

After Hours Community Band Policy Manual

This Policy Manual is a supplement to the By-Laws of the After Hours Community Band. This manual will up updated as required. Make sure you are using the most current copy.

December 2014

First draft of this manual prepared by Carol Commerford, Bob Lord, and Ron Pettus, 1998
Final manual prepared by Carol Commerford and Ron Pettus, 1999
Updated December 2014 by Executive Committee
After Hours Community Band

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Scheduled Activities

Monthly Activities

- Prepare and distribute calendar to band membership - *volunteer*
- Prepare financial report for Executive Committee meeting - *Treasurer*
- Conduct Executive Committee meetings
 - Inform Executive Committee members and band members of date and time of monthly meetings - *President*
 - Prepare and distribute agenda – *Secretary*
 - Present financial report – *Treasurer*
 - Plan band activities - *Executive Committee*
 - Follow-up on progress of band activities - *Executive Committee*
- Approve expenditures - *Executive Committee* (and band membership if purchases exceed \$500)

Quarterly Activities

(January, April, July, October)

- Prepare, present and distribute financial report for band membership - *Treasurer*

Membership Roster Updates - Three Times per Year

(February, June, October)

- Update and distribute band roster - *Vice President*

Annual Activities

- Appoint or approve chairs and members for the Conductor's Committee, Performance Committee, Web Site Committee and others as required (**Jan**) - *Executive Committee*
- Approve annual budget for presentation to band (**Dec**) - *Executive Committee*
- Update checking account signature cards (**Jan**) - *Treasurer*
- Review sales tax exempt status for Missouri (**Jan**) - *Treasurer*
- Submit annual non-profit IRS tax return- *Treasurer*
- Conduct annual meeting for band membership (**Jan**) - *Executive Committee and committee chairs*
- Submit bills for previous year's web site charges to Executive Committee for approval and payment by Treasurer (**Apr**) - *Web Site Committee*
- Select date and location for Ensemble Concert (**Feb**) - *Performance Committee*
- Select date and location for Family and Friends Pops Concert (**June**) – *Executive Committee*
- Register our incorporation with the State of Missouri (**July**) - *Secretary*

- Appoint and approve Election Committee to nominate candidates for band officers, establish election procedure, and conduct November elections (**Sept**) - *Executive Committee*
- Select date and location for Christmas Concert (**June**) - *Performance Committee*
- Select date and location for Spring Concert (**Oct**) - *Performance Committee*
- Renew Association of Concert Bands membership and pay annual fee (includes ASCAP and BMI fees) (**Nov**) – *Treasurer*
- Supply Association of Concert Bands with list of pieces performed for the year (**Jan**) – *Performance Committee*
- Conduct annual election of officers (**Nov**) - *Election Committee*
- Plan annual meeting (**Dec**) - *Executive Committee*
 - plan pot luck dinner - *volunteers*
 - prepare reports to band membership - *elected officers and committee chairs*
 - prepare annual financial report - *Treasurer*
 - prepare proposed budget for following year - *Treasurer & Finance Committee*

Activities by Office

Executive Committee

- Appoint/approve Chairs and members for Conductor’s Committee, Performance Committee, and Web Site Committee
- Establish Election Committee (see Standing Rules - Section VIII)
- Establish/maintain other committees as needed
- Update band inventory
- Meet monthly (or as needed) to conduct band business

President

- Preside over Executive Committee meetings
- Ex officio member of all committees

Vice President

- Update and distribute new member packets
- Assume duties of President in his or her absence
- Serve as chair of Membership Committee
- Update and distribute Membership Roster (see Standing Rules - Section VII)

Secretary

- Maintain up-to-date communication list (including new or potential band members not yet approved for roster)
- Mail calendars and gig sheets to absent members as needed

- Prepare, distribute, and have available minutes of executive committee meetings to band membership by first Tuesday after approval of minutes
- Maintain history file of executive committee meeting minutes
- Send letters of appreciation to donors and others as needed
- Prepare and distribute agenda

