

Constitution of the Stratford Concert Band

updated version as of October 19, 2005

A. Name:

The Stratford Concert Band

B. Objectives:

1. To perform band works with a high degree of proficiency
2. To increase public awareness of concert band repertoire.
3. To encourage and promote the involvement of musicians within the community in the concert band experience.
4. To carry out the above functions without purpose of gain for the members of the organization. Any profits or other direct or indirect benefits accruing to the organization shall be used in promoting its objectives.

C. Band Membership:

Membership is open to anyone who has demonstrated proficiency on a band instrument commensurate to the level of the band's repertoire at the discretion of the conductor, and who is prepared to comply with the membership policies of the band as may be updated from time to time.

Band Membership Policies:

Band membership policies will be determined by the Executive and will be posted in a prominent location during rehearsals.

D. Conductor:

The Conductor will interview membership candidates, assign each member to his or her appropriate instrument and section, choose works for performances, conduct rehearsals and performances, appoint assistant conductors when required, and make artistic decisions in consultation with the Executive.

Assistant Conductor: The assistant conductor will replace the appointed conductor when he or she is absent due to illness or prior commitment, and rehearse the band on a semi-regular basis in case of the absence of the regular conductor. (Assistant Conductor is appointed by the executive. Pay is percentage of conductors pay for the time he replaces him.)

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E. Officers and Duties:

1. **President** - to co-ordinate the operations of the band, to convene and chair Executive meetings, to convene and chair the Annual General Meeting and extraordinary meetings, to set the agenda for these meetings, to oversee the other Executive positions, to be co-signatory of the bank account, and to have access to the post office box.
2. **Vice-President** - to help the Conductor with any non-musical duties, to fill in for the President when necessary, to prepare and maintain membership lists of the band members, to co-ordinate interviews, to oversee fund-raising activities, to be co-signatory of the bank account.
3. **Secretary** - to issue correspondence on behalf of the band, to record minutes of all meetings, to maintain a file of all meeting minutes and other significant correspondence (including annual financial statements, grant applications and replies and annual financial receipts), to convene meetings when instructed by the President, to send out to the executive members copies of the minutes one week following the meeting, and to have access to the post office box.
4. **Treasurer** - to carry out the financial duties of the band and to maintain an accurate record of finances, to be co-signatory at the bank, to prepare the books once a year for auditing, and to collect donations and issue receipts.
5. **Librarian** - to distribute and collect music, to record its distribution, to obtain sufficient copies of required music for band use, and to maintain a filing system. May appoint assistants as required.
6. **Social Convenor** - to arrange social events as required, to be responsible for set up, clean up, and monies taken in for refreshments.
7. **Concert Manager** - to issue and collect payment of deposit for uniforms, to track uniform assignments, and to recover uniforms and refund deposits. To book concert and/or rehearsal venues and to oversee the stage presentation of concerts. To organize the transportation of band-owned equipment between venues.
8. **Publicity Manager** - to promote concerts and other band activities, to oversee the printing of tickets and posters, and to appoint an archivist from the band membership.
9. **Past President (or Designate)** - To arrange for printed programs for all concerts, to oversee the distribution, sales and collection of event tickets, and to write a newsletter for the band.

F. Executive Committee:

A minimum of 9 meetings shall be called in one band season. A member of the Executive who misses three consecutive meetings may be asked to resign from the committee.

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G. Interviews:

Prospective members will be asked to be interviewed at a time designated by the Conductor. It may occur with or without an instrument. Prospective members may attend a rehearsal before seeking an interview and band membership. All applicants will be notified of the Conductor's recommendation as soon as possible.

H. Nominations:

One month prior to the Annual General Meeting, the Executive will appoint a nominating committee which will seek names of candidates willing to stand for election to the next year's Executive. Persons nominated must be members in good standing. Further nominations for each position will be accepted from the floor at the Annual General Meeting. The nominating committee will count the ballots during the election of officers.

I. Elections:

Elections will be held at the Annual General Meeting. Candidates may allow their names to stand for more than one Executive position. Elections will be held by secret ballot. The offices will be filled in the order as listed in the Constitution. The Executive may choose from the membership a person who is willing to assume office to fill a vacancy if one should occur.

J. Amendments to the Constitution:

Each amendment shall be proposed to the Executive by two members one month prior to the Annual General Meeting and presented to the membership fourteen days prior to the Annual General Meeting. The proposal must be passed by 75% of the membership at the meeting.

K. Appendices:

1. Band season runs year round.
2. Quorum for Executive Meetings is 50% of Executive members.
3. An Extraordinary Meeting is one called in circumstances requiring immediate attention. Extraordinary meetings may be conducted in person or via mail or electronic communication, provided that sufficient proof of identity is provided.
4. Quorum for Extraordinary Meetings is 30%.
5. The Annual General Meeting will be held before Oct 15th for the fiscal year preceding.
6. The Fiscal Year runs from September 1st to August 31st.