

**ARTICLES OF INCORPORATION
BY-LAWS, AND RULES AND REGULATIONS
OF THE PLANO COMMUNITY BAND**

As Written on September 9, 1984
and Revised October 4, 2002

**ARTICLE I
Name and Purpose**

Section 1. The official name of the organization is the PLANO COMMUNITY BAND.

Section 2. The PLANO COMMUNITY BAND is organized exclusively for the charitable literary purposes as described under section 501 (c)(3) of the Internal Revenue Service Code of 1954.

Section 3. In support of Section 2, the organization will serve as a non-profit, volunteer group contributing to the non-professional musical culture of the City of Plano.

Section 4. The duration of the corporation shall be perpetual.

Section 5. . The mailing address shall be:

Plano Community Band
PO Box 864441
Plano, TX 75086-4441

**ARTICLE II
Dissolution**

Section 1. In case of dissolution of the group, the Board of Directors shall, after paying or making provision for payment of all liabilities of the group, dispose of all assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, as the Board of Trustees shall determine. Any such assets not so disposed shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III

Board of Directors

Section 1. The executive authority of the group is vested in a Board of Directors. The Board shall be comprised of four (4) elected officers and up to six (6) appointed members. Elected members of the Board will be selected annually by simple majority of the voting membership at a regular meeting of the organization.

The duties of the Board include:

1. Management of the general affairs of the organization, taking action which is compatible with the best interests of the organization.
2. Management of the financial affairs of the organization and establishment of an annual budget.
3. Establishment of a schedule of rehearsals and concerts.
4. Establishment of the direction for the band.
5. Approval of expenditures over \$500.00.
6. Appointment of the Band Conductor and the Associate Conductor.
7. Presentation of changes in the Bylaws to the band membership.

Section 2. The members of the Board of Directors are:

A. Elected officers shall be members of the band. (NOTE: Members standing for the office of President and Vice President should have been an elected officer or appointed member of the board for one year prior to being elected to these positions.)

1. President

The President shall:

- 1) Preside at meetings of the Board and of the band.
- 2) Approve expenditures up to \$500.00.
- 3) Represent the band before other groups such as the City Council, Cultural Arts Commission, and other funding sources.
- 4) Appoint special committees, including a nominating committee for new officers.
- 5) Coordinate with the Event Coordinator for all performances.

2. Vice-president

The Vice-president shall:

- 1) Conduct the affairs of the Board and band in the absence of the President.
- 2) Coordinate functions and activities of all committees.
- 3) Coordinate efforts of Section Contacts in contacting members regarding attendance at rehearsals and performances and regarding changes due to weather, etc.
- 4) Coordinate with Event Coordinator in assuring that music and equipment are transported to and from concert locations.
- 5) Ensure that Band Conductor assigns Section Leads each band year and ensure that Section Contacts are designated for each section

3. Secretary

The Secretary shall:

- 1) Maintain a membership roster and provide members with copies of the roster.
- 2) Maintain attendance records.
- 3) Maintain the minutes of the Board of Directors and general meetings.
- 4) Keep Member Handbook updated and enough current copies for new band members

4. Treasurer

The Treasurer shall:

- 1) Collect dues and deposit moneys into the PCB bank account(s).
- 2) Maintain financial records.

- 3) Make disbursements with approval of the President or full Board as required.
- 4) Draft annual budget for approval by the Board of Directors.
- 5) Submit financial statements to the Board at least quarterly
- 6) Submit financial statements to other entities as required (e.g. City of Plano)
- 7) Recommend ways and means to the group.

B. Appointed Members

The Board may additionally include up to six (6) appointed members. These appointed members will be appointed by the elected officers and may be members of the band or non-members as appropriate. Nominations for the appointed members may be submitted from within the band membership.

The appointed positions of the board will allow more members of the band to become familiar with the operational aspects of the band and will provide a broader source of qualified candidates for future officer elections.

Section 3. The elected term of office shall be one (1) year, beginning September 1 and ending August 31 of the following year.

In the event that an elected Board member cannot complete the prescribed one-year term, a general election by simple majority will be held to fill the vacancy from the general membership.

In the event that the President cannot complete the prescribed one-year term, the vacancy will be filled by Vice President until a general election can be held, and a new Vice President will be appointed by the board for this interim period..

Section 4. The elected officers and the Board of Directors shall meet at least quarterly during their term.

Section 5. Other Appointed Band Personnel. The following positions will be appointed by the Board. They are not considered part of the full Board, but they may be invited to participate in Board decisions and Board meetings as deemed necessary by the Board. (NOTE: It is permissible to be an appointed Board member and hold one of these appointed positions.) The specific duties of each position are:

1. Band Conductor

The Band Conductor shall:

- 1) Direct band at rehearsals and concerts.
- 2) Select music for performances.
- 3) Assign Section Leads and if necessary which parts (“chair”) the members will play.
- 4) Prescribe physical seating arrangement for band.
- 5) Assist the Event Coordinator in performance arrangements.

2. Associate Conductor

The Associate Conductor shall serve as conductor in the conductor's absence and will share the Band Conductor’s duties as requested or needed.