Treasurer

- Maintain custody of funds (checking account)
- Prepare monthly financial statement for Executive Committee meetings
- Make financial disbursements
- Chair Finance Committee to prepare annual budget
- Submit sales tax exempt status form to the State of Missouri
- Submit annual IRS non-profit tax return

Members-at-Large

- Serve as liaison between band members and the Executive Committee
- Actively seek to know the interests and desires of band members and relate this knowledge to the Executive Committee
- Perform special duties and service on special committees as delegated by the Executive Committee

Performance Committee

- Organize concerts throughout the year (see Standing Rules - Section I)
 - Coordinate with Conductor's Committee and Executive Committee to schedule concerts
 - Assure band physical needs can be met for performances
- Coordinate with email, website, social media, gig sheet, Band Notes and monthly calendar preparers to publicize dates
- Supply Association of Concert Bands with list of pieces performed for the year

Conductors Committee

- Conduct rehearsals and performances
- Hold periodic Conductors meetings as needed
- Recommend music for purchase to Executive Committee (see Standing Rules - Section II)
- Recruit Section Leaders/specific instrumentation
- Select music for each season/concert (see Standing Rules - Section IV) as noted:
 - Spring Concert - 1st rehearsal in January
 - Summer/fall season - 1st rehearsal after Spring Concert
 - Christmas season - October
- Oversee music library and inform Music Librarian of music distribution and collection dates
- Coordinate purchase of additional sets of music

Web Site Committee (see Standing Rules - Section IX)

- Hold periodic meetings to review and recommend changes to site
- Maintain domain name and interface with site provider
- Perform weekly site updates and periodically verify accuracy of information and links
- Select designees to upload and maintain site
- Select at least one backup designee who can perform emergency uploads and site maintenance on 24 hours (or less) notice

Section Leaders

- Assign parts to individuals in their respective band sections (in conjunction with librarian)
- Make sure important parts are assigned and music is available at rehearsals and performances (solos, first parts, etc.)
- Make arrangements for any special instruments to be transported and available for rehearsals and performances
- Make sure music (all parts) is available at rehearsals and performances (solos, first parts, etc) and manage any extra-parts-folders assigned to the section
- Conduct communication chain to inform band members of rehearsal or concert changes (on an as-needed basis)
- Assist in tuning the section prior to rehearsals and concerts
- Conduct sectional rehearsals (on as as-needed basis)
- Monitor membership roster to recommend changes according to Standing Rules - Section VII

Music Librarian

- Maintain music library with an inventory and index of music library
- Distribute individual pieces of music to band members (as assigned by Section Leaders) and maintain a list of such assignments
- Maintain a list of extra music folders assigned to section leaders
- Distribute and collect music (see Standing Rules - Section IV)
- Maintain new-member information sheets
- Delegates ensemble music library maintenance

Volunteers

- Transport sound equipment, tuner, conductor's podium and music stand, sign and tripod, timpani, bass drum, chimes, and other special musical equipment
- Prepare and distribute "Band Notes" to membership
- Organize band social events
- Purchase and sell band shirts
- Make audio recordings of selected concerts (Spring, Ensemble, Family & Friends, etc.)
- Maintain a database with an inventory of the music library (for Music Librarian)
- Maintain small ensemble music library and check out pieces

Special Annual Events

(with suggested dates for completion)

Spring Concert (late April or early May) - *Performance Committee*

- Select date and location of facility for rehearsal & concert - October
- Apply for facility forms, sign contract for facility, and arrange for light, sound, chairs, stands, and percussion equipment - November
- Determine program and inform Executive Committee (Conductor's Committee) - March
- Select and secure a person to determine recognitions
- Select and secure someone to hand out programs
- Design, print and distribute tickets, advertising flyers and brochures to band - 1 month prior
- Select and secure an emcee if desired - 1 month prior
- Write script for emcee and program notes if needed – 1 month prior
- Arrange for publicity and calendar notices – 1 month prior
- Design and print programs - 1 week prior
- Select and secure someone to organize setup of chairs and music stands - 1 week prior
- Ensure scholarship donation box is available to audience and count money – 1 week prior and night of concert

