

Corning Area Community Concert Band, Inc.

By Laws



# Corning Area Community Concert Band By-Laws

## Article 1. Office

**Section 1.01** The office of the corporation shall be located in the Corning Painted Post area, County of Steuben, and State of New York.

**Section 1.02** Fiscal year. The fiscal year of the corporation shall run from September 1 through August 31.

## Article 2. Members

**Section 2.01** All persons presently playing in the band shall automatically be members of the corporation.

**Section 2.02** Any person who is a musician may become a member of the band.

**Section 2.03** Responsibilities of Members. Members should try to attend as many rehearsals as possible during the band season, especially prior to concerts. Members should let section leaders know if they intend to miss a rehearsal or concert. Members should recognize and comply with any regulations of any facility used by the band. Members who are absent from rehearsal and/or concerts during one full season will be dropped from membership.

## Article 3. Meetings of the Membership

**Section 3.01** Annual Meeting. The meeting of the members shall be held annually for the election of directors and transaction of other business. The Board of Directors shall designate the time and place of such meeting.

**Section 3.02** Special Meeting. Special meetings of the members, for any purpose or purposes, may be called by the President of the Board of Directors, and shall be called by the President at the written request of 10% of the members. The notice for such meeting shall state the purpose or purposes thereof and indicate at whose request the meeting is called.

**Section 3.03** Rehearsals. Rehearsals shall be held once a week, typically on Thursdays, for a period of approximately 2 hours, at the discretion of the conductor. All members are expected to attend rehearsals regularly. Rehearsals shall be suspended at such other times throughout the year as the conductor deems appropriate e.g summer vacation, holidays.

**Section 3.04** List of Members. Every member shall be entitled to cast one vote on any question brought up for vote at any meeting. A record of the members entitled to vote, certified by the Secretary of the corporation, shall be produced at any meeting of members upon the request of any member who makes such request at least ten days prior to such meeting. Any member whose name is on that list may vote at that meeting.

**Section 3.05** Quorum. At any meeting of the members, the members entitled to cast a majority of the total number of votes entitled to be cast there shall constitute a quorum for the transaction of any business. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any members.

**Section 3.06** Voting. Every member of record shall be entitled to one vote on each matter submitted to a vote of the members. Directors shall be elected by a plurality of the votes cast at a meeting of

the members entitled to vote in the election and any other corporate action to be taken shall be authorized by a majority of the votes cast at the meeting.

#### **Article 4. Board of Directors**

**Section 4.01** Board of Directors. The business of this corporation shall be managed by its Board of Directors. The members of the Board of Directors shall be members of the band. The number of directors constituting the entire Board shall be approximately thirteen (13). The members of the Board will include the Conductor who is an unelected member of the Board and whose membership on the Board will continue as long as the post of Conductor is held. The remaining twelve directors shall be elected one each for the following sections within the band:

1. the trombone and baritone sections combined,
2. the clarinet including bass clarinet and saxophone sections combined,
3. the percussion,
4. the flute and double reed sections combined,
5. the trumpet section,
6. the tuba and French horn sections combined,

with the directors so elected from the above-mentioned sections designated collectively as the "section leaders". NOTE: The above six sections are only a guideline. Depending upon the membership of the band at the time, sections may be combined or separated out at the discretion of the Board of Directors. The President, Vice President, Secretary, and Treasurer shall each hold a board member position. The Librarian(s), Publicity Committee Chairperson(s), and Web Administrator shall also hold board member positions. Each director shall be at least 18 years of age.

**Section 4.02** At the first annual meeting of the corporation, following the adoption of these By-Laws, three directors, representing the sections listed one through three in Section 4.01 of this Article, shall be elected for a term of one year, three directors representing the remaining three sections above listed shall be elected for a term of two years. Thereafter, at each annual meeting three directors shall be elected to hold office for a term of two years, or more if a successor is not elected and qualified at the end of the term.

**Section 4.03** Vacancies. Vacancies occurring in the Board of Directors for any reason may be filled by a vote of a majority of the directors then in office. The director elected to fill a vacancy shall hold office until the annual meeting next following his appointment by the Board, at which time a director will be elected upon the vote of the membership to fill the balance of the unexpired term.

**Section 4.04** A majority of the Board shall constitute a quorum for the transaction of business.

**Section 4.05** Meetings of the Board. Meetings of the Board shall be held at such time and place as fixed by the President of the band

**Section 4.06** Nominating Committee. At least 30 days prior to the annual meeting in each year, the Board of Directors shall appoint a Nominating Committee Chairperson who will recruit the committee members. The nominating committee shall nominate at least one person to fill each of the director and officer positions previously designated and which will expire at the next annual meeting. The nominating committee will present the slate of officers to the band prior to the annual meeting. Additional nominations may be made from the floor by the members prior to the voting.

**Section 4.07** Annual Audit. Annually, the Board of Directors shall appoint an auditor who shall review the financial statements and books maintained by the Treasurer and verify the accuracy and completeness of the financial records.

**Article 5. Officers**

**Section 5.01** The officers of this corporation shall be a President, a Vice President, a Secretary, and a Treasurer. Two or more offices may not be held by the same person. All officers will be members of the corporation.

**Section 5.02** Election and Term. All officers shall be elected by the members to hold office for a term of two years or until his successor has been elected and qualified.

**Section 5.03** President. See CACCB Officer and Chairperson responsibilities Document for details.

**Section 5.04** Vice President. The Vice President will, in the absence or disability of the President, perform the duties and exercise the powers of the President. See CACCB Officer and Chairperson responsibilities Document for details.

**Section 5.05** Secretary. See CACCB Officer and Chairperson responsibilities Document for details.

**Section 5.06** Treasurer. See CACCB Officer and Chairperson responsibilities Document for details.

**Section 5.07** Any officer elected or appointed by the Board may be removed by the Board with or without cause.

**Section 5.08** Vacancies. If the office of any officer becomes vacant, the directors may appoint or elect any qualified person to fill such vacancy, who shall hold office for the unexpired term of his predecessor and until a successor is elected or appointed and qualified.

**Article 6. Amendment**

**Section 6.01** These By-Laws may be amended, repealed, or adopted by a majority of the membership of the corporation. Adoption of these By-Laws will take place at a special meeting of the members called upon notice as required for an annual meeting. Thereafter amendment may be accomplished at any annual meeting of the corporation or at another time, if the notice of the meeting specifies the precise wording of the amendment.

<b>Date</b>	<b>Description</b>	<b>Version #</b>
1976 -1977	Original Incorporation	1.0
June 1, 2009	Updated to reflect current operations	2.0
August 8, 2024	Updated to reflect current operations	3.0