

BY-LAWS
SANTA FE (PERFORMING) CONCERT BAND
(aka SANTA FE CONCERT BAND)

Santa Fe Concert Band Mission Statement:

The Santa Fe Concert Band continues a community musical tradition dating from 1865, by participating in civic occasions and offering free public concerts for everyone, ensuring that music is integral to the life of our community. The Santa Fe Concert Band welcomes amateur and professional volunteer musicians who together experience the joy of music through regular rehearsals and performances.

ARTICLE I
MEMBERSHIP

Section 1 – Membership

- A. Members shall consist of the Band musicians who participate in rehearsals and concerts on a regular basis and have paid annual dues.
- B. The Board of Directors (Board) shall oversee the membership list and shall review the list at least once a year to determine eligibility to participate and vote in membership meetings and elections.
- C. Voting by the membership shall be limited to those issues presented by the Board and outlined in these Bylaws.
- D. Band musicians may be removed from the membership by the Board for reasons, including, but not limited to:
 - i. Lack of consistent participation,
 - ii. Persistent musical incompetence,
 - iii. Irreconcilable differences with other members or Music Director, or
 - iv. Making any representations or agreements concerning the Band without Board approval.

ARTICLE II
BOARD OF DIRECTORS

Section 1 – General

The general activities and affairs of the Band shall be managed by the Board.

Section 2 – Board of Directors.

- A. The elected director positions shall be:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer

- v. Librarian
- vi. Publicity Director.
- B. The ex officio directors (voice, no vote) shall be:
 - i. Music Director, and
 - ii. Immediate Past President.
- C. The elected directors shall be determined by a vote of the membership.
- D. All terms are one year and begin on January 1 and end on December 31. The outgoing directors shall turn over their official Band records to the incoming directors in January.
- E. The Music Director shall be appointed by the elected directors by the Board. The Music Director shall serve as provided by the appointment, until resignation, or until removal.
- F. The Immediate Past President shall serve for one year only. A vacancy in this office shall not be filled for the remainder of the term.
- G. The Board has the final authority on all committee matters.

Section 3 – Removal of Directors

A member or director may submit a request to the Board for removal of a director for cause. Such removal shall be without prejudice to any membership rights.

Section 4 – Vacancies

In the event that a director position is vacant or an elected director is no longer willing or able to fulfill the duties of the position, the President may nominate a successor for approval by the Board for the remainder of that director's term.

Section 5 – President

The President shall:

- A. Be the chief executive officer of the Board and the Band and assume or delegate all responsibilities of the management of the Band.
- B. Preside at all Board and membership meetings.
- C. Be an ex officio member (voice, no vote) of all committees.

Section 6 – Vice-President

The Vice-President shall:

- A. Act as the alternate for the President when needed.
- B. Be the Parliamentarian for all Band and Board meetings.
- C. In the event of a vacancy in the office of President, assume the duties of the President.

Section 7 – Secretary

The Secretary shall:

- A. Manage the correspondence of the Band.
- B. Prepare and appropriately distribute notices of meetings of the Board and the membership.

- C. Keep minutes of such meetings.
- D. Be custodian of the official records of the Band and for making them available to the appropriate parties.
- E. Send copies of the minutes to the directors prior to the next meeting.
- F. Promptly distribute an executive summary of the prior Board meeting to the membership after approval by the President.
- G. File appropriate reports with governmental agencies.

Section 8 – Treasurer

The Treasurer shall:

- A. Be the custodian for all funds and financial records of the Band, as per Article VI.
- B. Receive, disburse, and deposit monies on a timely basis.
- C. Maintain all financial accounts designated by the Board.
- D. Maintain a current record of all members.
- E. File appropriate state and federal taxes.

Section 9 – Librarian

The Librarian shall:

- A. Maintain the library of music.
- B. Maintain a list of music in the folders.
- C. Maintain a list of folders.
- D. Maintain a list of music loaned to or borrowed from other entities.

Section 10 – Publicity Director

The Publicity Director shall:

- A. Maintain contact with all news media recommended by the Board.
- B. Write and dispatch news items to the news media.
- C. Coordinate and/or publish a newsletter for the members at the direction of the Board.
- D. Coordinate management of social media and the website.

Section 11 – Music Director

The Music Director shall:

- A. Direct the Band rehearsals and performances.
- B. Determine if sufficient and appropriate members are available for a performance.
- C. Determine the musical selection for each performance.
- D. Consider suggestions for musical selections and performances.
- E. Determine the chair placement of Band musicians, as needed.

Section 12 – Immediate Past President

The Immediate Past President serves in an advisory capacity to the Board.