Ensemble Concert (Sept or Oct) - *Performance Committee*

- Select date and location of facility - February
- Sign contract and arrange for lights and sound (if necessary)- within 30 days of concert
- Select and secure an emcee if needed- 1 month prior
- Organize program of events - 2 weeks prior
- Design and print programs - 1 week prior
- Freewill offering collection, if applicable – night of concert

Family & Friends Christmas Concert (late Nov or early Dec) - *Performance Committee*

- Select date and location of facility for rehearsal & concert - June
- Apply for facility forms and sign contract for facility, arrange for lights, sound, chairs, stands, and percussion equipment - June
- Conductors to establish program (i.e., skits, ensembles, etc)
- Select and secure person to organize after-concert social including food and drinks - 1 month prior (Social Committee)
- Select and secure person to hand out programs - 2 weeks prior
- Design and print programs - 1 week prior
- Select and secure person to organize setting up of chairs and music stands - 1 week prior
- Select and secure person to organize post-concert cleanup crew- 1 week prior
- Ensure scholarship donation box is available to audience and count money – 1 week prior and night of concert

Family & Friends Pops Concert (June) - *Performance Committee*

- Select date and location of facility for rehearsal & concert - February
- Apply for facility forms and sign contract for facility, arrange for lights, sound, chairs, stands, and percussion equipment - February
- Conductors to establish program (i.e., skits, ensembles, etc)
- Select and secure person to organize after-concert social including food and drinks - 1 month prior (Social Committee)
- Select and secure person to hand out programs - 2 weeks prior
- Design and print programs - 1 week prior
- Select and secure person to organize setting up of chairs and music stands - 1 week prior
- Select and secure person to organize post-concert cleanup crew- 1 week prior
- Ensure scholarship donation box is available to audience and count money – 1 week prior and night of concert

Monthly Calendar of Activities

January

- Conduct annual band meeting - *President*
 - Present proposed annual budget - *Treasurer*
 - Present committee reports - *committees*
- Appoint or approve chairs and members for the Conductor's Committee, Performance Committee, Web Site Committee and others as required – *Executive Committee*
- Update checking account signature cards - *Treasurer*
 - one officer signature in addition to Treasurer signature
- Review sales tax exempt status for Missouri – *Treasurer*
- Prepare and distribute financial report for band membership - *Treasurer*
- Hand out music for Spring Concert and Memorial Day concert - *Music Librarian*
- Supply Association of Concert Bands with list of pieces performed during the previous year

February

- Determine music for summer season and pass on to Music Librarian and order additional sets, if needed - *Conductor's Committee*
- Update and distribute band roster - *Vice President*
- Assess quantity of band shirts and order if necessary - *volunteer*
- Select date and location for Ensemble Concert - *Performance Committee*
- Select date and location for Family and Friends Pops Concert – *Performance Committee*

April

- Prepare financial report for band membership – *Treasurer*
- Submit annual non-profit IRS tax return - *Treasurer*
- Hand out music for summer season (1st rehearsal after Spring Concert) - *Music Librarian*
- Submit bills for previous year's web site charges to Executive Committee for approval and payment by Treasurer – *Web Site Committee*

June

- Update and distribute band roster - *Vice President*
- Select date and location for Christmas Concert (details under special events) - *Executive/Performance Committee*
- Select music for Christmas season, inform Music Librarian, and order additional sets, if needed- *Conductor's Committee*

July

- Prepare and present financial report for band membership – *Treasurer*
- Register our incorporation with the State of Missouri - *Treasurer*

September

- Form election committee to nominate candidates for band officers and establish election procedure - *Executive Committee*

