

By-Laws

I. Attendance shall be taken at all rehearsals and concerts. Members may be dropped from the Heisey Wind Ensemble for excessive absence, as determined by the Manager.

II. Regular rehearsals shall be held on Monday evenings.

III. Auditions shall be held by the Music Director and two members of the Ensemble.

IV. The responsibilities of the Board Of Directors shall include:

A. Chair of the Board

1. Preside over board meetings.
2. Appoint 3 members of the Board to audit Heisey Wind Ensemble financial records annually.

B. Vice-Chair of the Board

1. Preside over board meetings in the absence of the Chair
2. Lead fund-raising activities.

C. Secretary

1. Record and publish meeting minutes.
2. Conduct correspondence as delegated by the Chair.

D. Treasurer

1. Manage the financial affairs of the Heisey Wind Ensemble and keep financial records.
2. Receive all monies and shall deposit them in the organization's name in banks/credit unions approved by the Board.
3. Maintain possession of all statements and records of funds belonging to the organization, regardless of the specific nature of such funds and accounts.
4. Disburse funds only as approved by the Board of Directors.
5. Record all receipts and expenditures and present in writing at each meeting of the Board.
6. Submit the financial records of the organization annually for an independent audit and at other times as requested by the Board of Directors.
7. Submit the proper tax information to a certified tax preparer each fiscal year.

V. Responsibilities of the Manager:

A. Officially represent the Ensemble.

B. Arrange for concerts and rehearsals.

C. Handle all business of the Ensemble, including correspondence to the members.

D. Delegate responsibilities in the following areas:

1. Personnel:
 - a. Maintain a list of Heisey Wind Ensemble members.
 - b. Keep a record of attendance at rehearsals and concerts.
 - c. Appoint three members of the band to serve as an ad hoc committee to evaluate the need for dismissal of a band member due to declining musical contribution.
2. Publicity and Publications
 - a. Promote and publicize all band activities.
 - b. Maintain a history of the Heisey Wind Ensemble.
 - c. Coordinate the preparation and printing of all material.
 - d. Provide program notes.
3. Library
 - a. Maintain music.
 - b. Distribute music into and from folders.
 - c. Hand out and collect folders at rehearsals and concerts.
4. Property
 - a. Set up equipment for rehearsals and concerts.
 - b. Coordinate transportation of equipment.

VI. Responsibilities of the Music Director:

- A. Be responsible for musical growth and organization of the ensemble.
- B. Direct rehearsals and concerts.
- C. Select music for rehearsal and performance.
- D. Select section leaders.

VII. A copy of a proposed addition or revision to these By-Laws must be presented to a meeting of the band membership at least 30 days prior to voting on the addition or revision. A two-thirds majority of those present when the voting is held will be necessary for adoption of the addition or revision.

VIII. A quorum shall consist of over fifty percent of the voting body.

IX. The current edition of Robert's Rules of Order shall serve as the parliamentary authority for all meetings.

Document history:

Written 8/92 - Don Workman Jr.

Approved as amended by membership 10/92

Revised 6/15/06

Revision approved by membership 7/2/06