

Naugatuck Community Band By-laws

Revised 8/04

Article I - NAME

This group shall be known as the Naugatuck Community Band

Article II – OBJECTIVES

- To encourage interest in instrumental music for the residents of the Greater Naugatuck Area and provide a source of entertainment for the general community including the elderly and the youth.
- To provide year-round opportunities for participation in performance at a variety of local venues, for entertainment, education, and the personal satisfaction of the members and the audience.

Article III – MEMBERSHIP

- A. Membership shall be open to any individual, 16 years of age or older, having an interest in instrumental music and who will support the objectives of the group.
- B. Students less than 16 years of age may become members with recommendation of their music teacher.
- C. Only members whose dues are paid in full shall be entitled to vote. Exceptions to participation will only be made in extenuating circumstances and at the discretion of the executive board.

Article IV – DUES AND FEES

- A. Dues shall be assessed based on and approved by the yearly budget.
- B. Fees may be assessed to cover unanticipated costs beyond the budget.

Article V – OFFICERS AND EXECUTIVE BOARD DUTIES

- A. The officers shall be president, vice president, secretary, and treasurer. They shall be installed for 2 year alternating terms, subject to subsection VIII.
- B. The executive board shall consist of the four officers and chairpersons of each standing committee, as voting members. The executive board will also consist of the director and assistant director for consulting on an as needed basis. The board shall transact the general business of the organization; consider all questions of policy, and present recommendations to the organization for action.
- C. The president shall preside at all meetings of the organization, and shall appoint the standing committee chairpersons. He/she shall be ex-officio of all committees. He/she shall serve as a liaison to the Naugatuck Arts Commission.

- D. The vice-president shall conduct the business of the organization during the absence of the president. If the office of the president becomes vacant, the vice president shall become the president.
- E. The secretary shall keep records of the meetings of the organization and shall be custodian of all records and papers pertaining to the office. He/she shall conduct all correspondence, keep all letters on file, and send notices of special meetings.
- F. The treasurer shall keep an account of all money received and print up a budget for the following session to be approved by all members of the group. Both the president and the treasurer will be authorized to sign checks; however only one signature is required.
- G. If a vacancy occurs in the officers, the executive board shall have the right to fill in the vacancy for the remainder of the unexpired term.

Article VI – STANDING COMMITTEES

- A. There shall be a committee in each of the following areas: librarian, fundraising, and publicity. The president shall appoint the committee chairs with input from the executive board.
- B. Librarian will be responsible for passing and collecting music, and making sure music is available to all members of the ensemble.
- C. Fundraising chair will head the committee responsible for developing fundraisers, make contacts in regard to fundraisers and to execute the fundraiser.
- D. Publicity chair will head committee responsible for all advertisements of recruitment, concerts, and fundraisers. Responsibilities include contacting the newspapers and creating and hanging flyers as needed.

Article VII – MEETINGS

- A. There shall be one regular meeting per month of the executive board and committee chairs. The annual meeting shall be held before June 30th at the call of the president.
- B. Emergency meetings may be called by the president, in which a goodwill effort as been made by the president to contact at least 50%of the group.

Article VIII – ELECTIONS

- A. The election of officers shall take place at the annual meeting of the general membership. Nominations will take place from the floor 2 weeks prior to the annual meeting.
 - 1. The president and secretary will be elected in even years.
 - 2. The vice-president and treasurer will be elected in odd years.
- B. If nominations from the floor are received, voting will be by ballot.

Article IX – QUORUM

A quorum of the group shall be one- fourth of the paid membership

Article X – PARLIAMENTARY AUTHORITY

“Roberts Rules of Order Newly Revised” shall be the model for the business procedure on all points not covered by the by-laws.

Article XI – AMENDMENTS

The by-laws may be amended at any regular meeting of the group by a 2/3 vote of the voting membership present, provided the proposed amendment has been submitted in writing at the previous meeting.

Article XII – DISSOLUTION

The Naugatuck Community Band may be dissolved at a meeting called for said purpose. An affirmative vote of 2/3 of the voting membership in attendance shall be required to adopt the resolution of the dissolution. Upon dissolution, assets shall be given to the Naugatuck High School Alumni Association to establish a scholarship to be awarded to a graduating senior who has been involved in instrumental music.