October

- Update and distribute band roster - *Vice President*
- Prepare and distribute financial report for band membership – *Treasurer*
- Select date and location for Spring Concert - *Executive/Performance Committee*
- Hand out music for Christmas season (by 3rd week of month) - *Music Librarian*

November

- Conduct election of officers - *Election Committee*
- Renew Association of Concert Bands membership and pay annual fee (includes ASCAP and BMI fees) – *Treasurer*
- Prepare annual budget (Nov & Dec) - *Finance Committee chaired by Treasurer*
- Select music for Spring Concert, inform Music Librarian, and order additional sets, if needed - *Conductor's Committee*

December

- Plan annual meeting - *Executive Committee*
 - plan pot luck dinner - *volunteers*
 - prepare reports to band membership - *committee heads*
- Approve annual budget - *Executive Committee and band membership*

STANDING RULES

I. Performance Committee/Scheduling Performances

General Performance Ground Rules

- Time preference for performances is 7:30 PM unless an outdoor performance requires an earlier start time for daylight
- Performance Committee Chair will make sure that the requestor knows the number in the band and the type of music we play so that the performance is appropriate for the intended audience
- Performance Committee Chair will maintain a checklist to determine if the requested performance will be compatible with band needs, including: date, performance time preference, location, size of room available, acoustics, accessibility, audience music preferences, availability of chairs (and types of chairs), and lighting.

Tuesday Night Performances

- Performance Committee solicits concert dates and considers requests from band members (note - all requests, even from band members, must go through Performance Committee)
- Performance Committee brings potential concerts to Executive Committee for approval (must include consultation with Conductor's Committee)
- 5-6 weeks of consecutive rehearsals required from mid October through the beginning of Christmas season (no Tuesday night performances) to prepare for Christmas season
- No performances (Tuesday night or other) from the beginning of January until after the Spring Concert except for those specifically approved by the Executive Committee/Conductor's Committee to prepare for Spring Concert

Non-Tuesday Night Performances

- No more than two non-Tuesday night performances per four week period
- All requests for non-Tuesday night performances must be presented to the Executive Committee (must include consultation with Conductor's Committee) before presentation to band
- Query band through online non-Tuesday reply form and show of hands at rehearsal
- Final review and determination by Performance Committees and at least two Conductors

II. Selection of Music Purchases

- Conductor's Committee will meet at least once per year to determine the band's music needs for the coming year (big band, show tunes, marches, etc.)
- Conductor's Committee member or approved representative procures potential music pieces (on consignment)
- Conductor's Committee recommends pieces to purchase and cost to Executive Committee (music purchases over \$500 must be approved by band per the By-Laws)
- Music not purchased is promptly returned
- No unauthorized copies of copyrighted music will be used by the band. If copies of copyrighted music must be made to enlarge small print, the copy must be attached to the original piece of music. If the band needs additional instrument parts of copyrighted music the parts will be purchased or permission will be obtained from the owner to copy those parts. The permission letter will be maintained by the Music Librarian with the score.

III. Music Donations

- All potential donations must be discussed and approved by the Conductor's Committee prior to purchase to ensure that the music is appropriate (difficulty, style, etc) for the band and to determine the number of parts (or scores) needed to cover the size and instrumentation of the band (i.e., it may be necessary to purchase more than one set of scores or extra parts to cover certain instruments depending on the size of the band at that time)
- Music donors should understand that the use of the donated music (if and when it is performed) is left to the discretion of the Conductor's Committee

IV. Selecting Music Repertoire for Seasons/Concerts

- Band seasons are:
 - Spring Concert (1st rehearsal in January through Spring Concert)
 - Summer/fall season (1st rehearsal after Spring Concert through September)
 - Christmas season (October through Christmas)
- At the initiation of the Chair, the Conductor's Committee reviews the current band music library and selects pieces for upcoming season/concert
- Conductor's Committee Chair communicates the selections to the Music Librarian six to eight weeks prior to handing out the music to the band
- Music Librarian and Section Leaders assign parts to individual band members
- Conductor's Committee Chair purchases additional sets of music, if needed
- Music Librarian hands out music to band