ARTICLE III COMMITTEES

Section 1 – Committees

- A. Only Band members shall serve on committees.
- B. The Nominating Committee is described in Article IV.
- C. Standing Committees may be established by the Board. In such cases, Standing Committees shall be chaired by a member of the Board, and committee members shall be appointed by the Chair of the Standing Committee.
- D. Ad hoc committees shall be appointed by the President and/or the Music Director, as needed.

ARTICLE IV NOMINATIONS & ELECTIONS

Section 1 – Nominating Committee

- A. Each year a nominating committee of at least two members shall be appointed by the President.
- B. The committee shall select its chair from the appointed members.
- C. The members of the committee shall be announced during a regularly scheduled Band rehearsal, at least four weeks prior to the scheduled election.
- D. The authority of the nominating committee shall be limited to recruiting and accepting nominations, confirming consent of the nominees, and running the election.

Section 2 – Nominations

- A. Any person nominated for a director position shall have been a member of the Santa Fe Concert Band for at least one year.
- B. Nominations shall be submitted to a member of the nominating committee at least one week prior to the scheduled election. The committee shall obtain the consent of such nominees.
- C. A member may self-nominate by presenting his or her name to a member of the nominating committee at least one week prior to the scheduled election.
- D. The list of nominees shall be presented during the Band rehearsal one week before the scheduled election.
- E. Nominations may be made from the floor at the time of the presentation of the list of nominees, provided the consent of the nominee has been given to the nominating committee.

Section 3 – Elections

- A. An annual election by the members for the Board of Directors shall be held within one month of the final rehearsal of the year at a regularly scheduled Band rehearsal. The election schedule shall be proposed by the President and

approved by the Board of Directors before communication to the Band. In the event of an unforeseen circumstance, the Board may reschedule the election and determine how voting will occur.

- B. The members present for the election shall constitute a quorum.
- C. Election shall be by ballot except when there is only one candidate for an office, in which case the election may be by voice vote.
- D. A majority of the votes cast shall be necessary for election.

ARTICLE V MEETINGS

Section 1 – Membership Meetings

- A. Meetings of the membership are typically held at rehearsals of the Band to present and/or discuss Band business.
- B. An annual meeting shall be called by the Board of Directors during the first quarter of the fiscal year.
 - i. The Board will set the agenda and it will include reports by the President, Treasurer and Music Director, and other members of the Board as relevant.
 - ii. The agenda will include the opportunity for issues from the floor.
 - iii. Notification shall be made at least one week in advance.
- C. Special meetings may be called by the Board of Directors for items of significance. The membership shall be notified of such meetings at least one week in advance.
- D. Meetings shall generally be conducted according to Robert’s Rules of Order.

Section 2 – Board Meetings

- A. No fewer than two meetings of the Board of Directors shall be held each year. Additional meetings may be called by the President or upon the request of three voting directors.
- B. Three directors eligible to vote and present at a Board meeting constitute a quorum.
- C. Meetings shall generally be conducted according to Robert’s Rules of Order.

ARTICLE VI FINANCES

Section 1 – Expenditures, Contracts, and Loans

- A. The Board will determine an annual budget for the Band.
- B. The Board shall annually review contracts and financial obligations of the Band.
- C. A majority of the directors of the Board eligible to vote is required for expenditures, entering into contracts, taking out loans, or issuing evidence of indebtedness.

Section 2 – Accounts and Funds

- A. The Band shall use accounts at federally insured depositories as selected by the Board.
- B. All checks, drafts, and other orders for payment shall be signed by the Treasurer or designated alternate. The Board shall determine the amount of any payment requiring multiple signatures.
- C. Other accounts may be established by the Board.

Section 4 – Income

- A. The Band derives its basic income from members' dues and contributions. Annual dues shall be determined by the Board.
- B. Income may come from fundraising activities of the Band.
- C. The Board may accept other gifts and contributions.

Section 5 – Fiscal Year

The fiscal year of the Band shall be from January 1 through December 31.

Section 6 – Audit

- A. The financial records of the Band shall be maintained so they may be audited.
- B. The financial records shall be reviewed at least once a year by the Board.
- C. An audit may be performed by an appropriate person or persons appointed by the Board.
- D. Every Band member shall have the right to review the financial records of the Band in coordination with the Treasurer.
- E. The financial records may be reviewed by non-members at the discretion of the Board.

Section 7 – Assets

- A. The Board shall manage the assets of the Band.
- B. The Board shall maintain a list of assets.
- C. The Board shall annually review the valuation of the Band's assets.

Section 8 - Insurance

The Band shall maintain general business, property, liability, and Directors and Officers insurance policies, as appropriate.

**ARTICLE VII
AMENDMENTS**

These Bylaws may be amended by a majority of the membership, present and voting, at a special meeting.

These Bylaws supersede all others and were approved by the membership on October 3, 2023.

Signed



President



Secretary