

**Bylaws of the
WHITEHOUSE WIND SYMPHONY**

Article I: NAME

1. The name of this association shall be the Whitehouse Wind Symphony; hereafter referred to as WWS or Band.

Article II: OBJECTIVES

1. The objectives of the WWS are:
 - a. To provide qualified musicians of all backgrounds the opportunity to rehearse, perform concerts and socialize with other musicians.
 - b. To provide professional and developing musicians an educational avenue to perfect their playing and performance abilities.
 - c. To provide cultural and educational experiences to the public in the form of musical presentations at various venues including, but not limited to, municipal and county summer concert series, performing art groups and other venues supporting the arts.

Article III: USE OF FUNDS

1. The WWS is organized exclusively for educational, charitable and cultural purposes as defined under its Articles of Association dated September 1, 2000.
2. All monies received as donations or from performances shall be used for the current operational needs and future anticipated needs of the WWS. These needs include but are not limited to the purchase, repair, maintenance, and insurance of music, equipment, instruments, uniforms and other accessories.
3. Should the WWS as defined under the provisions of these bylaws be dissolved, any and all assets of the Band shall be distributed to a group or groups advocating similar objectives to those defined under Article II above.

Article IV: BAND MEMBER REQUIREMENT

1. A Band Member or Voting Band Member (hereafter referred to as Member) may be any person with acceptable playing ability, or who may otherwise perform with the

Band, regardless of age, sex, race, religion, or country of national origin.

2. Prospective Members may be required to demonstrate playing ability to the Conductor & Musical Director and/or applicable Section Leader through audition.
3. To be classified as a Voting Band Member, a person must attend at least 75% of the previous 12 rehearsals and Concerts.
4. Attendance will be taken at Rehearsals and Concerts. Prior to any vote by the general membership, the current attendance record will be given to the Secretary or his or her representative to compile a list of Voting Band Members.
5. Members are required to attend Concerts in uniform as defined by written policy and/or the Board of Directors. Members not in uniform may be asked not to perform and will not receive credit for the performance.
6. Eligibility to perform a Concert will depend upon the number of Rehearsals prior to the Concert. The Board of Directors and/or Conductor & Musical Director have the right to decide if an individual can or cannot perform a Concert.
7. Any Member displaying less than professional musician-like behavior, or any conduct considered detrimental to the greater good of the WWS will be subject to review, disciplinary action and possible dismissal by the Board of Directors.

Article V: GOVERNMENT

1. The WWS will be governed by the Board of Directors consisting of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Three (3) Directors At Large
2. Seven (7) Directors will be elected by vote of the Voting Band Members in accordance with Article VI. The offices of President, Vice President, Secretary and Treasurer shall be filled annually by vote of the Directors during the first Board meeting following the election of new Directors.
3. The Board of Directors is required to hold meetings, discuss Band business, and vote as necessary on issues pertaining to the operations of the Band. Duties of the Board of Directors are more fully described in Article VII.
4. The status of any Director missing three consecutive meetings or otherwise failing to fulfill the duties of his/her position will be reviewed by the Board of Directors to

determine the viability of continued service.

5. Dismissal of a Director must be initiated by motion from a Director. Dismissal of a Director will require an unanimous vote of the remaining Directors.
6. Vacancies on the Board of Directors will be filled as soon as practical utilizing the normal process of nominations and elections.

Article VI: DIRECTORS

1. The requirement for a Director is that he or she be at least twenty-one (21) years of age and a Voting Band Member.
2. Directors shall be elected for two (2) year terms. Nominations will be accepted from the floor at a Band Rehearsal in December. The newly voted Director(s) will begin their terms in January.
3. Director's terms will be staggered so that each year approximately one half of the Director's seats will be open for election.
4. All Directors can have succeeding terms.

Article VII: DUTIES OF DIRECTORS

The duties of Band officers include, but not limited to, the following:

1. **PRESIDENT.** The President shall be the chief executive officer of the Band and shall have the general powers and duties of supervision and management usually vested in the office of the president of an association. He or she shall preside at all meetings of the members and at all meetings of the Board. The President shall be an ex officio member of all committees and may appoint committee chairpersons.
2. **VICE-PRESIDENT.** The Vice-President shall perform duties as may be determined by the Board. When, for any reason, the President is unable to perform his/her duties, the Board shall transfer the President's duties and responsibilities to the Vice-President for the duration of the President's unavailability.
3. **SECRETARY.** The Secretary shall record and preserve the minutes of all meetings of the membership and of the Board. The Secretary shall provide and serve all notices of the Band. The Secretary or his or her designees shall be custodians of the records of the Band and the records of the membership of the Band.
4. **TREASURER.** The Treasurer is responsible for keeping a record of all Band fund

activity, including collection and disbursement, under the direction of the Board. Duties include making financial and asset reports available on a timely basis and presenting the annual budget to the Board for approval. The Treasurer oversees tax filings and maintains the organization's non-profit status.