V. Borrowing and Lending Music

- Any request to borrow music from AHCB or for AHCB to borrow music from others must be approved by the Executive Committee
- The borrower must agree to replace any damaged or missing music
- At the time of the initial loan of AHCB music, a definite date must be established for the return of the music
- The loan of or borrowing of music valued in excess of \$500 must be approved by the entire band
- Any person or organization requesting to borrow music from AHCB must complete a request form for each piece of music desired; this must be approved

VI. Borrowing and Lending Equipment

- Any equipment borrowed by AHCB must be approved by the entire band because we will have a liability to replace it if lost or damaged
- Any equipment loaned by AHCB to others must be approved by the entire band and the borrower must sign a written agreement to repair or replace damaged or lost equipment and establish a definite date for the return of the equipment
- Any person or organization requesting to borrow equipment from AHCB must complete a request form for each piece of equipment desired; this must be approved

VII. Defining Band Members/Membership Roster

- An official band member is anyone on the current roster
- The current Membership Roster is the official membership list for voting purposes
- No membership requirements may be imposed contrary to Article II of the band By-Laws
- Band Roster will be updated in February, June, and October
- Additions to the Membership Rosters must be approved by the Executive Committee in February, June, and October
- Removal from the Membership Roster will be made only by the Executive Committee based on a request from a resigning member or on the recommendation of the appropriate section leader
- Section leaders should recommend removal for members who have turned in their music and indicated that they do not plan to participate in the band during the next year.

Guidelines for Section Leaders When Contacting Members for Removal from Roster:

- Explain that Membership Roster is being updated
- Explain that Roster is used as official list for voting and planning band activities
- Ask member what their plans are for participating in the band over the next year
- Ask member if they wish to be removed from Roster or retained

VIII. Annual Election of Officers

- The Executive Committee will appoint a Chair and members of an Election Committee each year at the September meeting; generally this committee will be comprised of the Members at Large

Election Committee

- The Election Committee will serve until the annual election is completed
- Committee verifies that the Membership Roster is updated in October
- Committee meets to discuss qualified potential candidates and solicit or recruit nominees for each elected office (if more than one qualified candidate is available, committee can submit multiple candidates)
- Chair of Election Committee presents proposed slate to Executive Committee at November meeting for approval to proceed
- Chair of Election Committee announces to band that a slate will be presented at the next rehearsal and that open nominations will also be accepted at that time (noting that any nomination must be discussed and approved by the nominee in advance)
- Chair of Election Committee presents slate of nominees at next rehearsal, accepts open nominations from the floor, closes nominations, and announces that election will be in two weeks or next rehearsal thereafter
- Anyone casting an absentee ballot, if requested, must have it in the hands of the Election Committee Chair no later than one week prior to the election
- The election will be on paper secret ballots which will be prepared, collected, and counted by the committee, if necessary
- The Chair of Election Committee will announce the results to the band on the night of the election
- The candidate for each office with the most votes will be the winner. Members may vote for three Members-at-Large and the nominees with the three highest vote counts will be the winners. In case of a tie for any office, the tie will be settled by run-off elections between the tied candidates until one gets the most votes
- In the event of no office being contested, a motion shall be made to take a vote by acclamation. If the band approves, the officers will be elected as presented on the slate, with no ballots necessary.

IX. AHCB Web Site

- The Executive Committee will appoint a Chair and members of a Web Site Committee each year to oversee and maintain the band's web site
- The Executive Committee shall maintain backups of the material on the website
- The web site will be used to provide information about the band history and philosophy, general information about band activities, contact information for membership and

performances, rehearsal and public concert schedules, event schedules/maps for band members, and late breaking news (primarily to inform band members)