3. Business Manager

The Business Manager shall:

1. Be responsible for all business aspects of the band at the direction of the Board
2. Be responsible for rehearsal space and logistics.
3. Approve band events and ensure Event Coordinator is informed of requirements
4. Periodically review inventory of assets
5. Periodically review financial records
6. Work with board to develop forward plan for band
7. Work with officers and board members to solicit funds from grants and corporations

4. Event Coordinator

The Event Coordinator shall:

1. Be responsible for all performance arrangements and logistics.
2. Coordinate with Conductors, Officers, and Business Manager as needed to ensure all aspects of event are being handled
3. Provide updates to band members and web master regarding performance logistics
4. Prepare contingency plan for performances in case of rain, ice, or other emergency

5. **Librarian**

The Librarian shall:

1. Be responsible for distributing and collecting music for all band members.
2. Provide for the orderly storage of all music.
3. Maintain an accurate catalogue of all band-owned music and all music on loan from other groups.
4. Place an identifying symbol on all band-owned music.
5. Provide for transport of music to all rehearsals and events

6. **Property Manager**

The Property Manager shall:

1. Be responsible for the maintenance and storage of all physical property (except music)
2. Maintain inventory of physical property and provide updates to Business Manager
3. Provide for transport of equipment to and from rehearsals and events

7. **Marketing Manager**

The Marketing Manager shall:

1. Prepare press releases and liase with local news media
2. Recommend and obtain marketing collateral as approved by board
3. Ensure programs are printed
4. Obtain and sell PCB merchandise such as Red Polo Shirts or baseball caps
5. Create and maintain marketing budget and strategy for each performance season

8. **Web Master**

The Web Master shall:

1. Keep Web Site current with information about PCB events
2. Provide prompt, current communication with band members and Board
3. Maintain links with other arts groups
4. Work with the Board to sell advertising space on the web page

ARTICLE IV

Membership

Section 1. Any area resident who exhibits satisfactory playing ability, agrees to adhere to the band's policies, and gives regular attendance to the rehearsals and performances of the group is eligible for membership. All band members are expected to attend rehearsals. Any band member may be requested by the conductor or associate conductor, with the approval of the board, not to perform at a particular concert if that band member has not attended 75% of the scheduled rehearsals and if that absence from rehearsals would introduce risk to the quality of the performance.

Students may be allowed as band members with approval of the conductor and concurrence of the Board. . Students must be at least in High School (grades 10-12) in order to request membership in the band.

Dismissal of a band member is made at the discretion of the conductor and with approval of the board if Section 1 requirements are not met.

Section 2. Membership dues will be established by the Board.

Section 3. Members are expected to pay their dues before attendance at the fourth rehearsal or regular meeting after becoming a member. Dues will be paid on a September - August year basis. The Board may waive dues if a person is signed up for the Plano Community Band as a tuition-paying student or for other extenuating circumstances..

Section 4. Auditions will not be a prerequisite for membership, only the ability to participate with a recognized band instrument.

Section 5. Regular rehearsals will be held weekly unless suspended for holidays or other occasions by the Board.

Section 6. Attendance will be taken at every rehearsal. Regular attendance will be defined as attendance at 75% of rehearsals for the current band year. Special criteria may be identified by the Band Conductor and Board. Length of membership in the Plano Community Band does not qualify as rehearsal attendance.

Section 7. Concert attire will be determined by the Board and adhered to by the membership.

ARTICLE V

Ensembles

Section 1. The formation of ensembles from within the Plano Community Band is actively encouraged in order to be more accessible to the community at large. An ensemble is considered a sub-group of the Plano Community Band if 1) band equipment or instruments are used or 2) band publicity or the name Plano Community Band is used.

Section 2. Any ensemble derived from and representing the band shall obtain prior permission from the Board , including confirming there is no conflict of timing or venue.

Section 3. Any moneys obtained by members of such ensembles will be transferred to the current Treasurer of the band to be placed in general revenue.

ARTICLE VI

Finances

Section 1. This is a non-profit organization. Dues and other moneys received will be spent carrying out the stated purposes of the organization.

Section 2. The organization will handle its own financial affairs.

Section 3. A record of expenditures shall be maintained by the Treasurer and substantiated with original receipts. All organization's funds will be kept in a financial institution under the name PLANO COMMUNITY BAND.

Section 4. The organization is sponsored financially in part by the Cultural Arts Commission of the City of Plano and will provide representation to the Commission and documentation necessary to participate in the Commission's disposition of funds.

Section 5. In recognition of efforts of the Band Conductor and any Associate Conductor in providing leadership, organizational development, and improving the quality of the organization's performances, the Board may at its discretion present annually a total honorarium not to exceed 25% of the group's annual income. In order to offset expenses of other appointed band personnel, the Board may at its discretion present honoraria to the Business Manager, Event Coordinator, Librarian, Property Manager, Web Master, and/ or Marketing Manager as appropriate.

ARTICLE VII

Amendments

Section 1. Recommendations for changes to this document can come from any of the groups or individuals associated with the governing bodies or membership of this organization.

Section 2. The Board will be responsible for the drafting and initial approval of any recommended changes or amendments.

Section 3. Final acceptance will come from a simple majority of the Board, after presentation to the general membership and a request for comments.

ARTICLE VIII
Affirmation

As the Board of record, the above ARTICLES, BY-LAWS, and REGULATIONS have been accepted as the governing authority for the PLANO COMMUNITY BAND this _____ day of _____, 20__.

President: _____

Vice-president: _____

Secretary: _____

Treasurer: _____

Conductor: _____

The foregoing ARTICLES were sworn before me under oath to be the official governing document of the PLANO COMMUNITY BAND this _____ day of _____, 20__.

My commission expires:

Notary Public