5. DIRECTORS AT LARGE. The three Directors At Large will assist the President, Vice-President, Secretary and Treasurer as needed, as well as participate in other functions for the benefit of the Band.

Article VIII: CONDUCTOR & MUSICAL DIRECTOR

1. The Conductor & Musical Director (also referred to as Conductor) shall be approved by the Board of Directors and shall serve for a period of time that is mutually agreeable to both the Board of Directors and the Conductor.
2. The Conductor shall serve on the Board of Directors in a non-voting advisory capacity.
3. The Board of Directors may offer to pay a stipend to the Conductor for each period of time that the Conductor is appointed to serve.
4. If a vacancy occurs in the office of Conductor, the Board of Directors will as soon as possible appoint a replacement to serve the remainder of the term of Conductor. The Directors may, at their option, appoint one or more Acting Conductors until a permanent replacement is found.

Article IX: DUTIES OF THE CONDUCTOR & MUSICAL DIRECTOR

1. The Conductor shall have final approval over all musical selections performed by the Band.
2. The Conductor shall assume responsibility for rehearsing and conducting the Band.
3. The Conductor shall work closely with the Board of Directors in planning and coordinating the artistic aspects of the concert season within the scope of the available budget.
4. The Conductor shall be responsible for selecting principal players and arranging seating for the Band, and other matters relating to the Band personnel.
5. The Conductor shall work closely with the Board of Directors in developing community relations.

6. The Conductor shall perform any other duties as may be deemed necessary by the Board of Directors.

Article X: MEETINGS

1. The Board of Directors shall meet quarterly or more often if so required. A quorum of four (4) Directors shall be required to conduct a valid meeting.
2. The minutes of the Board of Directors meetings shall be recorded and distributed to each Director. An additional copy of the minutes is to be made available to Members at their request.
3. Information shall be relayed to the Band at Rehearsal or by electronic means as needed. Any issue requiring a vote shall be addressed during these briefings.
4. Voting shall be conducted during a properly called to order meeting by a show of hands or secret ballot as the situation warrants. In the event of secret ballot, ballots shall be distributed to all Voting Band Members present. Results of the vote shall be made public at the next Band Rehearsal.

Article XI: STANDING COMMITTEES

1. Standing Committees shall be established as needed by the Board of Directors.

Article XII: REHEARSALS

1. Band Rehearsals shall be held weekly, at a predetermined time and location.
2. Deviations from this schedule shall be permitted to allow for holidays, engagements, inclement weather, etc. The Conductor shall determine schedule deviations.
3. Special Rehearsals may be scheduled at the discretion of the Conductor for the practical purpose of specific concert preparation or recording activity.

Article XIII: OPERATING MANUAL

1. The Board of Directors shall authorize the creation of an Operating Manual. The Operating Manual shall define policies and procedures that govern the day-to-day operations of the Band.

Article XIV: GRIEVANCE

1. All grievances shall be submitted in writing to a member of the Board of Directors. The Board of Directors shall review the complaint at the next scheduled Directors Meeting from the date grievance was submitted. The Board of Directors shall act and report back to the grievant its handling of the grievance.

Article XV: BYLAWS

1. Copies of the Bylaws of the Whitehouse Wind Symphony shall be made available to Members at their request. The Bylaws shall be subject to revision when needed and the Band shall be notified of any changes.
2. Any proposed amendment to the Bylaws shall be put before the Board of Directors for open discussion prior to a Board vote. An amendment requires not less than four (4) affirmative votes to pass.

Article XVI: GOVERNING LAW

1. The laws of the State of New Jersey and/or any applicable Federal legislation shall govern these Bylaws in all respects.

The original Whitehouse Wind Symphony Bylaws were adopted by the previous Directors on Sept. 1, 2000, and modified to the present form by the undersigned on Sept. 1, 2012.

Jodi Weitz, President

Michele Lawrence, Vice President

Eric Billowitz, Director