- The Web Site Committee will hold periodic meetings to review and recommend changes to the web site. Changes can also be recommended or requested by any band member. The Web Site Committee will review all requested changes for appropriateness and consistency with the philosophy, format and content of the web site. Any substantive changes to the content of the web site will be presented to the Executive Committee, with recommendations from the Web Site Committee, for approval
- Private information about band members such as full names, email or other addresses and phone numbers will not be published without the express consent of the band member
- In order to maximize the usability of the web site, designers/maintainers will minimize download times, and maximize compatibility with browsers and platforms
- Maintenance goal will be weekly updates but more often, when needed
- The Web Site Committee will select designees to upload and maintain the site to avoid confusion and duplication of effort
- The Web Site Committee will have at least one back up designee who can perform uploads and maintenance on 24 hours notice (or less) in an emergency
- The band will maintain the “Domain Name” of “www.ahcb.org”
- The Web Site Committee will ensure that payments for required Web services (domain name registrations, host fees, etc) are authorized by Executive Committee and paid by Band Treasurer
- The Web Site Committee will provide or update information to other internet sites regarding activities and contacts for AHCB
- The Web Site Committee will periodically verify the accuracy of the information and links on the web site

X. Official Band Address and Location of Documents

- The official Band address is currently */redacted/*:
After Hours Community Band
13257 Tandem Drive
St. Louis, MO 63146
- The location of important band documents is:
/redacted/

APPENDIX A - BY-LAWS

BY-LAWS OF THE AFTER HOURS COMMUNITY BAND, INC.
Revised Effective January 1, 1993
Adopted November 10, 1992
(Revised October 26, 1993)

ARTICLE I

Name, Purpose, and Philosophy,

Section 1. The name of the organization is the After Hours Community Band, Inc. (hereafter called Band).

Section 2. The purpose of this not-for-profit organization is to provide civic, charitable, and community services as set forth in its Certificate of Incorporation and by doing so, to provide enjoyment to its members.

Section 3. The philosophy of the Band is to provide these services by providing musical performances for the enjoyment of the general public in situations such as at community, organization and church picnics and fairs, and at shopping malls, retirement centers, nursing homes and similar locations.

ARTICLE II

Membership

Section 1. Anyone who is an active player in the Band shall be a member of the Band without regard to race, creed, sex, age, or national origin.

Section 2. The Band is open to all musicians. No auditions are required for membership.

Section 3. No fees or charges are levied against the members and no fees are paid to members.

Section 4. Anyone who no longer displays an interest in being a member shall forfeit membership by vote of the Executive Committee. Any member may request reinstatement.

ARTICLE III

Organization

Section 1. The Band shall be managed by a board of directors called the Executive Committee. The Executive Committee shall be elected from the membership and be comprised of a President, Vice President, Secretary, Treasurer, and three "At-Large" members. The President, Vice President, Secretary, and Treasurer are the officers of the Band.

Section 2. The Executive Committee shall make policy decisions needed for the operation of the Band. The Executive Committee

shall meet on the first Monday of each month, or when designated by the Executive Committee at its prior meeting, and additionally as called by the President. A majority constitutes a quorum.

Section 3. The Executive Committee shall authorize all money expenditures; all expenditures exceeding \$200 require approval by a simple majority of the Band membership. No one, including the Executive Committee, is authorized to indebted the Band. The Executive Committee shall review the annual budget prepared by the Finance Committee and present it to the Band for approval.

Section 4. The Executive Committee shall be responsible for generating the funds necessary to perpetuate the Band.

Section 5. The Executive Committee shall select and approve conductors.

Section 6. The Executive Committee shall report its actions at the Annual Meeting of the membership and periodically during the year.

ARTICLE IV

Duties of Officers

Section 1. The President shall preside at all meetings of the Band and the Executive Committee, shall perform such other duties as may be prescribed in these By-laws or assigned by the Executive Committee, and shall coordinate the work of the officers and committees of the Band in order that the Purposes may be promoted. The President is an ex officio member of all committees.

Section 2. The Vice President shall assume the duties of the President in his/her absence, serve as chairman of the Membership Committee and maintain the membership roll which shall be published quarterly, and have such other duties as prescribed by these By-laws or assigned by the Executive Committee.

