporting purposes, the band's Fiscal Year shall be based on a calendar year from January 1 to December 31.

## **B. Steering Committee**

1. The Steering Committee shall consist of the Officers and Directors of the band.

The Officers are:

President  
Secretary  
Treasurer

2. The Directors are:

Music Director  
Marketing Director  
Membership Director  
Publicity Director  
Librarian  
Web Master

3. Each member of the Steering Committee shall serve until the election of his/her successor.

4. The term of each officer shall be for two calendar years. Ideally, one half of the Steering Committee members shall be elected each year in accordance with election procedures outlined under Bylaw Section D – Elections.

5. The Steering Committee shall meet quarterly and be led by the President. The meetings will be open to all members but members who are not Officers or Directors may not vote. The Secretary shall keep minutes of all meetings. Additional meetings may be arranged by the President with at least a one week prior notice to Steering Committee members.

6. The Steering Committee shall be responsible to have a Music Director in place at all times.

7. The Steering Committee shall have the authority by majority vote of the Steering Committee to collect dues from band members and outside grants/sponsorships, and to spend funds necessary to maintain the activities of the band.

8. The Steering Committee shall have the authority to appoint committees and heads thereof required to accomplish tasks needed to carry out band activities.

9. The Steering Committee shall recommend to the full band membership the amount of monthly dues to be paid by band members. This amount shall be uniform throughout the calendar year following its adoption by the band. For budgeting purposes and the convenience of the Treasurer, members will be encouraged to pay dues on a quarterly, semiannual or annual basis. When a new member joins or a current member takes a multi-month leave of absence, the Treasurer shall pro-rate to the nearest full month the member's dues to be collected or refunded, as the case may be.

10. The Steering Committee shall determine a per service fee to be paid to the Music Director to cover direction of band at rehearsals and concerts. The per-service fee used for the Music Director will also apply to substitute directors.

## **C. Officer and Director Responsibilities**

**1. The President shall:**

Ψ Undertake and assure that all of the duties and responsibilities delegated to the Steering Committee in By-Law Section B are completed

Ψ Provide leadership at Steering Committee meetings and full band discussions/voting, and if necessary, appoint another Officer to lead Steering Committee meetings and full band discussions in his/her absence

Ψ Be encouraged to appoint a band member as parliamentarian to guide the running of meetings, band discussions and voting effectively and fairly in accordance with Robert's Rules of Order

**2. The Treasurer shall:**

Ψ Develop an annual budget for the band to be approved by the Steering Committee and subsequently by the majority of Band Members present and voting (50% of the membership to constitute a quorum) by January 31<sup>st</sup> of each year

Ψ Collect and deposit dues, and pay all band expenses as authorized by the Steering Committee.

Ψ Maintain the band bank account,

Ψ Complete all required governmental documents

Ψ Provide financial reports to the Steering Committee at the end of June and December of each calendar year

**3. The Secretary shall:**

Ψ Take minutes of all Steering Committee meetings. Minutes should be emailed to all members but with confidential items removed

Ψ Maintain and distribute the membership roster to all members

Ψ Maintain copies of band Mission & By-Laws as amended from time to time

**4. The Music Director shall:**

Ψ Direct concerts or appoint a substitute director.

Ψ Direct rehearsals or appoint a substitute director.

Ψ Determine the music to be played with input from the band.

Ψ Determine, in conjunction with the Membership Director, individual band membership eligibility based on musical proficiency. All avenues will be pursued to include anyone who would like to participate including the options outlined in Bylaw Section A (2) – Band Membership.

Ψ Provide a practice list to the band Web Master to be placed on band website.

**5. The Marketing Director shall:**

Ψ Contact potential performance venues to determine interest in band performances

Ψ Coordinate with the Music Director and Band-at-large regarding concert date availability of band members

Ψ Ensure that the performance venue personnel are knowledgeable of and prepared to provide special needs of the band and its members, e.g. suitable performance space, sufficient chairs and appropriate parking.

**6. The Membership Director shall:**

- Ψ Develop programs to attract new members
  - Ψ Follow up on any interest expressed by potential new band members
  - Ψ Keep in contact with new members to ensure the band is aware of any concerns
  - Ψ Follow up with members who have stopped coming to rehearsals
7. The Publicity Director shall:
- Ψ Place announcements in strategic locations to bring attention to prospective musicians and audiences
  - Ψ Ensure that all scheduled performances are publicized to the appropriate audiences
8. The Librarian shall:
- Ψ Ensure that all band members have appropriate copies of original music
  - Ψ Maintain the music library in an orderly fashion
9. The Web Master shall:
- Ψ Maintain the band website regarding the listing of member names/musical instrument, currency of band picture, practice music, timetable/location of concerts, etc.
  - Ψ Keep domain and website registration fees current.

#### **D. Elections.**

1. A Nominating Committee shall be appointed during the month of November by the President consisting of two Steering Committee members and two members-at-large from the band. The Nominating Committee will submit a slate of candidate(s) for each office. The Nominating Committee will present a proposed slate of candidates at least one week prior to the first Wednesday in December. Nominations will be accepted from the floor if the person being nominated has given permission to be nominated.
2. The election shall be held at the first scheduled rehearsal in December. At least 50% of the full band membership must be present. A simple majority is required to elect a candidate to office.
3. No Officer or Director shall be elected to more than two consecutive terms as either an Officer or Director with the exception of the Treasurer, Music Director, Librarian and Web Master.
4. The President will serve on the Steering Committee following completion of his term of office as an advisor.
5. An Officer or Director may be removed from the Steering Committee for cause by a two thirds vote of the Steering Committee.
6. Vacancies on the Steering Committee shall be filled by a special election called by the President with at least a one week notice to all band members.

#### **E Full Band Vote:**

A majority vote of the full band will be required for each of the following:

1. Steering Committee- to elect each person to the Steering Committee.
2. Rehearsal Venue- to change rehearsal venues.
3. Name of Band- to change the name of the band.
4. Sponsorship- to change or add outside grants/sponsorships to the band.
5. Band Uniform – to change the uniform used by the band
6. Dues - To establish or change the amount of monthly dues
7. Hiatus - Except in the event of an exigency beyond the band's control, to approve or authorize any hiatus or suspension of band activities (e.g., summer break or Holidays) lasting longer than four consecutive weeks.

**F. Logo: "Music for a Lifetime"**

**G. Amendments:**

The Mission and By-laws can be amended at any time by a majority vote of the full Band membership after a one-week prior notice that includes distribution of the proposed changes to all members.

Approved by Band Vote: 01/08/2014