Section 3. The Secretary, or his/her designee, shall record the minutes of all meetings of the Band and of the Executive Committee, and shall perform such other duties as may be delegated to him/her.

Section 4. The Treasurer shall have custody of all of the funds of the Band; shall keep a full and accurate account of receipts and expenditures; shall make disbursements in accordance with the approved budget as authorized by 1) the Band, or 2) the Executive Committee. The Treasurer shall submit a quarterly financial statement to the Band and will file the annual corporate registration report with the Missouri Secretary of State. The

Treasurer will serve as chairman of the Finance Committee.

Section 5. All officers shall deliver all official materials to their successors promptly following the election of their successors.

ARTICLE V

Duties of Members-at-Large

A Member-at Large shall serve as liaison between the Band membership and the Executive Committee by being aware of the interests and desires of Band members and by being able to relate actions of the Executive Committee to Band members. A Member-at Large shall also perform such other duties as delegated by the Executive Committee.

ARTICLE VI

Election of Executive Committee

Section 1. Four (4) officers and three (3) "At-Large" members shall be elected at a November Band Meeting by vote of the membership by a simple majority of the votes cast.

Section 2. The election procedure shall be as established by the Executive Committee with the approval of the membership. Voting by proxy is not permitted.

Section 3. Executive Committee members shall assume their official duties following the close of the January Annual Meeting and shall serve for a term of one (1) year and until the close of the January Annual Meeting the following year.

Section 4. A vacancy of an elected office on the Executive Committee shall be filled for the unexpired term by a Band member elected by a simple majority vote at a special meeting of the Band membership. Written notice of such special meeting shall be given two weeks in advance.

ARTICLE VII

Meetings

Section 1. The Annual Meeting of the Band shall be held in November as designated by the Executive Committee. Its purpose is to elect the Executive Committee, to receive and review reports from the officers and committees, to approve the budget, and to act upon other matters as necessary.

Section 2. Special Band meetings may be called by the Executive Committee as necessary, the purpose of such meeting shall be

specified.

Section 3. Written notice of Band meetings shall be made 1 week prior to the Annual Meeting or special meeting. Such notice shall state the place, day, and hour of the meeting.

Section 4. A Band meeting may be called to order when a quorum of more than 50% of the membership listed on the last published quarterly membership roll is present.

Section 5. Voting members at Band meetings shall be those members that are listed on the last published membership roll.

ARTICLE VIII

Standing and Special Committees

Section 1. All committees are subordinate to the Executive Committee and all committee work shall be authorized by the Executive Committee before undertaken.

Section 2. Committees may have any number of members; members and chairmen shall be appointed by the Executive Committee except as otherwise provided in these bylaws.

Section 3. The Standing Committees of the Band are 1) Membership, 2) Conductors, 3) Performance, and 4) Finance.

Section 4. Special Committees may be formed and disbanded by the Executive Committee as needed.

ARTICLE IX

Duties of Standing Committees

Section 1. The Membership Committee shall actively seek new members as needed for the Band via newspaper articles and ads, word of mouth, announcements at performances, and other means. This committee shall also be sensitive to the wants and needs of the existing membership and provide opportunities for fellowship among the members in order to perpetuate the Band.

Section 2. The Conductors Committee shall be comprised of all conductors and shall recommend music for acquisition, music for performances, and oversee the music library.

Section 3. The Performance Committee shall actively seek opportunities for a variety of Band performances throughout the year. They shall make all arrangements as necessary and coordinate the performance schedule.

Section 4. The Finance Committee shall prepare the annual budget for the Executive Committee and oversee the care of funds and assets.

ARTICLE X Amendments

These By-laws may be amended, repealed, or altered in whole or in part by a simple majority vote of the Band membership at any regular or special meeting.

ARTICLE XI

Other

Any issues not directly addressed by the Articles of Incorporation or the By-laws shall be decided by the Executive Committee.

ARTICLE XII

Indemnification

Each Director, officer, or volunteer; or former Director, officer, or volunteer; of this corporation, and his or her legal representatives, shall be and hereby is indemnified by the corporation against liabilities, expenses, counsel fees and costs reasonably incurred by him or her or his or her estate in connection with or arising out of any action, suit, proceeding or claim in which he or she is made a party by reason of being or having been a Director, officer, or volunteer of this corporation; shall in like manner be indemnified by this corporation; provided that in neither case shall the corporation indemnify such Director, officer, or volunteer with respect to any matters as to which he or she shall be finally adjudged in any such action, suit or proceeding to have been liable for gross negligence or willful misconduct in the performance of his duties as such Director, officer, or volunteer. The indemnification herein provided for, however, shall apply also in respect to any amounts paid in compromise of any such action, suit, proceeding or claim asserted against such Director, officer, or volunteer (including expenses, counsel fees and costs reasonably incurred in connection therewith), provided the Board of Directors of this corporation shall have first approved such proposed compromise settlement and have determined that the Director, officer, or volunteer involved was not guilty of gross negligence or willful misconduct; but in taking such action, any director involved shall not be qualified to vote thereon.

In determining whether or not a Director, officer, or volunteer was guilty of gross negligence or willful misconduct in any such matter, the Board of Directors may rely conclusively upon the opinion of independent legal counsel selected by the Board of

Directors. Unless otherwise provided by law, any compromise settlement authorized herein shall be effective without the approval of any court. The right to indemnification herein provided shall not be exclusive of any other right to which said Director, officer, or volunteer may be lawfully entitled.

No Director, officer, or volunteer of the corporation shall be liable to any other Director, officer, or other person or the corporation for any action taken or refused to be taken by him or her as Director, officer, or volunteer with respect to any matter within the scope of his or her official duties except such action, neglect or failure to act as shall constitute gross negligence or willful misconduct in the performance of his or her duties as Director, officer, or volunteer.

AFTER HOURS COMMUNITY BAND, INC.
PROPOSED BYLAW CHANGES
October 19, 1993
Approved October 26, 1993

These changes are recommended to allow for earlier elections which will permit a more orderly transfer of duties to the new Executive Committee.

(Changes are underlined.)

PROPOSED: Article VI, Section 1
Four (4) officers and three (3) "At-Large" members shall be elected at a November Band Meeting by vote of the membership by a simple majority of the votes cast.

CURRENTLY: ...the Annual Meeting.....

PROPOSED: Article VI, Section 3
Executive Committee members shall assume their official duties following the close of the January Annual Meeting and shall serve for a term of one (1) year and until the close of the January Annual Meeting the following year.

CURRENTLY:Annual Meeting and shall serve for a term of one (1) year and until the election and qualification of their successors.

APPENDIX B - PROPERTY LIST

A list of equipment owned by the band and in the custody of the person named.

PROPERTY LIST
(as of August 1999)

Electronic Tuner (brand, model, serial number) - */redacted/*
Portable Public Address System (microphone, amplifier/speaker, battery, cables) - */redacted/*
Conductor's Podium and Music Stand - */redacted/*
Bass Drum - */redacted/*
Bass Drum - */redacted/*
Tympani (two) - */redacted/*
Bells, carrying case, and stand - */redacted/*
Chrome Chimes and stand - */redacted/*
Miscellaneous percussion accessories - */redacted/*
 Maracas
 Castanets
 Claves
 Bongo drum set
 Triangles (two)
 Wood block
 Temple block set
 Tambourine
 Cow bell
 Suspended cymbal and stand
 X inch Crash cymbals
 Finger cymbals (two sets)
 Sleigh bells
 Whip crack
 Slide whistle
 Miscellaneous percussion mallets and carrying bags
folding table - */redacted/*

Note - Inventory of music in Music Library is maintained separately

APPENDIX C - TAX EXEMPT FORM

May only be used for official band purchases with the approval of the Executive Committee